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# FBC-ENVIRONMENT-SETUP



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## FOUNDRY BOOTCAMP — ENVIRONMENT SETUP

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*Coordinator Checklist — Pre-Bootcamp Configuration*

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# FOUNDRY BOOTCAMP — ENVIRONMENT SETUP

## COORDINATOR CHECKLIST — PRE-BOOTCAMP CONFIGURATION

USAREUR-AF Operational Data Team

### TIMELINE

T-minus	Action	Responsible
T-21 days	Enrollment window closes; finalized participant list to MSS Administrator	Coordinator
T-14 days	All Project Briefs approved; project list finalized	Coordinator / C2DAO
T-10 days	Bootcamp workspace created in MSS Training Environment	MSS Administrator
T-10 days	Participant access provisioned (workspace editor role)	MSS Administrator
T-5 days	Participants confirm access (logged in, workspace loads)	Participants
T-5 days	Coordinator confirms all data sources accessible to participants	Coordinator
T-2 days	Day 1 in-brief materials prepared; SME briefed on participant project list	Coordinator
Day 1 0730	Coordinator on-site; environment check station set up	Coordinator

### SPRINT WORKSPACE SETUP

#### 1. Workspace Creation

The MSS Administrator creates a dedicated bootcamp workspace in the MSS Training Environment:

- **Naming convention:** `FBC_[YYYYQQ]_SPRINT` (e.g., `FBC_202602_SPRINT`)
- **Access level:** Editor for all enrolled participants; Editor for evaluator and SMEs

- **Data access:** Each participant's project-specific datasets must be accessible within the training environment. Coordinate with the unit Data Steward for any datasets not already in the training environment.

#### NOTE

If a participant's project requires production data, coordinate with C2DAO and the unit Data Steward separately. Production access during FBC is not automatic and requires explicit approval before T-10 days.

## 2. Participant Sub-Projects

Create a sub-project folder for each participant within the bootcamp workspace:

```
FBC_[YYYYQQ]_SPRINT/  
├── [PARTICIPANT_LASTNAME_PROJECT_SHORTNAME]/  
├── [PARTICIPANT_LASTNAME_PROJECT_SHORTNAME]/  
└── ...
```

Participants work within their own sub-project. This isolates work and simplifies evaluator review.

## 3. Governance Template

Pre-load each participant's sub-project with: - A README template (from FBC\_GUIDE.md Appendix B) - The naming standards reference card (quick\_reference/cheatsheet.md) - A branch pre-configured for the participant's bootcamp work (branch name: `[PARTICIPANT_LASTNAME]/bootcamp`)

## ACCESS VERIFICATION

Before T-5 days, confirm each participant can:

- Log into the MSS Training Environment
- **If bootcamp work spans multiple enclaves (NIPR, SIPR, MPE, etc.): participant confirms login on EACH enclave.** Accounts do not carry across enclaves.
- Access their sub-project in the bootcamp workspace
- Access all data sources listed in their Project Brief
- Create a branch within their sub-project

If any participant cannot complete these steps by T-5 days, the coordinator contacts MSS Admin for resolution. Do not wait until Day 1.

## SME PRE-BRIEF (T-2 DAYS)

Provide the SME with:

1. Full participant list with names, ranks, units, and project descriptions
2. Known access issues or pre-identified complexity flags
3. Bootcamp schedule and standup format
4. Copy of the Evaluation Record template (SPRINT\_PACKAGE.md Appendix A)
5. Any governance edge cases (production data access, non-standard data sources)

The SME should read each Project Brief before Day 1. The Day 1 in-brief environment check is faster when the SME knows which participants are most likely to have issues.

## DAY 1 ENVIRONMENT CHECK STATION

Set up a check station before 0800 on Day 1:

Item	Details
Workstation per participant	Confirmed working; environment loaded; participant logged in
Network access	MSS Training Environment reachable from all workstations
SME contact	SME reachable by comm during build days (DSN, Teams, or presence in room)
Coordinator contact list	All participants have coordinator's contact info for Day 1–5 blockers

Any participant who cannot confirm access by the end of the in-brief (0900) has a confirmed issue — the coordinator and SME resolve it as a priority. If unresolved by 1000, the coordinator contacts MSS Admin.

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