Stakeholder Request

When a stakeholder submits a request via the portal, an Azure DevOps (ADO) ticket is automatically generated here. The stakeholder will receive an automatically generated email. The Health Evaluations team then acknowledges the item by replying to the email.

One you're ready to work on the item, follow the process below.

1. Use the "Evaluation Guidelines Form" to fill out the details of the evaluation.

    o   Review the goal of the evaluation.
    o   Verify the desired outcome of the evaluation.
    o   Define the scope.
    o   Create a process on how to accomplish the evaluation.
2. To collect the list of offers to evaluate, use the following:

    o   **Kusto**: Database.
    o   Go to the Marketplace and AppSource to verify the data and make sure it matches what you see in the database.
3. Set up a meeting with the stakeholders to go through the following:

    o   The evaluation form.
    o   Deadline - determine the time it'll take to review one offer to give stakeholders an idea of how long the evaluation will take.
    o   Offer review process: the criteria used in the evaluation. What would be considered a pass?
    o   The number of offers to be evaluated.

4. After the meeting, finalize the request details by adjusting the review process and/or the list of offers according to the stakeholders' feedback.

5. Schedule training with the reviewers that will work on this project to explain what the evaluation needs.
6. Start evaluating the offers.

Cloudy says:

Consider creating a group chat on Teams, where reviewers can ask question and express concerns.

> Also send a daily report of the progress and escalate any questions.

7. Review the results.

    o   Assign some reviewers to go over the top results of the evaluation to make sure the offers were passed/failed accurately.

8. Write the evaluation report.

9. Send the report to the stakeholders.

10. Set up a meeting with the stakeholders to review the report and decide the next steps.
11. When the evaluation project is complete, **close** the ADO ticket.