



## Charter

The Solution Team is responsible for performing detailed design activities for assigned units of work (Solution Team Packages).

## Responsibilities

- Develop software use cases to include:
  - allocation of requirements to use cases
  - storyboarding user interfaces
  - robustness analysis (diagramming using boundary objects, entity objects and controllers to ensure the use case is written within the context of the system domain model)
  - non-functional and behavioral requirements
  - create system domain model that conforms to the 360° view and captures main business entities, interfaces and relationships used to guide the physical data model as well as the class design
- Document solution (User Interface) specifications
  - Preliminary screen designs (UI standardization)
  - Program flow diagrams
- Identify, manage, and mitigate risks and issues.

## Team Members

Each team will be led by a CSI Technical Solution Coordinator. In general, the team will consist of:

- 2 CSI Business/Systems Analysts – 1 will fill the role of the team lead
- 1 CSI Technical Resource (Developer)

## Supplemental Team Members

- Technical Solutions Coordinators
- Process Coordinators
- Business Partners
- Subject Matter Experts (Internal and External)
- SAIC/3M Technical and Business Design Analysts

## Guidelines

- Solution Teams will meet daily from 9:00 – 12:00 (except Monday) and from 1:00 – 4:00. In general supplemental team members should be scheduled to attend from 10:00 – 11:30 and 1:30 – 4:00 as needed.
- Supplemental team members may be brought in as necessary to meet and discuss specific items/issues.
- Team members will rotate and share as needed the facilitation and documentation responsibilities so that all team members are actively engaged during the process.
- Teams will build lists and organize the information needing business owner/SME clarification to make the best use of their time, and to foster and maintain a constructive environment.
- Teams will mutually agree upon times to set aside to complete administrative items.



## Communication & Decision-Making

The teams will abide by the CSI Team guidelines as well as these additional guidelines.

- During work sessions, one person talks at a time. Each person should be given a chance to speak their mind while at the same time respecting the group's time and the work session timetables. They should be brief and focus on facts, not opinions.
- Emphasis will be on open and honest communication – there are no hidden agendas.
- All group members should accept the responsibility and accountability along with the authority given to them.
- During discussions, group members should listen, be non-judgmental and keep an open mind on issues until it is time to decide.