

# TECHNOLOGY

## Phase II: Expanding and Integrating



### Activity: Not Invented Here: Assessing Integration Options

#### Goals

1. Identify functional requirements or feature requests that may be solved by integration
2. Identify and assess potential integration solutions to satisfy functional requirements or feature requests

#### Prerequisites

Development Roadmap, Tech Activity: [Landscape Analysis](#)

#### Who Should Participate?

Program leadership (strategic thinkers), Program management (tactical thinkers). This activity is best kicked off with a small group together (in-person or virtually), and then moved to asynchronous work.

#### Length

Part 1, 60-90 minutes with a small group. Part 2, depends on the scope of the project.

#### Activity Instructions

##### Part 1: Small group together

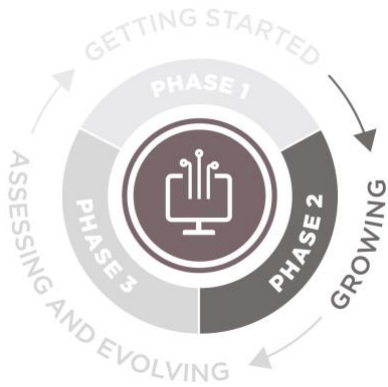
Identify functional requirements or feature requests on your roadmap that may be solved by integration. Sample questions to ask about proposed features are below; if the answer is yes to a majority of the questions, then integration may be a good idea.

Criteria	Yes	No
Is the request for a brand-new feature?		
Does the functional need have a timeline or expiration date?		
Is the functionality needed quickly, e.g. within one or two quarters?		
...		

##### Part 2: Small group asynchronously

- Compare functional requirements with the features/functionality of the solutions identified in your landscape analysis
  - It may be useful to break the functional requirements into user stories to compare
- Assess suitability of potential solutions
  - Does the platform have a compatible license?
  - Is the identified solution designed as a component or amenable to re-use?
- Complete a gap analysis
  - Determine what is missing from your functional requirements
  - Prioritize the gaps with your community - are they must haves?

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- Map the integration
  - Create a workflow document that shows how the two systems would interact.
  - Is one system fully contained by the other, or do they just communicate? If the latter, does data flow both ways? Which is the system of record?
- Learn about and communicate with the other program
  - Who is their core community? Does it overlap with yours?
  - Who are the executive, strategic, and tactical leaders?
  - Are they open to an integration? Would their community benefit?
  - Do they have a sustainability plan?
- Determine deal breakers
  - What would stop an integration from being effective?
- Assess outcomes
  - No solution compatible - program will have to build
  - Multiple solutions compatible - assess them all to see which one is the most compatible
  - One best solution - work with governance and technology leadership to determine formal process for moving forward with integration (e.g. is an MOU or other agreement needed?)