The WiTS Project Team

Our Mission
To assist the NIH OHR in recruiting and retaining a highly skilled and diverse workforce by providing a superior tool to enable the automation, standardization and streamlining of HR and HR-related processes and to provide active and accurate tracking, monitoring and reporting on the associated data.

Our Vision
To make WiTS the preeminent tool for business process automation activities at the NIH.

What we do
The work that the WiTS Project Team performs in support of the system is segmented into three broad areas: Functional Projects, Technical Projects, and User Projects as follows:

- **Functional Projects**: Activities and tasks associated with the development of new (or modifications to existing) workflows, forms, dashboards and/or reports. This includes major Enhancement projects as well as minor changes and fixes. Functional project activities include requirements gathering, workflow/form/report design, initial testing, etc.

- **Technical Projects**: Activities and tasks associated with system and infrastructure-related projects and maintenance (i.e. BizFlow, SSRS, Oracle and other upgrades; the creation and maintenance of interfaces with other systems; etc.).

- **User Projects**: Activities and tasks related to liaising with WiTS users. Communications, training, user support (HRSS), marketing, etc. are examples of user project activities.

Who we are
To support the work of the Project, the following resources are employed:

**Federal Staff**

**Project Manager**
- Performs general oversight of the Project and its sub-projects, to include:
  - Managing the work of FTE and contract staff
  - Financial and contract management and oversight
  - Forecasting customer needs; scheduling, reviewing and approving the work of the project
  - Creating/reviewing/maintaining all documentation related to the project and to the system
**Functional Project Lead**
- Lead Trainer
- Lead HRSS/HRSA Tier 2
- Lead for User Communications and Web Content, User Group Manager
- Lead for requirements gathering
- Workflow/Report/Dashboard reviewer/tester

**Technical Project Lead**
- System Security Lead
- Database/application support specialist
- Liaison with CIT, HandySoft (vendor)
- HRSS Tier 2 (as needed for technical issues)

**Project Team Members (Marketing Specialist, Technical Specialist, Functional Specialist)**
- Assist Functional Project Lead in:
  - Delivery of training and preparation of training materials
  - Web/Portal Content Management, User Communications and Administration
  - HRSS/A Tier 2
  - Requirements Gathering
  - Workflow/Report/Dashboard testing
- Assist Technical Project Lead in:
  - Database maintenance and support activities
  - Interface design/testing
  - Preparation of technical documentation

**Contract Staff**

**Senior J2EE Struts / BPM BizFlow Application Programmer**
- Performs (and oversees the performance of) BPM workflow and JSP form development, application/database scripting, and preparation of system requirements documents (Level of Effort (LOE) estimating); Performs (and oversees the performance of) systems maintenance for WiTS critical software components such as but not limited to Tomcat, BizFlow, Java, SQL Database to ensure availability and service continuity
- Resolves (and oversees the resolution of) WiTS Tier 3 tickets dealing with software bugs or other technical issues related to workflows and forms.

**J2EE Struts / BPM BizFlow Application Programmer**
- Performs BPM workflow and JSP form development, application/database scripting, and systems requirements documents assistance as needed; Performs systems maintenance for WiTS critical software components such as but not limited to Tomcat, BizFlow, Java, SQL Database to ensure availability and service continuity
- Resolves WiTS Tier 3 tickets dealing with software bugs or other technical issues related to workflows and forms

**Senior Database Administrator (DBA)**
- Performs JSP development limited to reports, application/database scripting, reports development, and preparation of system requirements documents (Level of Effort (LOE) estimating); Performs systems maintenance for WiTS critical software components such as but not limited to Java, SQL Databases, and SSRS to ensure availability and service continuity
- Resolves (and oversees the resolution of) WiTS Tier 3 tickets dealing with software bugs or other technical issues related to database/reports

**SSRS Reports Developer**
- Performs JSP development limited to reports, application/database scripting, reports development, and system requirements document assistance as needed; Performs systems maintenance for WiTS critical software components such as but not limited to Java, SQL Databases, and SSRS to ensure availability and service continuity
- Resolves WiTS Tier 3 tickets dealing with software bugs or other technical issues related to reports