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7. Abstract

This Project Management Plan combines the project management deliverables from the P+ methodology that are applicable to this part of the QUEST2 work. This consolidation reflects discussions with WHC QA regarding an appropriate method for ensuring that P+ deliverables fulfill the intent of WHC-CM-3-10 and QR-19.

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PHASE (PA/SA)

TITLE:

Approved by

QUEST2: PROJECT PLAN FOR PRELIMINARY
ANALYSIS/SYSTEM ARCHITECTURE
PHASE (PA/SA)

S. Y. Bran, Manager

INTRODUCTION

LAN Systems Development

1.0 PURPOSE

This document contains procedures, plans, and cost/schedule to ensure the coordinated conduct of project activities for the Quality, Environmental, Safety Tracking System redesign (QUEST2) project.

Each discreet procedure topic applies to a specific area of management and team interaction. These procedures formally establish the communication, administration and recording/reporting responsibilities for both the development team and the system management team.

2.0 SCOPE

This project plan addresses the Preliminary Analysis and System Architecture work needed to define the business data and processes, determine cost/benefits, and develop the release plan.

The P+ methodology cites a list of P+ documents normally included in a "typical" project plan. Some of these were deemed inapplicable to this project plan due to the requirements and planning analysis emphasis of this project phase. These deliverables support activities that are focused on system software development and control. Many are deliverables which will be produced as a result of the activities covered by this project plan and will then be incorporated into follow-on project plans during the life cycle of the project. The P+ deliverables not included in this project plan are:

- 030 Description of Development Environment
- 034 Plan of System Documentation
- 008 Release Plan
- 056 Documentation Control Log
- 058 Request for Promotion of Deliverable
- 054 Technical Review Report

3.0 FORMAT CONVENTIONS FOR THIS DOCUMENT

This project plan is composed of eleven (11) Appendices. Each appendix addresses a discreet procedural or administrative topic. These include:

Appendix	P+ DEL NO	Title and Content
Appendix A	100	Opportunity Evaluation: States the general nature of the problems which the QUEST2 project is intended to address.
Appendix B	130	Objectives of the System: Refines the objectives described in the Opportunity Evaluation and sets the scope and purpose of the QUEST2 system.
Appendix C	002	Project Statement Update: General overview of project intent and plan to ensure understanding between project manager and system owner. This is updated from the Business Environment Analysis phase of the project.
Appendix D	105	Project Proposal Update: The project manager's proposal to the customer regarding his understanding of the project requirements and a general estimate of cost.
Appendix E	006	Project Plan Update: Detail planning work break down for each of the project steps including the estimated schedule for each.
Appendix F	004	Resources Assigned to the Project: Overview of the team members and respective qualifications.
Appendix G	012	Individual Plan: Listing of the assigned project events for each individual.
Appendix H	026	Project Team Structure: Communication channels and general team hierarchy.
Appendix I	028	Responsibility for Each Deliverable: Matrix indicating the person assigned to lead each deliverable preparation effort.

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Appendix J

032 Procedures (Update): Routine meetings, record keeping, and general administrative procedures. This is updated from the Business Environment Analysis phase of the project.

The 032 document for this project incorporates procedures which supersede the requirement for the following P+ documents:

- 050 Project Status Report
- 014 Ad Hoc Plan
- 042 Change Request
- 044 Change Request Log
- 052 Request for Review and Approval of Deliverable

Appendix K

046 & 048 Outstanding Issues and Outstanding Issues Log: Overview of the process for identifying, recording, and resolving outstanding issues. Includes the collection of responsibility matrices which identify issues and actions, actionees assigned, and planned and completion dates for resolution.

1.0 DEFINITION OF THE PROBLEM

1.1 Background

Westinghouse Hanford Company (WHC) is required to monitor operations to ensure that all activities proceed in a safe, environmentally sound manner. Significant deficiencies identified in WHC operations are administered through the Corrective Action Management System (CAMS). The purpose of CAMS is to reduce the probability of recurrence of significant deficiencies.

Within WHC, the Corrective Action Data Support (CADS) group is responsible for operating the Quality, Environmental, Safety Tracking (QUEST) database. The main purpose of QUEST is to capture and report information needed to support CAMS activities.

The current automated support is the result of several years of periodic enhancement affecting an original set of system support products. While interrelated, these products are not well interfaced. In addition, current enhancements do not always support changing WHC missions and regulatory mandates. The resulting system support is marked by:

- growing maintenance and operating costs,
- dependence on many manual activities for data entry and analysis, and
- lack of support for all required business activities.

1.2 Problems and Objectives

Problem #1: Managerial oversight is made difficult because management tools are either deficient or missing. The information architecture is not clearly defined to indicate the data needed and where it resides. The system has taken on the nature of a poorly defined "library" of data and information without providing the necessary tools to interact with the contents.

Objective #1: Provide "single source" access to condition actions and data. Incorporate management oriented system interfaces (menus, screens, organization of data output, etc.) to support this access.

Objective #2: Provide management oversight, analysis, and decision support. Define the business activities and required information architecture to ensure timely and relevant information retrieval.

Objective #3: Provide access to supporting documents needed to facilitate the corrective action process.

Problem #2: Information carried in QUEST can become inconsistent with the same or similar information carried in related WHC or DOE systems. In addition, organizations are not always aware of responsibility assignments and ongoing changes to the corrective action data which may affect them.

Objective #4: Provide consistent, accurate Corrective Action Management information. Provide for interfaces with appropriate related systems or redundant systems. Eliminate redundancy where possible.

Objective #5: Utilize electronic signatures and provide automatic notification to affected organizations when data changes have an impact upon them.

Objective #6: Provide system tools to support the Corrective Action Management process and required analyses. Include system flexibility to accomodate changes in ESQ programmatic requirements.

Problem #3: Prospective customers outside the existing QUEST customer base are requesting access to QUEST. There may be continuing requests for access priviledges to QUEST by some government agencies outside the DOE.

Concurrently, existing customers are requesting QUEST to track new types of information. These new customer roles and requirements are poorly defined. Group interfaces and system interface requirements are not clearly specified.

These issues could define new business processes which should be incorporated into QUEST support. The flexibility needed to support the new business processes does not fully exist in the current QUEST system.

Objective #7: Provide a system with the flexibility to easily adapt to changes in customer base, access requirements, and changing business processes.

Objective #8: Provide a system which supports coordination across diverse organizational groups and systems.

Objective #9: Provide system interfaces with current and future standard systems.

Problem #4: Customers and users interacting with the current systems find them to be clumsy and difficult to manipulate. QUEST entry and query processes are inefficient and do not assure full information retrieval.

Objective #10: Provide a system with accepted industry standards for user interaction such as graphic interface, menu access, and easily constructed queries.

Problem #5: While as much as 80% of the data used is originally captured electronically, it must be rekeyed into the current QUEST system. This rekeying activity occurs after the available data is interpreted by the data entry persons. Then the information deemed important or relevant is gleaned based on the judgment of each individual. Data with potential for supporting different queries may be omitted during the rekeying process. In addition, the rekeying process is labor intensive and poorly coordinated across varying groups.

Objective #11: Reduce by 80% rekeying of data which is already available in electronic form.

Objective #12: Permit condition data to be provided in a standard form to all organizations that are mandated to use it.

Problem #6: The existing system resides on an aging hardware and software platform which prevents the system from keeping pace with standard applications of its type. Current technology has additional capabilities which appear applicable to WHC requirements. These technologies are not available to address QUEST system requirements because they are not compatible with the current QUEST operating environment.

Objective #13: Establish a supportive hardware and software environment which will support the enhancement flexibility and user interface requirements noted in Problems 1, 3, and 4.

Problem #7: The current system administration and data management support do not meet normal industry standards. The lack of change control, data management, and standard processes has resulted in a "patch work" set of applications, reports, and queries. The system contents and resultant actions may not pass normal auditing examinations.

Objective #14: Instill procedures and controls for system and data administration to maintain the system in an auditable condition.

1.3 Constraints

Constraint #1: Administrative and procedural guidelines will require definition in order to deploy a system to support them.

Constraint #2: There is a need to demonstrate timely progress while organizational support is still available. In addition, the current system has severely taxed the current platform and system structure, increasing the risk of system failure. Consequently, there are time constraints which may affect particularly high priority functions.

Constraint #3: The size and complexity of the system, coupled with the timeliness issues of Constraint #2, may result in a need to implement solutions in manageable, focused modules. As high priority requirements are identified, these will be addressed first in progressive system releases. Funding time tables and amounts for each release must be available as required.

Constraint #4: Single point access to source documents will be extremely difficult. Therefore, the implementation of a SHARE-like product is crucial to the completion of QUEST2.

1.4 Activities Affected

The objectives discussed in paragraph 1.3 will affect the following site activities and defined in WHC-CM-1-4. These will be affected as described below:

Root Cause Analysis: defines the single condition which will, if corrected, prevent recurrence of the problem.

Affect: The system will provide single source access to comprehensive condition information including the related instances of the problem. Analysis will then be supported through the presentation of comprehensive, organized data.

Trend Analysis: identifies precursors to significant events.

Affect: The system will provide analytic and management tools to support examination of related conditions, assessments, and issues.

Corrective Action: Actions taken to preclude or reduce the probability or recurrence of a deficiency.

Affect: The single source nature of the data will make it easier to draw from past experience and apply that insight toward problem resolution. This will reduce the cost of the Corrective Action Management System (CAMS).

PPG Evaluation: The process of prioritizing Conditions for the purpose of scheduling and performing evaluations.

Affect: The process of performing evaluations will be consistently supported. Information learned during evaluations will be retained for trending and other purposes.

Lessons Learned: central review across organizational boundaries to identify conditions at one location which could apply to other locations.

Affect: The system access to Trend Analysis, Root Cause Analysis, PPG evaluations and Corrective Actions will facilitate central analysis to determine vulnerabi for specific organizational entities.

1.5 Organizations Affected

The system will be used by all organizational units within WHC. This includes managerial and oversight organizations and well as end user/corrector organizations.

A business functional model will identify the organizational entities which are responsible for specific functions. The resulting information architecture will then address these affected organizations.

1.7 Link to Information Resource Plan

There is no single architecture document which integrates the WHC functions and data to supported by information systems. While there are initiatives to establish strategic information plans, no such comprehensive definition yet exists.

The QUEST2 system will be integrated with strategic direction as it is identified. In addition, DOE has published the Environment, Safety, and Health (ES&H) Information Management Network Information Plan and Requirements Document. This plan calls for data in consistent format supporting cross-system interface. This and other such mandates for standards will be incorporated into the QUEST2 design.

2.0 EVALUATION OF THE OPPORTUNITY

2.1 Relationship to Business Strategies

In establishing the business requirements and information architecture, WHC will be able to refine strategic WHC business goals. This business definition activity will then determine focused system projects in support of ESQ's charter. These will be the subject of a Preliminary Analysis identifying their impacts and benefits. As each of these projects is pursued, the business strategy will provide the direction and boundaries for their development.

The charter includes responsibility for complying with regulatory mandates and contractual agreements.

2.2 Maturity of Market and Appropriate Technology

In general, tracking systems are a mature business niche. The current technology base provides new products for relational data base design, text/data base interaction, and better management of data. These tools have potential for filling the CADS support requirements with "off the shelf" technology.

Existing software products are already available in WHC and can be reviewed. However, the multitude of existing smaller systems are driven by specific, unrelated administrative requirements. Their focus and size make them unlikely to satisfy the need targeted by this larger, more comprehensive approach. An in-depth review will identify the support items which are best suited for incorporation into the CADS information architecture.

Other DOE sites have been implementing related capabilities which also have value for review. Where applicable, these can be introduced as solutions to identified information requirements.

2.3 Information Systems Strategy

Options to be explored include:

- conduct of a comprehensive market survey which incorporates review of other DOE sites;
- enhancement of the current system to address its deficiencies in supporting the revised functional requirements;
- custom development;
- strategic design followed by progressive, modular development and implementation;

The business definition process will review the ESQ requirements and the requirements of supported managers. An information architecture will be defined showing how functions and organizations require and use information. The applications currently used, including the current QUEST, will be examined to attain lessons learned regarding its strengths and weaknesses. Conducting this analysis concurrently with the market survey (including the DOE site review) will provide necessary insights to support "make or buy" decisions.

The business goals and processes to be supported will be defined to establish a developmental baseline. This will support identification of a target system structure to be implemented over the next one to three years. All activity will be guided within the boundaries of a five year strategic system plan.

An action plan will be established at the end of the business definition process. It will identify high priority requirements. Subsequent Preliminary Analysis will focus on each of these requirements to define their impacts and benefits.

3.0 PRELIMINARY COST/BENEFIT OVERVIEW

3.1 Benefits

At this early stage, an examination of benefits is necessarily very broad and based on logical conclusion more than discreet analysis of facts. Within this perspective, the following tangible and intangible benefits appear justified:

- Reduction of operating costs, especially related to manual data entry and analysis. The intent is to reduce this effort by more than half and to also affect the efficiency in query and data retrieval processes. The resultant resource savings can address head count deficiencies by freeing labor to attend to other requirements.
- Support for lessons learned program. This should satisfy Award Fee Goal evaluation criteria resulting in higher award fee rating.
- Reduction of maintenance support demands as the system moves to new technology which is easier to maintain. Current system maintenance employs two full time programmers and analysts to address continual upgrade requirements. By addressing the upgrade target requirements in a more comprehensive system, the upgrade requirements will reduce to periodic new functions as identified. A newer technological platform will also bring with it better developer tool sets to address future maintenance requirements.
- Reduction in adverse publicity derived from quality, safety, and environmental incidents.
- Enhanced user acceptance through provision of better user interface and more supportive data retrieval. This will result in better system interaction with data timeliness and accuracy being natural by products. Increased user acceptance will also help slow down or roll back the proliferation of tracking databases.
- Reduction in data redundancy. The source data should remain in its original electronic form instead of being replicated into QUEST. The system should then be able to access these diverse sources as needed by interacting with their host applications and data bases.

3.2 Costs

Anticipate a business definition phase of at least two months. This will involve at least two full time analysts, a full time project lead, and a one-third time methodology coach.

At the end of the business definition, one or more Preliminary Analysis projects may be required. Each can be expected to last an average of three months. Each can be expected to require a least two full time analysts, a full time project lead, and a one-third time methodology coach.

A more comprehensive cost estimate for the business definition portion is contained in the Project Proposal Document. One or more follow on Preliminary Analysis projects can be expected with a probable cost of approximately \$75,000 each. A revised cost estimate for the entire project is contingent on the outcome of these Preliminary Analyses.

3.2 Risks

Impact on budget, depending upon the correct evaluation of development and implementation cost.

Continuity of service during the implementation of the new system.

4.0 RECOMMENDATION

This business area is pervasive and sensitive. Any resultant solutions, systematic and manual, should receive high visibility and priority from WHC. For CADS, this priority ranks only behind the need to maintain current interim system support as new solutions are being explored/developed.

The timetable should approximate:

- February - May: Identify and convene the Steering Committee and approve the Project Proposal.
- May - July: Business definition/information architecture.
- July - September: One or more Preliminary Analysis (PA)
- September - Completion: Design/develop/Implement progressive system solutions until the total system design is completed.

A more detailed projection of time frames and resources will be developed in the Project Proposal. Timely completion of project milestones will be consistent with the dedicated level of effort from the project development team (i.e. Steering Committee, System Manager, Users Committee, Project Manager, and Software Development Team).

This Opportunity Evaluation carries with it the recommendation that the Steering Committee provide approval to proceed with business definition activities leading to an action plan. The action plan will be reviewed by the Steering Committee to determine priorities. Where appropriate, a Preliminary Analysis would be conducted on those actions chosen.

1.0 PURPOSE

- o To define the results to be delivered
- o To provide a basis for system modeling
- o To establish the reference criteria for system evaluation

2.0 PURPOSE OF THE SYSTEM

The purpose of the QUEST2 system is to provide an automated system which allows for the efficient and effective input, maintenance, tracking, analysis tools (e.g., RCA, PPG), trending and reporting of CAMS conditions in support of the CAM policies and procedures as administered by the CAMB. As a secondary purpose, the system will serve non-CAMS conditions to the extent such support is cost effective and feasible without disrupting or encumbering the CAMS-related data and processes.

3.0 OBJECTIVES OF THE SYSTEM

Objective #1	Provide a single and simple point of access for CAMS documents and data.
Objective #2	Provide the user with tools that will facilitate analyses such as RCA, PPG, LLE, and Trend Analysis.
Objective #3	Allow for the traceability of changes to the data.
Objective #4	Provide for automated interfaces with appropriate systems, minimizing manual interfaces where possible and cost effective.
Objective #5	Reduce yearly system maintenance costs by approximately 30%.
Objective #6	Reduce system user training and support costs per user by approximately 50 %.
Objective #7	Reduce the time required to make a system software/hardware change by approximately 40-50%.
Objective #8	Support and allow for consistent applicable site data standards, data definitions and formats.
Objective #9	Allow users to create and generate their own on-line ad-hoc queries on relevant data.

QUEST2: OBJECTIVES OF THE SYSTEM
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- Objective #10 Allow immediate user notification upon an appropriate system trigger (e.g., data and/or status changes that impact a user and/or organization).
- Objective #11 Allow for an approximate 70-80% reduction in manual rekeying of CAMS data (i.e., DBA rekeying of data).
- Objective #12 Put the corrective action operations and data at the appropriate organizational level of ownership.
- Objective #13 Support non-CAMS information management by providing facilities with non-CAMS system support, as applicable.
- Objective #14 Provide input tool & report generator that allows originators to collect & report on their assessments (i.e., findings, conditions, etc.)
- Objective #15 Provide a mechanism to support system change control.
- Objective #16 Replace the DOE-RL CICS system.

1.0 IDENTIFICATION OF PROJECT CONTEXT

1.1 Background

CADS manages the current QUEST system. This system (on the LSIS) tracks and trends Corrective Action Management System (CAMS) documents. CAMS documents contain descriptions of programmatic conditions and their status within WHC Operations.

QUEST has been recently enhanced to address increased capabilities for query and tracking and to better relate actions to their sources. A significant aspect of this upgrade is the ability to track non-CAMS conditions.

There has been an increasing interest in QUEST services from new customers. There has also been a growing impetus from DOE to standardize system support to facilitate better system interaction at all sites. Due to progressive upgrades to address very focused problems, the current automated system is becoming unwieldy. It also is not currently capable of supporting newly identified functional requirements.

The manual aspects of the system have also become increasingly difficult to manage as they grow in complexity and content. In short, system requirements are exceeding system capability. The current system does not appear to be a viable environment as a long term solution to new requirements or for the continued efficient administration of current requirements.

A business description and information architecture definition process is needed to identify CADS business and information requirements. This work will focus on:

- business functions and needed information,
- application support needed for all user levels, and
- specific, prioritized action items to provide this support.

Upon completion of this business/information definition project, a combined Preliminary Analysis/System Architecture (PA/SA) project will commence. This analysis will identify system requirements, develop alternatives, and quantify associated costs/benefits for any new system development efforts. At the completion of this project, release development planning will be done.

1.2 Overlap with Current System

The current QUEST support, perhaps supplemented with new, high priority enhancements, must remain in place. Change requests concerning this system will be managed in the same manner as those for QUEST2, using the same project resources. The current system forms a technical and data baseline for

analysis of new technical alternatives. It also provides a model of current functional support.

1.3 Analysis Sources

1. The ongoing feedback from WHC managers forms a baseline to begin understanding and documenting managerial information requirements. This will require supplemental analysis.
2. The DBA user group already exists and is the primary point of contact for direct user interaction concerning data content and maintenance. The DBAs represent a broader audience of general users which can provide sources of additional insight.
3. Other DOE sites have systems which address portions of the CAMS requirements. These reflect varying stages of sophistication and maturity. The significant solutions and/or processes used will be reviewed during the application architecture definition activities.
4. Where viable, the other DOE site solutions will be incorporated into the PA/SA project analysis as models and potential approaches to be followed.
5. A Functional User Group will be formed which represents the users who do the daily CAM management activities. These users will provide the guidance and detailed insight for data and process support content in QUEST2.
6. The Hanford site has data standardization initiatives under the purview of other organizational entities. These will be reviewed to ensure incorporation of any defined standards.

2.0 CRITICAL SUCCESS FACTORS (CSFs) FOR BUSINESS DEFINITION PROJECT

CSF #1: Properly define and model the business direction, information architecture, and application architecture of the business processes needing support.

Measurements to apply:

- customer validation of accuracy
- Current System Context (120)

CSF #2: Incorporate user participation, including affected WHC management, throughout the life of the project.

- Measurements to apply:
- user group formation and participation
 - at least one written iterative exchange of reviewed deliverables with CADS manager and, where applicable, with User Group and Steering Committee members.

CSF #3: Full participation by identified users representatives at facilitated data/process modeling sessions.

- Measurements to apply:
- attendance by individuals named

CSF #4: Visit and review of current system support at varying DOE sites.

- Measurements to apply:
- systems which are applicable to WHC CAMS
 - accepted report and review deliverables

3.0 CRITICAL SUCCESS FACTORS (CSFs) FOR COMBINED PA/SA PROJECT

CSF #1: Properly define and model QUEST2 data and processes as they should be included in the system to support CAMS.

- Measurements to apply:
- User Group concurrence
 - Steering Committee concurrence

CSF #2: Secure CAMB "buy in" and support for the system as a site wide tool that provides the necessary support to CAMS.

- Measurements to apply:
- CAMB concurrence

CSF #3: Attain a level of design that directly supports development work.

- Measurements to apply:
- accuracy of release development estimates
 - prototype screens that accurately reflect desired user support

CSF#4: Support DOE with all identified CICS functionality that is identified as being in the scope of the project.

- Measurements to apply:
- acceptance of the system by DOE
 - other site contractor successful upload interface

4.0 PURPOSE OF THE PROJECT

This project has been initiated to reexamine QUEST requirements in order to define a supportive system suite named "QUEST2". A business definition effort has been planned for the early stages of the project to define the business environment and to determine the information required by CADS. This

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early effort will also define the application architecture needed to support business operations and to identify supportive future system activities.

Current business practices will be analyzed and challenged. Any changes will be incorporated into new business definitions and associated procedures. The final business definitions will be documented in Business Direction, Information Architecture, Business Function, and Application Architecture documents.

Based on this perspective, a Migration Plan will document needed actions with commensurate recommendations. Some of these may require attention from WHC management or other WHC organizations outside of CADS.

Other actions will be the focus of the combined PA/SA analysis. This work will define data and processes to a design level sufficient to support development. Technical alternatives to support the system and their cost/benefit tradeoffs will be examined.

5.0 OBJECTIVES OF THE PROJECT

Objective #1: Determine and document current and new business processes, their strengths and weaknesses, and their associated data requirements.

Objective #2: Document managerial information requirements.

Objective #3: Determine market availability for technical solutions in support of the business functions, to include similar systems at other DOE sites.

Objective #4: Identify and incorporate design/interface constraints and standards mandated by DOE and other federal agencies.

Objective #5: Develop and prioritize action items leading to process changes, current system modifications, and new system initiatives.

Objective #6: Define and plan the releases.

Objective #7: Implement other DOE site solutions where ever they apply.

Objective #8: Establish the cost/benefit tradeoffs for the system and for varying technical alternatives in developing the system.

Objective #9: Wherever possible, suggest immediate benefits by soliciting Steering Committee approval for any quick, possibly temporary, solutions to high priority problems.

6.0 SCOPE OF THE PROJECT

The analysis and design will include all quality, environmental, and safety condition data and processes administered by CADS. These include all CAMS processes and some non-CAMS processes which support corrective actions, lessons learned, root cause analysis, trend analysis. Included are those which require management oversight for internal and external reporting. This analysis includes data in CADS systems and CAMS, throughout WHC's sites, and applications/processes at other sites.

Some system objectives involve business processes which are currently not well defined. Modeling for such objectives will not progress beyond the conceptual process level, or until the lack of business process definition intercedes and makes further analysis infeasible. Such objectives will be deferred to later system release planning that is preceded with more thorough work to expand and better define the entire architecture. For the current PA/SA effort, these processes will be placed in such a manner to ensure they are accounted for within the architecture and a place is held for their inclusion. Affected objectives include:

Objective 1. Provide a single and simple point of access for CAMS documents and data. The PA/SA will focus on documents that are currently addressed in the QUEST system. Full research against an expanded archive will be pursued once the business definitions exist for trending, root cause analysis, lessons learned, and self assessment (see discussion on Objective 2, following).

Objective 2. Provide the user with tools that will facilitate analyses such as RCA, PPG, LLE, and Trend Analysis. RCA, LLE and Trend Analysis will proceed to the conceptual process level of detail. Data modeling will not proceed for the initial PA/SA. PPG is considered well defined. It will be modeled to determine its process and data requirements. Once the others are defined sufficiently, their placement in the architecture will be further defined to support necessary application development.

Objective 4. Provide for automated interfaces with appropriate systems, minimizing manual interfaces where possible and cost effective. The only systems currently defined are CICS, HSADB, PEOPLECORE, FACILITYCORE. The requirements to exchange data with these systems will be defined. Other systems may be defined during the course of the system. These will then be analyzed and appropriate interface capabilities will be defined as a future system enhancement.

Objective 12. Put the corrective action operations and data at the appropriate organizational level of ownership. The "appropriate level of ownership" is not adequately defined. Instead, the general requirements to support data ownership and access will be modeled. However, the business decisions on who to assign these capabilities to is a business rule decision.

7.0 ASSUMPTIONS

Assumption #1: That the charter to examine business and information requirements is supported by WHC management and, specifically, by ESQ.

Assumption #2: That the personnel resources and associated funding are available to successfully complete the business definition, information architecture, application architecture, and PA/SA analysis and design.

Assumption #3: That the necessary personnel will be available to the project team for discussions as needed to further understanding of requirements.

Assumption #4: That the System Owner and System Manager will not change during the course of this project.

Assumption #5: That DOE representation will be sufficient to provide guidance on the proper design of the system.

8.0 CONSTRAINTS

Constraint #1: The current QUEST system must continue to support the organization until a replacement system is fully ready for implementation.

Constraint #2: Any DOE standards must be accommodated for development or for use of existing applications, including those at other DOE sites.

Constraint #3: Some business processes are not defined well enough to incorporate into the PA/SA work to a SA level of detail.

9.0 IMPACTS ON THE ORGANIZATION

Managers and system users in diverse WHC organizations and sites will be required to provide input where needed. This may take the form of personal interviews, survey responses, round table discussions, etc.

User group input will require attendance at work sessions as needed.

The Steering Committee members will be required to dedicate two to four hours a month in performance of their charter.

System administration agreements will have to be worked out between DOE and WHC to define respective responsibilities in maintaining the DOE portion of the data.

10. RESOURCES REQUIRED.

Project Manager
One System Architect
Two System Analysts
One DMR Coach

11. COSTS. (This constitutes an estimate for the PA/SA portion of the project only. The previous Project Statement for the Business Definition phase includes the estimate for the work preceding the PA/SA phase.)

Direct Labor: \$296,065
Training: \$ 32,425
Hardware lease: \$ 22,000 (for FY94 only)*
Software Purchase: \$ 72,000

TOTAL (FY94): \$422,490

(*note: Hardware Lease will continue to cost \$4,200 per month for as long as hardware is retained through the lease option. This is expected to continue through FY95, at the least)

12. RISK

Risk #1: That the necessary management level and other end users will not be available as needed to support the development. This is expected to be an occasional problem. In the worst case, it can delay conclusion of a modeling or documentation phase and all the dependent activities. This will have to be monitored throughout the project and resolved in an ad hoc manner through the System Owner if it occurs.

Risk #2: That priorities will place an emphasis on current system upgrades for quick satisfaction. This can affect the progress of the redesign if modifications appropriate for later implementation are not identified accordingly. A balance must be struck between identifying a less than comprehensive solution and being caught in an iterative update process which precludes final definition from ever occurring.

Risk #3: That organizational impacts in business rules, process and personnel changes, and procedural updates will not be resolved in time to support implementation. Most of these will be identified during the PA/SA work. Organizational lead times to address them can create a project slow down. These will also have to be monitored throughout the project and resolved in an ad hoc manner through the System Owner if schedule is threatened.

1.0 PROJECT MANDATE

Approval has been granted to form a project team and proceed with the business definition, information architecture, and application architecture analysis. These activities will identify action items and recommendations regarding business processes and system initiatives. A combined Preliminary Analysis/System Architecture (PA/SA) project will then address the system requirements to system design level of detail.

CADS requirements to provide information to authorized agencies must be understood. There are many existing document sources and reporting systems which must be reviewed to establish data availability and to determine the interfacing requirements. The managerial decision support requirements for each of the affected organizations must be determined and documented.

The scope of the business definition and information architecture analysis will include Corrective Action Management System (CAMS) business processes which affect the current QUEST system. This perspective will permit definition of the information needed to conduct these processes, the applications available for information management, and the organizational entities responsible for the processes. A migration plan will result which will define general releases, in priority sequence, which could be pursued to address process support problems.

The combined PA/SA project will then commence. This will focus on support requirements to implement the functional and information architecture. The PA/SA project will clearly define the project and provide the impacts and benefits associated with it. It will evaluate the potential for ready-made solutions and will incorporate the efforts of other DOE CAMS support systems wherever they are matched to WHC requirements.

The QUEST2 initiative is intended to improve the level of service to its users, and increase the productivity of affected personnel. It will address new scope and services not currently supported, if any are identified. These objectives will enable WHC to better meet reporting requirements. Through enhanced access to cause/effect relationships in conditions and events, WHC will be better able to conduct self-analysis and preclude event recurrences.

2.0 PROJECT BASIC INFORMATION

- System name: QUEST2 Quality, Environment, Safety Tracking
(Version 2)
- System Owner: Samuel Vega, Manager, CADS
- System Manager: Dave Decelis, CADS
- Project Manager: Dave Braaten, IRM/ISS

3.0 BUSINESS DEFINITION

3.1 Business Definition Objectives

- Define the current automated and manual system features and determine their strengths and weaknesses;
- Define applicable business processes and functions, and the organization entities which perform them;
- Determine data/information source applications and interfaces at Hanford and at other DOE sites;
- Define the information architecture needed to support the business functions;
- Define an application architecture which will support the operational needs of CADS;
- Identify discreet actions which can correct any information management deficiencies noted;
- Recommend a priority for each action;
- Provide the Steering Committee with findings and recommendations to support decisions and guidance, to include the decision to progress to a combined PA/SA.

3.2 Estimates for the Business Definition

3.2.1 Resources (FTEs - not Including Training):

1 project manager for 45 days	1 analyst for 18.5 days
1 data analyst for 45.3 days	1 senior data modeler for 5 days
1 V&V analyst for 5 days	1 DMR P+ coach for 12 days
Management Overhead 5 days	

3.2.2 Cost

Project Manager: \$480/day x 45 days	= \$ 21,600.00
Analyst : \$480/day x 18.5 days	= \$ 8,760.00
Data Analyst: \$480/day x 45.3 days	= \$ 21,744.00
Sr Modeler : \$480/day x 5 days	= \$ 2,400.00
V&V Analyst: \$480/day x 5 days	= \$ 2,400.00
P+ Coach : \$1000/day x 12 days	= \$ 12,000.00
Management: \$480/day x 5 days	= \$ 2,400.00

Total Labor cost:

\$ 71,304.00

Additional Training Cost: four ISS personnel
at series of DMR Productivity Plus Classes: \$ 17,280.00

Travel to visit DOE sites \$ 4,000.00

Total Project Cost for business definition: \$ 92,584.67

3.2.3 Timetable:

Start Date: April 14, 1993

End Initial Business and Information Analysis: August 30, 1993

4.0 COMBINED PA/SA

4.1 Combined PA/SA Objectives

- Identify and, where necessary, define data and processes needed to support CAMS with the QUEST2 system;
- Provide business rule change requirements and recommendations to appropriate organizational levels for decision;
- Define SA level system design to support release development;
- Evaluate cost/benefit trade offs for system construction;
- Commence release planning;
- Define external users and systems and design requirements to support/interact with them;
- Provide "proof of concept" system models and demos;
- Attain organizational "buy-in" at the user and managerial level for QUEST2.

4.2 Estimates for the Combined PA/SA

4.2.1 Resources (FTEs - not including training):

1 project manager for 58 days
1 data analyst for 115 days
1 data analyst for 24 days
1 V&V analyst for 15 days

1 data analyst for 55 days
1 DMR system architect for 110
Management Overhead 15 days
1 DMR P+ coach for 31 days

4.2.2 Cost

Direct Labor

Project Manager: \$460.88/day x 58 days	= \$ 26,731.04
Data Analyst: \$460.88/day x 55 days	= \$ 25,348.40
Data Analyst: \$460.88/day x 24 days	= \$ 11,065.00
Data Analyst: \$460.88/day x 115 days	= \$ 53,001.20
Sys Arch: \$1000/day x 110 days	= \$110,000.00
V&V Analyst: \$460.88/day x 15 days	= \$ 6,913.20
P+ Coach : \$1320/day x 31 days	= \$ 40,920.00
Management: \$540.64/day x 15 days	= \$ 6,913.20
Total Labor cost:	\$296,095.04

Training

DMR Training: labor for three ISS personnel	\$ 4,146.92
Software Training/Labor/Travel	\$ 28,278.00
Total Training cost:	\$ 32,424.92

Hardware/Software Procurement

Software Procurement	\$ 72,000.00
Hardware Lease (for FY94 only)	\$ 22,000.00*
Total Procurement cost:	\$ 94,000.00

TOTAL REQUIREMENT THROUGH PA/SA \$411,424.92

*(Note: hardware lease will continue at the rate of \$4,200 per month through FY95)

4.2.3 Timetable:

Start Date: September 1, 1993

End SA Level Design: March 31, 1994

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1.0 ATTACHED WINDOWS PROJECT MANAGEMENT REPORTS

Attachment A contains the independent tasks and applicable resources to produce the deliverables for the PA/SA phase of the QUEST2 project.

Attachment B contains a Gantt chart showing timeframes for each deliverable. An event with a solid black line centered in it indicates an event currently completed in the amount indicated by the black line.

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ID	Name	Scheduled Start	Scheduled Finish
1	PROJECT START	9/1/93 8:00am	9/1/93 8:00am
2	STEERING COMMITTEE MEET	10/13/93 8:00am	10/13/93 5:00pm
3	MGMT REVIEWS	9/1/93 10:00am	3/31/94 5:00pm
5	Weekly Team Meets	9/1/93 8:00am	3/31/94 5:00pm
6	BCSR Reporting	9/1/93 8:00am	3/31/94 5:00pm
7	WCC Train (Jeff & Buzz)	2/15/94 8:00am	2/17/94 5:00pm
9	Update OE (100)	11/19/93 1:00pm	11/20/93 12:00am
10	Update Project Proposal (105)	11/19/93 1:00pm	11/20/93 12:00am
12	Prepare Project Statement	11/22/93 8:00am	11/22/93 12:00pm
13	Revise Procedures, etc	11/22/93 1:00pm	11/26/93 12:00pm
14	Prep SD Submit of Proj Plan	11/26/93 1:00pm	11/29/93 12:00pm
15	V&V Review	11/29/93 1:00pm	11/30/93 12:00pm
16	COMMIT REV BOARD PRESENT	1/18/94 8:00am	1/19/94 5:00pm
17	EXCELERATOR TRAINING	9/27/93 8:00am	10/1/93 5:00pm
18	FUNCTIONAL USER GROUP ORIENT	10/5/93 8:00am	10/5/93 5:00pm
19	PNL SYS/BUS RULE REVIEW	12/31/93 8:00am	1/13/94 5:00pm
21	User Group Review of 120	10/25/93 8:00am	10/25/93 5:00pm
22	Update Curr Sys Survey (120)	11/1/93 8:00am	11/5/93 5:00pm
23	Strawman Sys Obj/Context (130/140)	10/26/93 8:00am	10/28/93 5:00pm
24	User Group Rev Orig Sys Obj/Cont	10/29/93 8:00am	10/29/93 5:00pm
25	Review/Deliver Orig 130/140	2/24/94 2:00pm	2/25/94 9:00am
26	1st Edition Key Issues (160)	11/23/93 8:00am	11/29/93 5:00pm
27	Review/Deliver 1st Key Iss	11/30/93 8:00am	11/30/93 10:00am
28	Continued Update of Key Iss	11/29/93 8:00am	3/1/94 5:00pm
29	STEERING COMMITTEE MEET	1/4/94 8:00am	1/4/94 5:00pm
31	DOE 120 Curr Sys	2/1/94 8:00am	2/2/94 12:00pm
32	Meetings w/DOE Rep (130/140)	2/2/94 1:00pm	2/3/94 12:00pm
33	Update Sys Obj/Context (130/140)	2/3/94 1:00pm	2/3/94 5:00pm
34	Review/Deliver 120/130/140	2/4/94 8:00am	2/4/94 9:00am
36	Update Project Statement	2/15/94 8:00am	2/15/94 12:00pm
37	Update Project Plan	2/14/94 8:00am	2/14/94 12:00pm
38	Update 028	2/15/94 8:00am	2/15/94 10:00am
39	Update 032 Reports	2/15/94 8:00am	2/15/94 12:00pm
40	Submit Changed PMP to QA	2/22/94 8:00am	2/22/94 12:00pm
41	STEERING COMMITTEE	2/8/94 8:00am	2/8/94 5:00pm
44	Meet 1	2/22/94 8:00am	2/22/94 12:00pm
45	Meet 2	2/23/94 1:00pm	2/23/94 5:00pm
46	Meet 3	2/24/94 8:00am	2/24/94 12:00pm
47	Update all 170/180/190	2/25/94 1:00pm	2/25/94 3:00pm
48	DOE Rep Meet: 250	2/25/94 1:00pm	2/25/94 5:00pm
49	Update total 250	2/28/94 8:00am	2/28/94 10:00am
50	Audit/Assess Sub Gp Meet 1	3/2/94 8:00am	3/2/94 12:00pm
51	Audit/Assess Sub Gp Meet 2	3/7/94 8:00am	3/7/94 12:00pm
52	Total CPM (250)	11/16/93 12:00am	3/31/94 3:00pm
53	User Gp Meet: (250)	3/18/94 8:00am	3/18/94 12:00pm
54	Total CDM (170/180/190)	9/1/93 8:00am	3/31/94 5:00pm
55	User Gp Meet: 170/180/190	3/10/94 8:00am	3/10/94 3:00pm
56	Order Software	12/22/93 12:00am	12/24/93 5:00pm
57	Data Definition (320)	3/7/94 8:00am	3/11/94 5:00pm
58	User Group Sessions (pre DOE)	11/4/93 8:00am	2/1/94 2:00pm
59	ESOD Process Meets	11/22/93 12:00am	3/15/94 5:00pm
61	Internal Team meet: 230/240	2/18/94 8:00am	2/18/94 5:00pm
62	Initial Draft 230/240	2/22/94 8:00am	2/22/94 5:00pm
63	Present 230/240 to User Group	3/3/94 8:00am	3/3/94 12:00pm
64	Final Draft 230/240	3/4/94 8:00am	3/4/94 12:00pm
66	Anal Tech Alternatives (260)	2/16/94 8:00am	2/18/94 5:00pm
67	1st Draft 260	2/19/94 8:00am	2/22/94 12:00pm
68	CADS Review 260	2/20/94 1:00pm	2/22/94 12:00pm
69	Draft Final 260	3/15/94 8:00am	3/16/94 5:00pm
70	CADS User Gp Meet 270	2/23/94 1:00pm	2/23/94 5:00pm
71	1st Cut Implement Strategy (270)	2/24/94 8:00am	2/25/94 5:00pm
72	CADS Review Draft 270	2/28/94 8:00am	2/28/94 12:00pm
73	Final Draft Implement Strat	3/16/94 1:00pm	3/18/94 12:00pm
74	1st Draft Impacts Organization (280)	2/22/94 8:00am	2/24/94 5:00pm
75	CADS Review Draft 280	2/25/94 8:00am	2/25/94 5:00pm
76	Final Draft Impacts Org	3/15/94 8:00am	3/16/94 5:00pm
77	Lease Development Hardware	2/15/94 8:00am	2/15/94 12:00pm
79	1st Cut Cost/Ben Anal (290)	2/17/94 8:00am	2/24/94 5:00pm
80	Review/Deliver 1st Cut	2/28/94 8:00am	2/28/94 5:00pm
81	Prepare Bud Review Present	2/25/94 8:00am	2/28/94 5:00pm
82	Final Draft 290	3/25/94 8:00am	3/28/94 5:00pm
84	Prep SD Submission	3/31/94 8:00am	4/1/94 5:00pm
85	V&V Review	3/31/94 8:00am	4/4/94 5:00pm
86	STEERING COMMITTEE	3/1/94 8:00am	3/1/94 5:00pm

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ATTACHMENT B

QUEST2 PA/SA Project Schedule

ID	Name	Scheduled Start	September					October					November					December				
			29	5	12	19	26	3	10	17	24	31	7	14	21	28	5	12	19			
1	PROJECT START	9/1/93 8:00am																				
2	STEERING COMMITTEE MEET	10/13/93 8:00am						I														
3	MGMT REVIEWS	9/1/93 10:00am																				
4	PROJECT MGMT ACTIVITIES	9/1/93 8:00am																				
5	Weekly Team Meets	9/1/93 8:00am																				
6	BCSR Reporting	9/1/93 8:00am																				
7	WCC Train (Jeff & Buzz)	2/15/94 8:00am																				
8	UPDATE OF OE PHASE	11/19/93 1:00pm																				
9	Update OE (100)	11/19/93 1:00pm																				
10	Update Project Proposal (105)	11/19/93 1:00pm																				
11	ORIG UPDATE MGMT DOCS	11/22/93 8:00am																				
12	Prepare Project Statement	11/22/93 8:00am																				
13	Revise Procedures, etc	11/22/93 1:00pm																				
14	Prep SD Submit of Proj Plan	11/26/93 1:00pm																				
15	V&V Review	11/29/93 1:00pm																				
16	COMMIT REV BOARD PRESENT	1/18/94 8:00am																				
17	EXCELERATOR TRAINING	9/27/93 8:00am																				
18	FUNCTIONAL USER GROUP ORIENT	10/5/93 8:00am						I														
19	PNL SYS/BUS RULE REVIEW	12/31/93 8:00am																				
20	OBJ & CONTEXT	10/25/93 8:00am																				
21	User Group Review of 120	10/25/93 8:00am																				
22	Update Curr Sys Survey (120)	11/1/93 8:00am																				
23	Strawman Sys Obj/Context (13	10/26/93 8:00am																				
24	User Group Rev Orig Sys Obj/C	10/29/93 8:00am																				
25	Review/Deliver Orig 130/140	2/24/94 2:00pm																				
26	1st Edition Key Issues (160)	11/29/93 8:00am																				
27	Review/Deliver 1st Key Iss	11/30/93 8:00am																				

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ID	Name	Scheduled Start	September					October				November				December			
			29	5	12	19	26	3	10	17	24	31	7	14	21	28	5	12	19
28	Continued Update of Key Iss	11/29/93 8:00am																	
29	STEERING COMMITTEE MEET	1/4/94 8:00am																	
30	DOE START UP ANALYSIS	2/1/94 8:00am																	
31	DOE 120 Curr Sys	2/1/94 8:00am																	
32	Meetings w/DOE Rep (130/140	2/2/94 1:00pm																	
33	Update Sys Obj/Context (130/1	2/3/94 1:00pm																	
34	Review/Deliver 120/130/140	2/4/94 8:00am																	
35	DOE RELATED UPDATE PMP DOCS	2/14/94 8:00am																	
36	Update Project Statement	2/15/94 8:00am																	
37	Update Project Plan	2/14/94 8:00am																	
38	Update 028	2/15/94 8:00am																	
39	Update 032 Reports	2/15/94 8:00am																	
40	Submit Changed PMP to QA	2/22/94 8:00am																	
41	STEERING COMMITTEE	2/8/94 8:00am																	
42	CONCEPT DATA/PROCESS MODEL	9/1/93 8:00am																	
43	DOE Rep Meets: 170/180/190	2/22/94 8:00am																	
44	Meet 1	2/22/94 8:00am																	
45	Meet 2	2/23/94 1:00pm																	
46	Meet 3	2/24/94 8:00am																	
47	Update all 170/180/190	2/25/94 1:00pm																	
48	DOE Rep Meet: 250	2/25/94 1:00pm																	
49	Update total 250	2/28/94 8:00am																	
50	Audit/Asses Sub Grp Meet 1	3/2/94 8:00am																	
51	Audit/Asses Sub Grp Meet 2	3/7/94 8:00am																	
52	Total CPM (250)	11/16/93 12:00am																	
53	User Grp Meet: (250)	3/18/94 8:00am																	
54	Total CDM (170/180/190)	9/1/93 8:00am																	

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ID	Name	Scheduled Start	September					October					November					December				
			29	5	12	19	26	3	10	17	24	31	7	14	21	28	5	12	19			
55	User Grp Meet: 170/180/190	3/10/94 8:00am																				
56	Order Software	12/22/93 12:00am																				
57	Data Definition (320)	3/7/94 8:00am																				
58	User Group Sessions (pre DOE)	11/4/93 8:00am																				
59	ESOD Process Meets	11/22/93 12:00am																				
60	BASIC SYS CONCEPTS	2/18/94 8:00am																				
61	Internal Team meet: 230/240	2/18/94 8:00am																				
62	Initial Draft 230/240	2/22/94 8:00am																				
63	Present 230/240 to User Group	3/3/94 8:00am																				
64	Final Draft 230/240	3/4/94 8:00am																				
65	RELEASE PLANNING	2/15/94 8:00am																				
66	Anal Tech Alternatives (260)	2/16/94 8:00am																				
67	1st Draft 260	2/19/94 8:00am																				
68	CADS Review 260	2/20/94 1:00pm																				
69	Draft Final 260	3/15/94 8:00am																				
70	CADS User Grp Meet 270	2/23/94 1:00pm																				
71	1st Cut Implement Strategy (27	2/24/94 8:00am																				
72	CADS Review Draft 270	2/28/94 8:00am																				
73	Final Draft Implement Strat	3/16/94 1:00pm																				
74	1st Draft Impacts Organization	2/22/94 8:00am																				
75	CADS Review Draft 280	2/25/94 8:00am																				
76	Final Draft Impacts Org	3/15/94 8:00am																				
77	Lease Development Hardware	2/15/94 8:00am																				
78	COST EFFECTIVENESS	2/17/94 8:00am																				
79	1st Cut Cost/Ben Anal (290)	2/17/94 8:00am																				
80	Review/Deliver 1st Cut	2/28/94 8:00am																				
81	Prepare Bud Review Present	2/25/94 8:00am																				

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ID	Name	Scheduled Start	September					October					November					December			
			29	5	12	19	26	3	10	17	24	31	7	14	21	28	5	12	19		
82	Final Draft 290	3/25/94 8:00am																			
83	V&V REVIEW	3/31/94 8:00am																			
84	Prep SD Submission	3/31/94 8:00am																			
85	V&V Review	3/31/94 8:00am																			
86	STEERING COMMITTEE	3/1/94 8:00am																			

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January					February					March					April				May				June				July			
26	2	9	16	23	30	6	13	20	27	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	3	10	17	24

1.0 HUMAN RESOURCES

Attachment A contains a WINDOWS PROJECT MANAGER print out showing the resources for the project and their respective hourly charge rates.

Attachment B shows the weekly assignment/use of each resource according to the project plan.

Attachment C contains the log sheet for each resource showing contact data, specialty, and assignment dates.

2.0 OTHER RESOURCES

In addition to the human resources, the EXCELERATOR CASE tool is used on the project.

VISUALBASIC will be used to support prototype work through the end of PA/SA phase.

A SUN-1000 server system has been leased to support the development.

3.0 REQUESTS FOR ADDITIONAL RESOURCES

Attachment D contains requests for additional resources.

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QUEST					
ID	Name	Initials	Group	Max. Units	Std. Rate
1	BRAATEN	FDB		1	\$57.61/h
2	STONER	BS		1	\$57.61/h
3	RUGGIERO	RJ		1	\$125.00/h
4	JEFF KINNEY	JK		1	\$57.61/h
5	ED WHITE	EW		1	\$57.61/h
6	SAUVAGEAU	RK		1	\$165.00/h
7	BIAN	SYB		1	\$57.61/h
8	CASE Training	C		1	\$10,000.00/h
9	Development Software	D		1	\$100,000.00/h
10	IV&V	I		1	\$62.00/h

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ATTACHMENT B

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ID	Name	Initials	ID	Name	Initials
Week of August 29			Week of November 21		
7	BIAN	SYB	1	BRAATEN	FDB
Week of September 5			2	STONER	BS
7	BIAN	SYB	3	RUGGIERO	RJ
Week of September 12			4	JEFF KINNEY	JK
7	BIAN	SYB	6	SAUVAGEAU	RK
Week of September 19			7	BIAN	SYB
7	BIAN	SYB	Week of November 28		
Week of September 26			1	BRAATEN	FDB
1	BRAATEN	FDB	2	STONER	BS
2	STONER	BS	3	RUGGIERO	RJ
3	RUGGIERO	RJ	4	JEFF KINNEY	JK
4	JEFF KINNEY	JK	6	SAUVAGEAU	RK
7	BIAN	SYB	7	BIAN	SYB
Week of October 3			10	IV&V	I
1	BRAATEN	FDB	Week of December 5		
2	STONER	BS	1	BRAATEN	FDB
3	RUGGIERO	RJ	2	STONER	BS
4	JEFF KINNEY	JK	3	RUGGIERO	RJ
6	SAUVAGEAU	RK	4	JEFF KINNEY	JK
7	BIAN	SYB	6	SAUVAGEAU	RK
Week of October 10			7	BIAN	SYB
1	BRAATEN	FDB	Week of December 12		
7	BIAN	SYB	1	BRAATEN	FDB
Week of October 17			2	STONER	BS
7	BIAN	SYB	3	RUGGIERO	RJ
Week of October 24			4	JEFF KINNEY	JK
1	BRAATEN	FDB	6	SAUVAGEAU	RK
2	STONER	BS	7	BIAN	SYB
3	RUGGIERO	RJ	Week of December 19		
4	JEFF KINNEY	JK	1	BRAATEN	FDB
6	SAUVAGEAU	RK	2	STONER	BS
7	BIAN	SYB	3	RUGGIERO	RJ
Week of October 31			4	JEFF KINNEY	JK
1	BRAATEN	FDB	6	SAUVAGEAU	RK
2	STONER	BS	7	BIAN	SYB
3	RUGGIERO	RJ	Week of December 26		
4	JEFF KINNEY	JK	1	BRAATEN	FDB
6	SAUVAGEAU	RK	2	STONER	BS
7	BIAN	SYB	3	RUGGIERO	RJ
Week of November 7			4	JEFF KINNEY	JK
2	STONER	BS	6	SAUVAGEAU	RK
3	RUGGIERO	RJ	7	BIAN	SYB
4	JEFF KINNEY	JK	Week of January 2		
6	SAUVAGEAU	RK	1	BRAATEN	FDB
7	BIAN	SYB	2	STONER	BS
Week of November 14			3	RUGGIERO	RJ
1	BRAATEN	FDB	4	JEFF KINNEY	JK
2	STONER	BS	6	SAUVAGEAU	RK
3	RUGGIERO	RJ	7	BIAN	SYB
4	JEFF KINNEY	JK	Week of January 9		
6	SAUVAGEAU	RK	1	BRAATEN	FDB
7	BIAN	SYB	2	STONER	BS
			3	RUGGIERO	RJ
			4	JEFF KINNEY	JK
			6	SAUVAGEAU	RK
			7	BIAN	SYB

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ID	Name	Initials			
Week of January 16			Week of March 13		
1	BRAATEN	FDB	1	BRAATEN	FDB
2	STONER	BS	2	STONER	BS
3	RUGGIERO	RJ	3	RUGGIERO	RJ
4	JEFF KINNEY	JK	4	JEFF KINNEY	JK
6	SAUVAGEAU	RK	5	ED WHITE	EW
7	BIAN	SYB	6	SAUVAGEAU	RK
Week of January 23			7	BIAN	SYB
1	BRAATEN	FDB	10	IV&V	I
2	STONER	BS	Week of March 20		
3	RUGGIERO	RJ	1	BRAATEN	FDB
4	JEFF KINNEY	JK	3	RUGGIERO	RJ
6	SAUVAGEAU	RK	6	SAUVAGEAU	RK
7	BIAN	SYB	7	BIAN	SYB
Week of January 30			Week of March 27		
1	BRAATEN	FDB	1	BRAATEN	FDB
2	STONER	BS	7	BIAN	SYB
3	RUGGIERO	RJ	10	IV&V	I
4	JEFF KINNEY	JK			
6	SAUVAGEAU	RK			
7	BIAN	SYB			
Week of February 6					
1	BRAATEN	FDB			
2	STONER	BS			
3	RUGGIERO	RJ			
4	JEFF KINNEY	JK			
5	ED WHITE	EW			
6	SAUVAGEAU	RK			
7	BIAN	SYB			
Week of February 13					
1	BRAATEN	FDB			
2	STONER	BS			
3	RUGGIERO	RJ			
4	JEFF KINNEY	JK			
5	ED WHITE	EW			
6	SAUVAGEAU	RK			
7	BIAN	SYB			
Week of February 20					
1	BRAATEN	FDB			
2	STONER	BS			
3	RUGGIERO	RJ			
4	JEFF KINNEY	JK			
5	ED WHITE	EW			
6	SAUVAGEAU	RK			
7	BIAN	SYB			
Week of February 27					
1	BRAATEN	FDB			
2	STONER	BS			
3	RUGGIERO	RJ			
4	JEFF KINNEY	JK			
5	ED WHITE	EW			
6	SAUVAGEAU	RK			
7	BIAN	SYB			
10	IV&V	I			
Week of March 6					
1	BRAATEN	FDB			
7	BIAN	SYB			
10	IV&V	I			

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ATTACHMENT C

PERSONNEL LOG SHEETS

#####

NAME: Braaten, F. D. (Dave)

PHONE/OFFICE: 372-2836/Bldg 703-Rm 25

SPECIALTY: Project management, modeling, functional analysis, management consulting

DATE ASSIGNED: January 11th

DATE SCHEDULED TO END: March 31th, 1993

COMMENTS:

#####

NAME: Helene Sauvageau

PHONE/OFFICE: 376-6073/Rm 17, Bldg 703

SPECIALTY: DMR Coach

DATE ASSIGNED: October 1st

DATE SCHEDULED TO END: March 31, 1993

COMMENTS:

#####

NAME: Ed White

PHONE/OFFICE: 376-3028/Rm 202/Bldg 703

SPECIALTY: Technical analyst, system design, development, SHARE project

DATE ASSIGNED: January 1st

DATE SCHEDULED TO END: March 31, 1993

COMMENTS: Ptotential technical support for 1st release, shared with SHARE

#####

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#####

NAME: Jeff Kinney

PHONE/OFFICE: 372-0844/Bldg 703-Rm 201

SPECIALTY: data modeling, system maintenance, development, prototype, GUI

DATE ASSIGNED: March 22nd

DATE SCHEDULED TO END: March 31, 1993

COMMENTS: personal interest in developing modeling, learning VISUAL BASIC,
needs POWER BUILDER training

#####

NAME: Buzz Stoner

PHONE/OFFICE: 376-6075/FedBldg-Rm 21

SPECIALTY: system maintenance, development, data base

DATE ASSIGNED: April 1st

DATE SCHEDULED TO END: March 15, 1993

COMMENTS: must provide time to assist in turnover for maintenance of current
QUEST system; needs SYBASE training

#####

NAME: RJ Ruggiero

PHONE/OFFICE: 372-2836/Bldg 703-Rm 25

SPECIALTY: modeling techniques and experience, especially within P+ project

DATE ASSIGNED: September 1st

DATE SCHEDULED TO END: March 31, 1993

COMMENTS: DMR contracted consultant, based in Los Angeles

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1.0 PURPOSE

This document supplements the 028 Responsibility for Each Deliverable with an estimate for start/completion dates for assigned deliverables.

2.0 ATTACHED PLANS

Each individual plan is a WINDOWS PROJECT MANAGEER application printout showing the deliverables to which the team member will contribute. Assignment as the person with the lead responsibility for the deliverable is done via the 028 Responsibility for Each Deliverable.

The timesheets for each individual by deliverable are included in the project file budget management sections. Each individual will record their time against each deliverable as required in the 032 Procedures document.

QUEST: INDIVIDUAL PLAN
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BRAATEN

ID	Name	Scheduled Start	Scheduled Finish	Resource Names
2	STEERING COMMITTEE MEET	10/13/93 8:00am	10/13/93 5:00pm	BRAATEN
5	Update OE (100)	11/19/93 1:00pm	11/20/93 12:00am	BRAATEN
6	Update Project Proposal (105)	11/19/93 1:00pm	11/20/93 12:00am	BRAATEN
8	Prepare Project Statement	11/22/93 8:00am	11/22/93 12:00pm	BRAATEN
9	Revise Procedures, etc	11/22/93 1:00pm	11/26/93 12:00pm	BRAATEN
10	Prep SD Submit of Proj Plan	11/26/93 1:00pm	11/29/93 12:00pm	BRAATEN
12	CHANGE BOARD PRESENTATION	1/6/94 8:00am	1/7/94 5:00pm	BRAATEN
13	EXCELERATOR TRAINING	9/27/93 8:00am	10/1/93 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY
14	FUNCTIONAL USER GROUP ORIENT	10/5/93 8:00am	10/5/93 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
17	User Group Review of 120	10/25/93 8:00am	10/25/93 5:00pm	BRAATEN, RUGGIERO, JEFF KINNEY, STONER, SAUVAGEAU
18	Update Curr Sys Survey (120)	11/1/93 8:00am	11/5/93 5:00pm	BRAATEN, JEFF KINNEY, SAUVAGEAU, RUGGIERO
19	Strawman Sys Obj/Context (13)	10/26/93 8:00am	10/28/93 5:00pm	BRAATEN, SAUVAGEAU, JEFF KINNEY, RUGGIERO
20	User Group Rev Sys Obj/Cont	10/29/93 8:00am	10/29/93 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
21	Review/Deliver 130/140	11/1/93 8:00am	11/1/93 12:00pm	BRAATEN, RUGGIERO
22	1st Edition Key Issues (160)	11/29/93 8:00am	11/29/93 5:00pm	BRAATEN, SAUVAGEAU
23	Review/Deliver Key Iss	11/30/93 8:00am	11/30/93 10:00am	BRAATEN, SAUVAGEAU
24	Continued Update of Key Iss	11/29/93 8:00am	1/7/94 5:00pm	BRAATEN
25	STEERING COMMITTEE MEET	1/4/94 8:00am	1/4/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
27	Select Ext Des Alt (230)	1/28/94 8:00am	1/28/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
28	Ext Des Alt Review/Deliver	1/31/94 8:00am	1/31/94 10:00am	BRAATEN
29	Basic System Concepts (240)	1/31/94 10:00am	2/1/94 10:00am	BRAATEN, RUGGIERO, JEFF KINNEY, SAUVAGEAU
30	Basic Sys Concepts Review/Del	2/1/94 10:00am	2/1/94 12:00pm	BRAATEN
31	User Group Presentation	3/2/94 1:00pm	3/3/94 12:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
32	STEERING COMMITTEE	2/9/94 8:00am	2/9/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY
34	CDM (170)/CPM (210)	11/15/93 12:00am	2/15/94 3:00pm	RUGGIERO, JEFF KINNEY, BRAATEN, SAUVAGEAU, STONER
35	CDM (180)/CPM (250)	11/16/93 12:00am	2/24/94 3:00pm	BRAATEN, RUGGIERO, JEFF KINNEY, SAUVAGEAU, STONER
36	CDM (190)	12/20/93 12:00am	2/25/94 5:00pm	BRAATEN, JEFF KINNEY, SAUVAGEAU, RUGGIERO, STONER
38	CDM (320)	2/19/94 12:00am	2/25/94 5:00pm	BRAATEN, RUGGIERO, JEFF KINNEY, SAUVAGEAU, STONER
39	User Group Sessions	1/4/93 8:00am	2/24/94 2:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
40	ESQD Process Meets	11/22/93 12:00am	2/11/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
41	Sys Perf Crit (350)/CBA (290)	2/28/94 8:00am	3/2/94 5:00pm	BRAATEN, STONER, RUGGIERO, SAUVAGEAU, JEFF KINNEY
42	Review/Deliver CPM/CDM	3/3/94 8:00am	3/3/94 5:00pm	BRAATEN, SAUVAGEAU, RUGGIERO
44	Func Standards (360)	1/17/94 8:00am	1/21/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
45	Technical Alternatives (260)	1/24/94 8:00am	1/28/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
46	Operating Environment (370)	1/31/94 8:00am	2/1/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
47	Conversion Rules (340)	2/28/94 8:00am	3/4/94 5:00pm	BRAATEN, RUGGIERO, STONER, JEFF KINNEY
48	User Group Presentation	3/3/94 8:00am	3/3/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, ED WHITE
49	Review/Deliver Func Stand	2/9/94 8:00am	2/9/94 12:00pm	BRAATEN, SAUVAGEAU
50	Review/Deliver Arch Standards	2/9/94 8:00am	2/9/94 5:00pm	BRAATEN, RUGGIERO, ED WHITE
52	Prep SD Submit of Sys Concept	3/4/94 8:00am	3/8/94 5:00pm	BRAATEN
55	Implementation Strategy	2/21/94 8:00am	2/22/94 5:00pm	BRAATEN, RUGGIERO, ED WHITE, SAUVAGEAU, JEFF KINNEY
56	Impacts on the Organization (2	2/18/94 8:00am	2/22/94 5:00pm	BRAATEN, JEFF KINNEY, SAUVAGEAU, ED WHITE, RUGGIERO
57	Production Plan (390)	2/22/94 8:00am	2/24/94 5:00pm	BRAATEN, SAUVAGEAU, STONER, RUGGIERO, JEFF KINNEY, ED WHITE

ID	Name	Scheduled Start	Scheduled Finish	Resource Names
58	User Group Presentation	3/17/94 8:00am	3/17/94 5:00pm	STONER,JEFF KINNEY,BRAATEN,RUGGIERO,ED WHITE,SAUVAGEAU
59	User Guide TOC (400)	2/25/94 8:00am	2/25/94 5:00pm	BRAATEN,STONER,RUGGIERO,JEFF KINNEY,ED WHITE,SAUVAGEAU
60	Functional Test Strategy (410)	2/25/94 8:00am	3/3/94 5:00pm	STONER,JEFF KINNEY,BRAATEN,RUGGIERO,ED WHITE,SAUVAGEAU
61	HANTRB	3/18/94 8:00am	3/21/94 5:00pm	BRAATEN
63	Cost/Ben Anal (290)	3/22/94 8:00am	3/24/94 5:00pm	BRAATEN,SAUVAGEAU,RUGGIERO
64	Review/Deliver	3/25/94 8:00am	3/25/94 5:00pm	BRAATEN,SAUVAGEAU
66	Prep SD Submission	3/28/94 8:00am	3/29/94 5:00pm	BRAATEN
68	STEERING COMMITTEE	3/28/94 8:00am	3/28/94 5:00pm	BRAATEN

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KINNEY

ID	Name	Scheduled Start	Scheduled Finish	Resource Names
13	EXCELERATOR TRAINING	9/27/93 8:00am	10/1/93 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY
14	FUNCTIONAL USER GROUP ORIENT	10/5/93 8:00am	10/5/93 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
17	User Group Review of 120	10/25/93 8:00am	10/25/93 5:00pm	BRAATEN, RUGGIERO, JEFF KINNEY, STONER, SAUVAGEAU
18	Update Curr Sys Survey (120)	11/1/93 8:00am	11/5/93 5:00pm	BRAATEN, JEFF KINNEY, SAUVAGEAU, RUGGIERO
19	Strawman Sys Obj/Context (13	10/26/93 8:00am	10/28/93 5:00pm	BRAATEN, SAUVAGEAU, JEFF KINNEY, RUGGIERO
20	User Group Rev Sys Obj/Cont	10/29/93 8:00am	10/29/93 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
25	STEERING COMMITTEE MEET	1/4/94 8:00am	1/4/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
27	Select Ext Des Alt (230)	1/28/94 8:00am	1/28/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
29	Basic System Concepts (240)	1/31/94 10:00am	2/1/94 10:00am	BRAATEN, RUGGIERO, JEFF KINNEY, SAUVAGEAU
31	User Group Presentation	3/2/94 1:00pm	3/3/94 12:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
32	STEERING COMMITTEE	2/9/94 8:00am	2/9/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY
34	CDM (170)/CPM (210)	11/15/93 12:00am	2/15/94 3:00pm	RUGGIERO, JEFF KINNEY, BRAATEN, SAUVAGEAU, STONER
35	CDM (180)/CPM (250)	11/16/93 12:00am	2/24/94 3:00pm	BRAATEN, RUGGIERO, JEFF KINNEY, SAUVAGEAU, STONER
36	CDM (190)	12/20/93 12:00am	2/25/94 5:00pm	BRAATEN, JEFF KINNEY, SAUVAGEAU, RUGGIERO, STONER
37	Order Software & Hardware	12/22/93 12:00am	12/24/93 5:00pm	JEFF KINNEY
38	CDM (320)	2/19/94 12:00am	2/25/94 5:00pm	BRAATEN, RUGGIERO, JEFF KINNEY, SAUVAGEAU, STONER
39	User Group Sessions	11/4/93 8:00am	2/24/94 2:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
40	ESQD Process Meets	11/22/93 12:00am	2/11/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
41	Sys Perf Crit (350)/CBA (290)	2/28/94 8:00am	3/2/94 5:00pm	BRAATEN, STONER, RUGGIERO, SAUVAGEAU, JEFF KINNEY
44	Func Standards (360)	1/17/94 8:00am	1/21/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
45	Technical Alternatives (260)	1/24/94 8:00am	1/28/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
46	Operating Environment (370)	1/31/94 8:00am	2/1/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
47	Conversion Rules (340)	2/28/94 8:00am	3/4/94 5:00pm	BRAATEN, RUGGIERO, STONER, JEFF KINNEY
48	User Group Presentation	3/3/94 8:00am	3/3/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, ED WHITE
55	Implementation Strategy	2/21/94 8:00am	2/22/94 5:00pm	BRAATEN, RUGGIERO, ED WHITE, SAUVAGEAU, JEFF KINNEY
56	Impacts on the Organization (2	2/18/94 8:00am	2/22/94 5:00pm	BRAATEN, JEFF KINNEY, SAUVAGEAU, ED WHITE, RUGGIERO
57	Production Plan (390)	2/22/94 8:00am	2/24/94 5:00pm	BRAATEN, SAUVAGEAU, STONER, RUGGIERO, JEFF KINNEY, ED WHITE
58	User Group Presentation	3/17/94 8:00am	3/17/94 5:00pm	STONER, JEFF KINNEY, BRAATEN, RUGGIERO, ED WHITE, SAUVAGEAU
59	User Guide TOC (400)	2/25/94 8:00am	2/25/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, ED WHITE, SAUVAGEAU
60	Functional Test Strategy (410)	2/25/94 8:00am	3/3/94 5:00pm	STONER, JEFF KINNEY, BRAATEN, RUGGIERO, ED WHITE, SAUVAGEAU

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SAUVAGEAU

ID	Name	Scheduled Start	Scheduled Finish	Resource Names
14	FUNCTIONAL USER GROUP ORIENT	10/5/93 8:00am	10/5/93 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
17	User Group Review of 120	10/25/93 8:00am	10/25/93 5:00pm	BRAATEN, RUGGIERO, JEFF KINNEY, STONER, SAUVAGEAU
18	Update Curr Sys Survey (120)	11/1/93 8:00am	11/5/93 5:00pm	BRAATEN, JEFF KINNEY, SAUVAGEAU, RUGGIERO
19	Strawman Sys Obj/Context (13	10/26/93 8:00am	10/28/93 5:00pm	BRAATEN, SAUVAGEAU, JEFF KINNEY, RUGGIERO
20	User Group Rev Sys Obj/Cont	10/29/93 8:00am	10/29/93 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
22	1st Edition Key Issues (160)	11/29/93 8:00am	11/29/93 5:00pm	BRAATEN, SAUVAGEAU
23	Review/Deliver Key Iss	11/30/93 8:00am	11/30/93 10:00am	BRAATEN, SAUVAGEAU
25	STEERING COMMITTEE MEET	1/4/94 8:00am	1/4/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
27	Select Ext Des Alt (230)	1/28/94 8:00am	1/28/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
29	Basic System Concepts (240)	1/31/94 10:00am	2/1/94 10:00am	BRAATEN, RUGGIERO, JEFF KINNEY, SAUVAGEAU
31	User Group Presentation	3/2/94 1:00pm	3/3/94 12:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
34	CDM (170)/CPM (210)	11/15/93 12:00am	2/15/94 3:00pm	RUGGIERO, JEFF KINNEY, BRAATEN, SAUVAGEAU, STONER
35	CDM (180)/CPM (250)	11/16/93 12:00am	2/24/94 3:00pm	BRAATEN, RUGGIERO, JEFF KINNEY, SAUVAGEAU, STONER
36	CDM (190)	12/20/93 12:00am	2/25/94 5:00pm	BRAATEN, JEFF KINNEY, SAUVAGEAU, RUGGIERO, STONER
38	CDM (320)	2/19/94 12:00am	2/25/94 5:00pm	BRAATEN, RUGGIERO, JEFF KINNEY, SAUVAGEAU, STONER
39	User Group Sessions	11/4/93 8:00am	2/24/94 2:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
40	ESQD Process Meets	11/22/93 12:00am	2/11/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
41	Sys Perf Crit (350)/CBA (290)	2/28/94 8:00am	3/2/94 5:00pm	BRAATEN, STONER, RUGGIERO, SAUVAGEAU, JEFF KINNEY
42	Review/Deliver CPM/CDM	3/3/94 8:00am	3/3/94 5:00pm	BRAATEN, SAUVAGEAU, RUGGIERO
44	Func Standards (360)	1/17/94 8:00am	1/21/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
45	Technical Alternatives (260)	1/24/94 8:00am	1/28/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
46	Operating Environment (370)	1/31/94 8:00am	2/1/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
49	Review/Deliver Func Stand	2/9/94 8:00am	2/9/94 12:00pm	BRAATEN, SAUVAGEAU
55	Implementation Strategy	2/21/94 8:00am	2/22/94 5:00pm	BRAATEN, RUGGIERO, ED WHITE, SAUVAGEAU, JEFF KINNEY
56	Impacts on the Organization (2	2/18/94 8:00am	2/22/94 5:00pm	BRAATEN, JEFF KINNEY, SAUVAGEAU, ED WHITE, RUGGIERO
57	Production Plan (390)	2/22/94 8:00am	2/24/94 5:00pm	BRAATEN, SAUVAGEAU, STONER, RUGGIERO, JEFF KINNEY, ED WHITE
58	User Group Presentation	3/17/94 8:00am	3/17/94 5:00pm	STONER, JEFF KINNEY, BRAATEN, RUGGIERO, ED WHITE, SAUVAGEAU
59	User Guide TOC (400)	2/25/94 8:00am	2/25/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, ED WHITE, SAUVAGEAU
60	Functional Test Strategy (410)	2/25/94 8:00am	3/3/94 5:00pm	STONER, JEFF KINNEY, BRAATEN, RUGGIERO, ED WHITE, SAUVAGEAU
63	Cost/Ben Anal (290)	3/22/94 8:00am	3/24/94 5:00pm	BRAATEN, SAUVAGEAU, RUGGIERO
64	Review/Deliver	3/25/94 8:00am	3/25/94 5:00pm	BRAATEN, SAUVAGEAU

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13	EXCELERATOR TRAINING	9/27/93 8:00am	10/1/93 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY
14	FUNCTIONAL USER GROUP ORIENT	10/5/93 8:00am	10/5/93 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
15	PNL SYS/BUS RULE REVIEW	12/31/93 8:00am	1/13/94 5:00pm	RUGGIERO
17	User Group Review of 120	10/25/93 8:00am	10/25/93 5:00pm	BRAATEN, RUGGIERO, JEFF KINNEY, STONER, SAUVAGEAU
18	Update Curr Sys Survey (120)	11/1/93 8:00am	11/5/93 5:00pm	BRAATEN, JEFF KINNEY, SAUVAGEAU, RUGGIERO
19	Strawman Sys Obj/Context (13	10/26/93 8:00am	10/28/93 5:00pm	BRAATEN, SAUVAGEAU, JEFF KINNEY, RUGGIERO
20	User Group Rev Sys Obj/Cont	10/29/93 8:00am	10/29/93 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
21	Review/Deliver 130/140	11/1/93 8:00am	11/1/93 12:00pm	BRAATEN, RUGGIERO
25	STEERING COMMITTEE MEET	1/4/94 8:00am	1/4/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
27	Select Ext Des Alt (230)	1/28/94 8:00am	1/28/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
29	Basic System Concepts (240)	1/31/94 10:00am	2/1/94 10:00am	BRAATEN, RUGGIERO, JEFF KINNEY, SAUVAGEAU
31	User Group Presentation	3/2/94 1:00pm	3/3/94 12:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
32	STEERING COMMITTEE	2/9/94 8:00am	2/9/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY
34	CDM (170)/CPM (210)	1/15/93 12:00am	2/15/94 3:00pm	RUGGIERO, JEFF KINNEY, BRAATEN, SAUVAGEAU, STONER
35	CDM (180)/CPM (250)	1/16/93 12:00am	2/24/94 3:00pm	BRAATEN, RUGGIERO, JEFF KINNEY, SAUVAGEAU, STONER
36	CDM (190)	12/20/93 12:00am	2/25/94 5:00pm	BRAATEN, JEFF KINNEY, SAUVAGEAU, RUGGIERO, STONER
38	CDM (320)	2/19/94 12:00am	2/25/94 5:00pm	BRAATEN, RUGGIERO, JEFF KINNEY, SAUVAGEAU, STONER
39	User Group Sessions	11/4/93 8:00am	2/24/94 2:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
40	ESQD Process Meets	11/22/93 12:00am	2/11/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
41	Sys Perf Crit (350)/CBA (290)	2/28/94 8:00am	3/2/94 5:00pm	BRAATEN, STONER, RUGGIERO, SAUVAGEAU, JEFF KINNEY
42	Review/Deliver CPM/CDM	3/3/94 8:00am	3/3/94 5:00pm	BRAATEN, SAUVAGEAU, RUGGIERO
44	Func Standards (360)	1/17/94 8:00am	1/21/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
45	Technical Alternatives (260)	1/24/94 8:00am	1/28/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
46	Operating Environment (370)	1/31/94 8:00am	2/1/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
47	Conversion Rules (340)	2/28/94 8:00am	3/4/94 5:00pm	BRAATEN, RUGGIERO, STONER, JEFF KINNEY
48	User Group Presentation	3/3/94 8:00am	3/3/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, ED WHITE
50	Review/Deliver Arch Standards	2/9/94 8:00am	2/9/94 5:00pm	BRAATEN, RUGGIERO, ED WHITE
55	Implementation Strategy	2/21/94 8:00am	2/22/94 5:00pm	BRAATEN, RUGGIERO, ED WHITE, SAUVAGEAU, JEFF KINNEY
56	Impacts on the Organization (2	2/18/94 8:00am	2/22/94 5:00pm	BRAATEN, JEFF KINNEY, SAUVAGEAU, ED WHITE, RUGGIERO
57	Production Plan (390)	2/22/94 8:00am	2/24/94 5:00pm	BRAATEN, SAUVAGEAU, STONER, RUGGIERO, JEFF KINNEY, ED WHITE
58	User Group Presentation	3/17/94 8:00am	3/17/94 5:00pm	STONER, JEFF KINNEY, BRAATEN, RUGGIERO, ED WHITE, SAUVAGEAU
59	User Guide TOC (400)	2/25/94 8:00am	2/25/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, ED WHITE, SAUVAGEAU
60	Functional Test Strategy (410)	2/25/94 8:00am	3/3/94 5:00pm	STONER, JEFF KINNEY, BRAATEN, RUGGIERO, ED WHITE, SAUVAGEAU
63	Cost/Ben Anal (290)	3/22/94 8:00am	3/24/94 5:00pm	BRAATEN, SAUVAGEAU, RUGGIERO

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STONER

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13	EXCELERATOR TRAINING	9/27/93 8:00am	10/1/93 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY
14	FUNCTIONAL USER GROUP ORIENT	10/5/93 8:00am	10/5/93 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
17	User Group Review of 120	10/25/93 8:00am	10/25/93 5:00pm	BRAATEN, RUGGIERO, JEFF KINNEY, STONER, SAUVAGEAU
20	User Group Rev Sys Obj/Cont	10/29/93 8:00am	10/29/93 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
25	STEERING COMMITTEE MEET	1/4/94 8:00am	1/4/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
27	Select Ext Des Alt (230)	1/28/94 8:00am	1/28/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
31	User Group Presentation	3/2/94 1:00pm	3/3/94 12:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
32	STEERING COMMITTEE	2/9/94 8:00am	2/9/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY
34	CDM (170)/CPM (210)	11/15/93 12:00am	2/15/94 3:00pm	RUGGIERO, JEFF KINNEY, BRAATEN, SAUVAGEAU, STONER
35	CDM (180)/CPM (250)	11/16/93 12:00am	2/24/94 3:00pm	BRAATEN, RUGGIERO, JEFF KINNEY, SAUVAGEAU, STONER
36	CDM (190)	12/20/93 12:00am	2/25/94 5:00pm	BRAATEN, JEFF KINNEY, SAUVAGEAU, RUGGIERO, STONER
38	CDM (320)	2/19/94 12:00am	2/25/94 5:00pm	BRAATEN, RUGGIERO, JEFF KINNEY, SAUVAGEAU, STONER
39	User Group Sessions	11/4/93 8:00am	2/24/94 2:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
40	ESQD Process Meets	11/22/93 12:00am	2/11/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
41	Sys Perf Crit (350)/CBA (290)	2/28/94 8:00am	3/2/94 5:00pm	BRAATEN, STONER, RUGGIERO, SAUVAGEAU, JEFF KINNEY
44	Func Standards (360)	1/17/94 8:00am	1/21/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
45	Technical Alternatives (260)	1/24/94 8:00am	1/28/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
46	Operating Environment (370)	1/31/94 8:00am	2/1/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, SAUVAGEAU
47	Conversion Rules (340)	2/28/94 8:00am	3/4/94 5:00pm	BRAATEN, RUGGIERO, STONER, JEFF KINNEY
48	User Group Presentation	3/3/94 8:00am	3/3/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, ED WHITE
57	Production Plan (390)	2/22/94 8:00am	2/24/94 5:00pm	BRAATEN, SAUVAGEAU, STONER, RUGGIERO, JEFF KINNEY, ED WHITE
58	User Group Presentation	3/17/94 8:00am	3/17/94 5:00pm	STONER, JEFF KINNEY, BRAATEN, RUGGIERO, ED WHITE, SAUVAGEAU
59	User Guide TOC (400)	2/25/94 8:00am	2/25/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, ED WHITE, SAUVAGEAU
60	Functional Test Strategy (410)	2/25/94 8:00am	3/3/94 5:00pm	STONER, JEFF KINNEY, BRAATEN, RUGGIERO, ED WHITE, SAUVAGEAU

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48	User Group Presentation	3/3/94 8:00am	3/3/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, ED WHITE
50	Review/Deliver Arch Standards	2/9/94 8:00am	2/9/94 5:00pm	BRAATEN, RUGGIERO, ED WHITE
55	Implementation Strategy	2/21/94 8:00am	2/22/94 5:00pm	BRAATEN, RUGGIERO, ED WHITE, SAUVAGEAU, JEFF KINNEY
56	Impacts on the Organization (2	2/18/94 8:00am	2/22/94 5:00pm	BRAATEN, JEFF KINNEY, SAUVAGEAU, ED WHITE, RUGGIERO
57	Production Plan (390)	2/22/94 8:00am	2/24/94 5:00pm	BRAATEN, SAUVAGEAU, STONER, RUGGIERO, JEFF KINNEY, ED WHITE
58	User Group Presentation	3/17/94 8:00am	3/17/94 5:00pm	STONER, JEFF KINNEY, BRAATEN, RUGGIERO, ED WHITE, SAUVAGEAU
59	User Guide TOC (400)	2/25/94 8:00am	2/25/94 5:00pm	BRAATEN, STONER, RUGGIERO, JEFF KINNEY, ED WHITE, SAUVAGEAU
60	Functional Test Strategy (410)	2/25/94 8:00am	3/3/94 5:00pm	STONER, JEFF KINNEY, BRAATEN, RUGGIERO, ED WHITE, SAUVAGEAU

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ID	Name	Scheduled Start	Scheduled Finish	Resource Names
3	MGMT REVIEWS	9/1/93 10:00am	3/31/94 5:00pm	BIAN

1.0 LIST OF TEAM MEMBERS

<u>Name</u>	<u>Specialty</u>	<u>Phone No.</u>
<u>Development Team</u>		
Dave Braaten	Project management, modeling, functional analysis, management consulting	372-2836
Helene Sauvageau	DMR coach	376-6073
RJ Ruggiero	System Architect	372-2836
Jeff Kinney	data modeling, system maintenance, prototype development	372-0844
Buzz Stoner	system maintenance, development	376-9153
<u>System Team</u>		
Dave DeCelis	System Manager: user coordination, management liaison, functional direction, deliverable review	376-2892
Amanda McKay	System Manager: user coordination, management liaison, functional direction, deliverable review	372-1815
Sam Vega	System Owner, general coordination general coordination and direction, problem resolution	376-2517
Al Hawkins	Chairman of Steering Committee	

2.0 ORGANIZATION CHART

3.0 ROLES AND RESPONSIBILITIES

3.1 Development Team

3.1.1 Project Manager. The Project Manager is responsible for overall management of the project. This includes:

- assignment of deliverables to team members,
- resolution of support problems,
- client interaction,
- management reporting,

- monitoring and adjusting schedules,
- budget management,
- review and quality assurance activities for each deliverable.

3.1.2 DMR P+ Coach. The DMR P+ coach has the following responsibilities:

- Define, teach and promote P+ roles and responsibilities to the project team, system owner, steering committee, and IRM line management.
- Coach project and system management principles.
- Coach on the format and content of all P+ deliverables.
- Support the development of project and system management skills among project team members.
- Ensure the implementation and proper execution of project and system management functions.

To fulfill the P+ Coaching role, the P+ Coach will assist the Project Manager in an ad hoc nature to resolve questions regarding the progress of events through the methodology. Specifically, the coach will perform the following:

- Kick off each phase by explaining overall concepts and objectives of the phase.
- Kick off each deliverable by explaining its intent, content, and relationship to other deliverables.
- Help determine form and content of each deliverable and help team produce each deliverable by explaining the process; e.g., interviewing, workshops, facilitation, and other processes.
- Review each project development and management deliverable to ensure compliance with P+, but not to evaluate accurate representation of system requirements.
- Provide quality assurance/control for P+ compliance by:
 - identifying deviation from P+ to the project team and help them come to a resolution;
 - help management come to a resolution if the project team is unable to resolve the deviation; and
 - prepare monthly P+ compliance status reports for the project manager, system manager, and copies for the system owner and line management.

- Participate in the preparation of a P+ project lessons learned document at the end of each phase.

3.1.3 System Architect

- Conduct User Group modeling sessions and facilitate discussion to develop:
 - Conceptual Data Model
 - Conceptual Process Model
 - Functional Process Model
- Coordinate modeling efforts of other team members.
- Review modeling deliverables for content, presentation, and accuracy and provide comments to analysts.
- Mentor and train other team members and assigned personnel in applying modeling techniques to further a P+ project.
- Act as system administrator for the EXCELERATOR CASE tool.

3.1.4 System Technical

- Provide analytic and deliverable preparation support to the System Architect on all deliverables as assigned.
- Assume lead responsibility for certain deliverables as specified in the project plan.
- Prepare and maintain prototypes.
- Maintain EXCELERATOR CASE tool central repository and models.

3.2 System Team

3.2.1 System Owner

- Provide direction and resource support for the project.
- Resolve cross-organizational coordination problems.
- Chair the Steering Committee

3.2.2 System Manager

- Provide daily liaison with the development team.
- Interpret user requirements and functional support.
- Assess deliverable acceptability and provide formal acceptance for finished deliverables.
- Resolve user/development team liaison requirements.

3.2.3 User Group

- Provide the low level user requirements.
- Interact with the remainder of the project team to ensure requirements are properly identified and defined.
- Provide final review of definition documents and any system automation.

1.0 ASSIGNMENT OF LEAD RESPONSIBILITY FOR DELIVERABLES.

During the project, documentation will be produced as required by the P+ methodology. Not all documentation is applicable to this project.

As noted in the 032 Procedures, a lead responsible individual will be assigned to each deliverable. In some cases, deliverables have been logically grouped and a lead person is responsible for the entire group.

Due to the new requirements associated with absorbing the DOE systems, it has become necessary to revise the project schedule. There has been an associated change in deliverable responsibilities. The previous document (note footer: 028RESP2.V1) is hereby rescinded and should be replaced with this updated version.

2.0 RESPONSIBILITY ASSIGNMENTS AND PLANNING DATES

The table below contains the deliverables which are applicable to the QUEST2 project. They are listed in their logical groupings, with the lead responsibility assignments for each deliverable or entire group.

The other team members assigned to the deliverable, if any, are listed. The responsible individual is expected to direct the efforts of these other persons.

Also shown, for planning purposes, is the forecasted start and end dates for the deliverables. These dates are to provide advance notice to the responsible individuals. Actual dates are subject to revision and will be reflected in updates to the 006 Project Plan and in the continuing revision of the Responsibility Matrix.

DELIVERABLE GROUP/NAME		RESPONSIBLE INDIVIDUAL	PLANNED START DATE	PLANNED COMPLETION DATE	OTHER TEAM MEMBERS ASSIGNED
NO	NAME				
Original Project File Group		Braaten (entire group)	10/01/93	11/01/93	
026	Project Team Structure				
028	Responsibility for Each Deliverable				
030	Description of Development Environment				
032	Procedures				

**QUEST: RESPONSIBILITY FOR EACH
DELIVERABLE
(P+ DOCUMENT #028)**

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The following table is a continuation of deliverable responsibility assignments:

DELIVERABLE GROUP/NAME		RESPONSIBLE INDIVIDUAL	PLANNED START DATE	PLANNED COMPLETION DATE	OTHER TEAM MEMBERS ASSIGNED
NO	NAME				
Project File Group (Continued)		Braaten (entire group)	10/1/93	11/1/93(entire group)	
002	Project Statement				
004	Resources Allocated to the Project				
006	Project Plan				
050	Project Status Report (incorporated into 032)				
012	Individual Plan				
042	Change Request				
044	Change Request Log				
046	Outstanding Issues				
048	Outstanding Issues Log				
052	Request for Review and Approval of Deliverable (incorporated into 032)				All team members prepare in draft
Revised Project File Group		Braaten (entire group)	2/14/94	2/22/94	
002	Project Statement				
130	System Objectives				
105	Project Proposal				
028	Responsibility for Each Deliverable				
032	Reports Section				

The following table is a continuation of deliverable responsibility assignments.

DELIVERABLE GROUP/NAME		RESPONSIBLE INDIVIDUAL	PLANNED START DATE	PLANNED COMPLETION DATE	OTHER TEAM MEMBERS ASSIGNED
NO	NAME				
Objectives and Context Group					
120	Survey of Existing System	Kinney	10/1/93	11/1/93	Ruggiero
120 (DOE)	Survey of DOE Existing System	Willers	2/7/94	2/25/94	Ruggiero
130	System Objectives	Ruggiero	10/15/93	11/1/93	Kinney
New 130	System Objectives Update	Braaten	2/15/94	2/15/94	
140	System Context	Ruggiero	10/15/93	11/1/93	Kinney Stoner
New 140	System Context Update	Willers	2/16/94	2/25/94	Ruggiero
New 150 (?)	Definition of the Subject	Ruggiero	2/18/94	3/11/94	Willers
160	Key Issues	Braaten	11/1/93	3/31/94	Ruggiero
Data/Process Model Design Group					
170/ 210	Definition of Facets and Subsystems	Ruggiero	11/1/93	3/31/94	Kinney Stoner
180/ 250	Definition of Entities and System Functions	Ruggiero	11/1/93	3/31/94	Kinney Stoner
190	Definition of Relationships	Ruggiero	11/1/93	3/31/94	Kinney Stoner
New 170/180 /190	Update Data Models to include DOE	Ruggiero	2/22/94	2/28/94	Willers Stoner
New 210 (?)	Definition of Subsystems	Ruggiero	2/24/94	2/28/94	Willers

The following table is a continuation of deliverable responsibility assignments.

DELIVERABLE GROUP/NAME		RESPONSIBLE INDIVIDUAL	PLANNED START DATE	PLANNED COMPLETION DATE	OTHER TEAM MEMBERS ASSIGNED
NO	NAME				
Data/Process Model Design Group (continued)					
New 250	Update Process Models to include DOE	Ruggiero	2/28/94	3/4/94	Willers Stoner
320	Definition of Data Elements	Stoner	1/2/94	TBD: During First Release	Kinney Ruggiero Willers
System Definition Group					
230/2 40	Design Alternatives and System Concepts	Kinney	2/14/94	2/24/94	Braaten Stoner
350	System Performance Criteria	Stoner	2/1/94	TBD: included in plan for 1st release	Kinney Willers
360	Functional Standards	Kinney	2/1/94	TBD: included in plan for 1st release	Ruggiero Stoner
260	Technical Alternatives	Braaten	3/11/94	3/31/94	Stoner Willers
370	Operating Environment	Stoner	2/15/94	TBD: included in plan for 1st release	Kinney White
380	Design Standards	White	2/15/94	TBD: included in plan for 1st release	Stoner White
290	Cost/Benefit Analysis	Braaten	2/22/94	3/31/94	Ruggiero
Release Planning/Implementation Group					
270	Implementation Strategy	Braaten	2/23/94	3/31/94	Ruggiero Kinney Stoner
280	Impacts on the Organization	Braaten	2/22/94	3/31/94	Ruggiero Kinney Braaten

The following table is a continuation of deliverable responsibility assignments.

DELIVERABLE GROUP/NAME		RESPONSIBLE INDIVIDUAL	PLANNED START DATE	PLANNED COMPLETION DATE	OTHER TEAM MEMBERS ASSIGNED
NO	NAME				
Release Planning/Implementation Group (continued)					
390	Production Plan	Braaten	3/1/94	TBD: included in plan for 1st release	Willers White Stoner Kinney
400	User Guide TOC	Kinney	2/15/94	TBD: included in plan for 1st release	Willers
410	Functional Test Strategy	White	3/15/94	TBD: included in plan for 1st release	Kinney Stoner Braaten

1.0 PURPOSE

This document contains procedures to ensure the coordinated conduct of project activities. Each procedure topic applies to a specific area of management and team interaction. These procedures formally establish the communication and recording/reporting responsibilities for both the development team and the system management team.

2.0 SUMMARY

This document is organized into discreet Sections. Each deals with a specific set of logically grouped procedures. Each section can be removed and used independently as though it is a separate document.

The following table has the table of contents for this document, indicating the topics covered and respective sections.

SECTION	TOPIC	CONTENT OVERVIEW
1	INTRODUCTION	document introduction
2	MEETINGS	type, frequency, general topic, responsibility for regular and ad hoc meetings
3	DELIVERABLES	preparation, processing, acceptance of deliverables
4	PROJECT RECORDS	manual and automatic files maintenance and distribution
5	REPORTS	type, frequency, responsibility for regular and ad hoc reports
6	ACTION TRACKING	assignment and monitoring of actions to responsible persons

SECTION 2: MEETINGS

Purpose

This procedure describes the regular and ad hoc meetings anticipated during the QUEST2 project. It includes the expected frequency, general topic, and responsibilities for each of the meeting types.

Overview

Meetings are intended to address coordination and review topics. The regular scheduled meetings ensure coordination between development and system management team members. These may also be review meetings which consider deliverables in varying states of completion. Finally, some meetings are specifically intended to provide management insight into the status of the project and its discreet activities.

Regular Meetings

The table below contains the regularly scheduled meetings with their purpose, schedule, and attendees. Responsibility for coordinating the meeting, establishing the agenda, and producing the minutes is indicated by an asterisk (*) by the applicable attender.

MEETING	PURPOSE	SCHEDULE	ATTENDEES
Weekly Team Meet	Team coordination, resolution of pending issues/problems, review of any deliverables in process	Every Friday at 8:00	*Project Manager, Coach, Development Team, System Manager, System Management Team
Monthly Management Review	Overview of project status, resolution of issues and problems	Third Friday of each month at 10:00 (as required by management)	*Project Manager, System Manager, Line Managers from ISS and CADS

SECTION 2: MEETINGS

*Regular
Meetings,
continued*

The table below is a continuation of the regularly scheduled meetings with their purpose, schedule, and attendees.

MEETING	PURPOSE	SCHEDULE	ATTENDEES
User Group Meeting	Deliverable development and system progress review by the user group.	As required upon decision of the Project Manager and/or the System Manager	Project Manager, *System Manager, System Management and Development Team, members as applicable to the agenda
Steering Committee Meeting	Overview of project status, resolution of high level issues and problems.	As required for review of significant project events	Project Manager, *System Manager, Steering Committee
Business Process Issue Resolution	Provide decisions on how to resolve business process issues.	Weekly after the Team Meeting	*Project Manager, Development Team, System Manager, System Management Team

*Ad Hoc
Meetings*

Ad hoc meetings will be conducted to address problems, issues and discussions which cannot wait for the next regular meeting.

Ad hoc meetings can be requested at any time by any member of the development or system management teams or their respective management. Such requests should be directed to the applicable Project or System Manager who will then coordinate appropriate action.

SECTION 3: DELIVERABLES

Purpose

This procedure describes the processes for deliverable creation and approval. It includes the assignment of lead deliverable responsibilities, review processes, submission instructions for draft and final versions, and notification of review comments and approvals.

This procedure also addresses the collection and control of document changes required in 034 Plan of System Documentation.

Overview

Deliverables are products produced during the course of the QUEST2 project. This includes:

- P+ numbered deliverables,
- administrative deliverables such as progress reports, Steering Committee presentations, etc.,
- system products such as working prototypes, program code, system documentation unique to the Hanford site.

Deliverables will be formally prepared and submitted for review, comments/corrections will be incorporated, and they will then be finalized and accepted. They will mark the achievement of discreet project events leading toward final project conclusion.

Assignment of Lead Responsi- bility

Most deliverables must be prepared by the project team, although some may be prepared by the system management team, and some may require a joint effort by both. Regardless, a single person will always be assigned lead responsibility for each deliverable. The Project Plan (006) and the Individual Plan (012) will provide initial projections for the assignment of lead responsibility for planned deliverables. However, deliverable number 028, Responsibility for Each Deliverable, will constitute formal assignment of lead responsibility. It will be prepared by the project manager for every deliverable.

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DELIVERABLES
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SECTION 3: DELIVERABLES

*Deliverable
Preparation*

Deliverables shall be treated as both finished products and as tools for the collection of needed project information. During all User Group and Steering Committee sessions, information pertaining to various deliverables may be gathered which is not directly pertinent to the agenda of that particular meeting. This information is in danger of being lost. In addition, such information may have to be gathered later through redundant research.

To preclude this resource drain as much as possible, the person assigned the deliverable lead shall create a deliverable "shell". This deliverable shell will start as a basic outline of the deliverable formatted as described later in this procedure.

The lead person has the responsibility for identifying information and comments that are pertinent to assigned deliverables. These will be incorporated into the deliverable shell. Over time, the shell will be filled in with the information gathered in this ad hoc manner. This evolving deliverable will then be finalized with any needed additional research and the final draft will be prepared when due.

Format

Deliverables will be prepared with a standard format that supports submission of the deliverable in accordance with WHC-CM-3-4 and WHC-CM-3-10. The Project Manager will group individual deliverables logically to address WHC-CM-3-10 requirements. These will be submitted as a single consolidated deliverable.

To accomplish this, the file DOCSTART will be used to set up the necessary headers, footers, page numbering, and other format requirements. This file contains a Header B which installs the word "DRAFT" at the top the document pages. This header will have to be deleted when the document is to be submitted as "final".

SECTION 3: DELIVERABLES

Review Cycle

Some procedural deliverables, such as progress reports, will not have a review cycle. They will be prepared and submitted as required by the applicable procedure.

However, most deliverables will include at least one iteration of preparation, review, update, and final acceptance. The deliverable lead will submit a draft version of the deliverable for review. This review may create comments or corrections which must be accommodated. Depending on the impact of this feed back, a second draft may be prepared for review. When comments/corrections are minor, the deliverable will be prepared in "final" and submitted for acceptance.

Most deliverables will be reviewed within ten working days of receipt. Comments/corrections are due back to the deliverable lead on the eleventh working day. Some complex deliverables may require a longer review period. These will be agreed upon between the Project and System Managers.

All reviews may generate the need for ad hoc meetings to resolve problems/questions. They may also be incorporated into the regular weekly team meeting agenda.

*Deliverable
Submission*

Attachment A is the standard draft forwarding letter to accompany all deliverables submitted in draft status.

Attachment B is an acceptance cover letter which constitutes formal submission of a final deliverable. It solicits formal acceptance of the deliverable as having met the applicable requirements and specifications.

These attachments serve as the 052 Request for Review and Approval of Deliverable. Blank templates are on the Q: drive root directory. These presume preparation by the project team. If the system management team prepares deliverables, the templates will be edited accordingly.

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SECTION 3: DELIVERABLES

Deliverable
Change
Control

The reviewer comment portion of the Attachments A and B will provide the initial change request input for the deliverable. Attachment C will be used for changes after the original final of the deliverable is published.

Together, these forms constitute the 042 Change Request deliverables. The 044 Change Request Log will be the collection of these forms retained as required by the 032 Procedure on Records. This will be considered appropriate during the analytic portions of the project. (More formal software change request procedures will be instituted during the release construction portions of the project life cycle.)

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ATTACHMENT A
Standard Draft Forwarding Letter
(Template on Q drive with file name DRAFT.TEM)

F. D. Braaten
Project Manager

[illegible]

032DELV2.V1

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SECTION 3: DELIVERABLES

ATTACHMENT B
Final Deliverable Acceptance
(Template on the Q: Drive with file name FINAL.TEM)

DELIVERABLE NAME: (Place P+ Number, if applicable, and text name of deliverable)

DELIVERABLE DATE: (Place date of deliverable submission for acceptance)

The attached deliverable is hereby submitted for acceptance. This deliverable has incorporated the review comments received (dates of prior draft submissions).

Signature in the "ACCEPTANCE SIGNATURE" space below constitutes formal acceptance of this deliverable as having met its intended requirements. If this deliverable is not acceptable, please note the reasons and any further requested action on a separate sheet attached to this letter.

This cover letter with the completed acceptance action should be returned to the QUEST2 project manager. Action on this deliverable is requested by (date).

F. D. Braaten
Project Manager

DELIVERABLE IS () **ACCEPTED** () **NOT ACCEPTED** (note attached comments)

ACCEPTANCE SIGNATURE

PRINTED NAME/TITLE

ACCEPTANCE DATE

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SECTION 3: DELIVERABLES

ATTACHMENT C
Standard Document Change
(Template on Q drive with file name CHANGE.TEM)

DELIVERABLE NAME: (Place P+ Number, if applicable, and text name of deliverable)

DATE SUBMITTED: (Date the Change was forwarded to the Project Manager)

REQUESTING PERSON: (Name of person requesting the change)

CHANGES REQUIRED:

PARAGRAPH NUMBER

CHANGE EXPLANATION

DATE RECEIVED: (Date received by the Project Manager)

DISPOSITION: (Actions to be taken, and persons assigned to the actions)

CHECK: Submitted in draft for review	_____	Date:
Draft Comments received	_____	Date:
Submitted in Final	_____	Date:
Final Acceptance Letter Received	_____	Date:

SECTION 4: PROJECT RECORDS

Purpose

This procedure describes the project records which will be maintained for the QUEST2 project. It includes their purpose, naming conventions, responsibility for preparation and maintenance, and distribution requirements for each.

Overview

Records are intended to provide a central archive of significant project events. This information supports audit trails, lessons learned, and general query by members of the team and their management.

Standard Records

The table below contains the types of records which will be maintained by the QUEST2 project team plus a brief description of the record's content/intent and its distribution. Responsibility for record maintenance is assigned to the QUEST2 Project Manager. (Note: in all cases, electronic file copies of project records are to be stored on the file server Q: directory - described below - as an included extension of routine distribution.)

RECORD ITEM	CONTENT/INTENT	DISTRIBUTION
Project File	The latest copy of deliverables produced throughout the QUEST2 project indicating the completion of the required project events. Also, any other significant correspondence.	Master Copy in Project Manager's Office; Copy in System Manager Office
Deliverable Working File	Separate file folder for each deliverable. Contains working copies, at least two prior drafts, all supporting correspondence and analytic working papers associated with the deliverable.	Project Manager Office; Responsible deliverable lead while deliverable under progress

SECTION 4: PROJECT RECORDS

*Standard
Records,
continued*

The table below is a continuation of the project records supporting the QUEST2 project.

RECORD ITEM	CONTENT/INTENT	DISTRIBUTION
Fiscal Records	RFSs, working estimates, budget updates, associated correspondence	Originals in Project Manager Office; Copies to System Manager and Project Manager Line management.
Deliverable Time Sheets	Labor hours recorded against each deliverable by a project team member	Project File
Steering Committee Minutes	Presentation items and correspondence provided to the Steering Committee, minutes of meeting proceedings, committee decisions/guidance	Original in System Manager Office; Copy to Project Manager
Team Meeting and Monthly Management Review Minutes	Discussion item material, record of proceedings, and management decisions/guidance	Original in Project Manager Office; Copy to System Manager
User Group Meeting Minutes	Discussion item material, record of proceedings, and management decisions/guidance	Original in System Manager Office; Copy to Project Manager
Project Action Tracking	Responsibility matrix, Project Management Plan, Draft and final deliverable cover letters with comments	Original in Project Manager office;

SECTION 4: PROJECT RECORDS

Shared File Server

The QUEST2 project will use a common storage space on a shared file server. This storage space is generically called the "Q: Drive". The following DOS batch file will provide access to the Q: drive:

```
C:> net use Q: \\<server ID>\SHDOC TENNIS <return>
C:> Q: <return>
C:> cd QUEST2
```

(NOTE: the Q: drive is part of the SHARE file server. As the SHARE project continues, the file server name and other identifying terms or phrases may change. E-mail notification of these changes will be published and the batch file may need to be edited accordingly.)

Q: Drive Directories

Standard subdirectories are created for the QUEST2 project. These contain the electronic copy of the deliverables as logically grouped per directory. These subdirectories will contain the latest version of any deliverables plus the version immediately preceding the latest one.

Q: directories will only include P+ deliverables and copies of QUEST2 records as described in this procedure document and as noted in the below file maintenance procedures.

P+ Deliverable Files

File name conventions for all P+ deliverables are as follows:

- the first three characters will be the P+ document number;
- the remaining five characters in the file name should be an abbreviation for the deliverable title (e.g. "prjpn" for project plan);
- the file extension will contain the letter "v" (for version) plus the version number starting with 0 (e.g., "v0" indicates the file is the first version of the deliverable).

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SECTION 4: PROJECT RECORDS

*Q: Drive
Maintenance*

Older versions of deliverables, working notes, and other analyst support documents should be stored on the analyst/preparer's own work station or floppy disks.

Document originators are responsible for maintaining backup copies of their documents at their work station or office.

*Q: Drive
Maintenance,
Continued*

Non-P+ correspondence/documents of a general nature should not be stored on the Q: directory unless they are of long term interest to members of the project or system management teams. For example, the responsibility matrix is stored on the Q:\QUEST2 directory. Other items which may be on the Q: drive include the time sheet template, the file DOCSTART, the steering committee charter, or other significant/procedural correspondence such as those.

E-mail and other routine correspondence should be stored in E-mail spaces or other disk drives.

SECTION 5: REPORTS

Purpose

This procedure describes the standard and ad hoc reports which will be used to monitor QUEST2 events.

Overview

Reports provide a formal medium for the QUEST2 team members to identify the status of QUEST2 events. They can be provided from team members to the project and system managers and from the project/system managers to their respective upper management. Reports provide a synopsis of significant events to date, identify issues requiring resolution, and provide forecasts for events planned in the near term.

Standard reports are provided based on some pre-defined trigger - regular schedule, major milestone completion, etc. Ad hoc reports respond to a sudden need for some focused input. Ad hoc reports tend to be specific to particular issues raised as necessary by upper management or by Hanford regulatory agencies.

Standard Reports

The following table contains the standard reports, a description of their content, the person responsible for their preparation, and their due dates.

REPORT	DESCRIPTION	RESPONSIBLE PERSON	DUE DATE
Monthly Status Report (Attachment A)	Monthly review of planned events, accomplishments, issues, forecast of events for upcoming month.	Project Manager	First Monday of Each Month
Monthly Functional Review	Report to BCSR regarding project status	Project Manager	First Thursday Each Month

SECTION 5: REPORTS

*Standard
Reports,
Continued*

The following table is a continuation of the table with standard reports.

REPORT	DESCRIPTION	RESPONSIBLE PERSON	DUE DATE
Steering Committee Significant Phase Report	Report to the Steering Committee when significant phases have been achieved during the QUEST2 project.	Project Manager	Upon Completion of Project Phases
Deliverable Timesheet (Attachment)	Labor hours recorded against each assigned deliverable	Each Project Team member	Every Monday (for the Preceding Week)

*Ad Hoc
Reports*

Ad hoc reports will be submitted as required. The content and structure of such reports will be independently tailored to the requirements of the ad hoc request.

*Attached
Standard
Reports*

Attachment A has the standard Monthly Status Report. This report constitutes the P+ 050 Project Status Report.

Attachment B is the standard Deliverable Timesheet.

SECTION 5: REPORTS

ATTACHMENT A

CURRENT

PHASE: (name of current project phase)

TECHNOLOGIES

USED: (list of hardware,
software being
used on project)

NEXT DELIVERABLE:

(name of deliverable)

PROJECT DESCRIPTION:

(text description of the current project phase to include objectives)

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SECTION 5: REPORTS

ATTACHMENT A

STATUS/ACCOMPLISHMENTS:

(list of accomplishments this month)

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SECTION 5: REPORTS

ATTACHMENT A

ISSUES:

(text description of major outstanding issues needing resolution)

ACTION ITEMS:

ITEM	ASSIGNED TO	ECD	ACD	DESCRIPTION/COMMENTS

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SECTION 5: REPORTS

ATTACHMENT A

PROJECT SCHEDULE:

(GANTT chart of major milestones)

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SECTION 5: REPORTS

ATTACHMENT A

MAJOR MILESTONES

	ORIGINAL ESTIMATE	ACTUAL
(text description of milestones)	(estimated delivery date)	(actual delivery date)

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SECTION 5: REPORTS

ATTACHMENT A

PROJECT COST CHART:

(graphic showing estimate and actual-to-date costs for
the project)

Note: actual as of (date)

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SECTION 5: REPORTS

ATTACHMENT B

DELIVERABLE TIMESHEET

NAME:				PERIOD COVERED:				
TOTAL HOURS PER DAY PER DELIVERABLE								
DELIVERABLE NAME & NUMBER	MON	TUE	WED	THR	FRI	SAT	SUN	WEEKL Y TOTAL

SECTION 6: ACTION TRACKING

Purpose

This procedure describes the assignment of action requirements to responsible persons. It includes the documentation of such assignments and the responsibility for maintenance of this documentation.

Overview

Actions can include the assigned requirement to complete deliverables in the routine course of QUEST2 events. They also can include requirements to address ad hoc issues, support discreet deliverable events, and address team progress as the need arises. This latter group of non-deliverable-specific actions is often the one with the greatest impact on project events and the one that requires a close level of monitoring and support.

Tracking Mechanisms

Two kinds of tracking mechanisms will be used to assign action responsibility and to track status of assigned actions. These are:

- deliverable 028 Responsibility for Each Deliverable, and
- Responsibility Matrix.

028 Deliverable

The 028 deliverable will be prepared by the Project Manager. It will contain each deliverable to be prepared during the current P+ phase.

QUEST: PROCEDURES UPDATE
ACTION TRACKING
(P+ DOCUMENT #032)

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SECTION 6: ACTION TRACKING

Responsi- bility Matrix

The Responsibility Matrix will be maintained by the Project Manager. It will contain all responsibilities, to include those of an ad hoc and/or non-deliverable-specific nature. Entries on the Responsibility Matrix will be as agreed by both the Project Manager and the System Manager.

Persons completing assigned actions will contact the Project Manager independently by E-mail, verbally, or in writing to indicate that the action is complete or to revise due dates. This information will not be entered onto the Responsibility Matrix by anyone except the Project Manager.

The following is a sample of the Responsibility Matrix.

ACTION ITEM	DESCRIPTION	RESPONSIBLE PERSON	DUE DATE	REVISED DUE DATE	DATE COMPLET E
Convene Steering Committee	Identify membership and coordinate first meeting	Dave DeCelis/Sam Vega	4/5/93	TBD	
Revise OE 100	Update the OE document to accommodate the latest input received April 14th	Dave Braaten	4/14/93		4/15/93

1.0 BACKGROUND

Outstanding issues can be expected during the course of the QUEST2 project. These constitute unresolved matters which, when addressed, can affect the events and eventual outcome of the project.

These issues may be identified by either the Project Team or the System Management Team. They will often be the result of deliverable development or the discussions held during meetings.

Most issues will be matters that can be resolved within the Project Team or through immediate management decision. These involve deriving solutions to address known scope and technical decisions. However, some issues have a fundamental impact on the scope and direction of the system development and may require upper management involvement. These issues will be considered Key Issues.

2.0 KEY ISSUES

Key Issues will be recorded and tracked in the 160 Key Issues document. The Project Manager and the System Manager will jointly determine that an issue is considered a Key Issue. Resolution of this Key Issue will usually involve a known date in the development schedule which constitutes a point where development would have to stop until a decision is made.

3.0 NON-KEY ISSUES

Once an issue is identified, it will be included on the Responsibility Matrix described in the 032 Procedures on actions.

Other supporting documentation for the issue will be maintained as necessary to record its history and resolution. This documentation will be considered part of the project records and will be administered as described in the 032 Procedures on records.

4.0 OUTSTANDING ISSUE LOG

Responsibility Matrices undergo updates every time new issues and other assigned actions are added or changed. Each time this occurs, the old version of the matrix will be retained. The accumulation of these prior versions will constitute the 048 Outstanding Issue Log deliverable.