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18. Signature of EDT Originator

19. Authorized Representative Date for Receiving Organization

20. Cognizant Manager Date

21. DOE APPROVAL (if required)

- Approved
- Approved w/comments
- Disapproved w/comments
Visual Image Digital Object Network (VIDON) Software Project Management Plan

B.D. Byron
Westinghouse Hanford Company/Boeing Computer Services Richland
Richland, WA 99352
U.S. Department of Energy Contract DE-AC06-87RL10930

EDT/ECN: 615799 UCN: UC-2030
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Abstract: This document, the Software Project Management Plan (SPMP), describes the management and implementation strategy for Visual Image Object Network (VIDON) Project, an Approval Designator 3Q system. It is intended to be used as guideline by the customer, the management, and the VIDON development team to define the VIDON scope of work and to provide a detailed plan on how the work is to be accomplished.

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A-6400-073 (10/95) GEF321
VISUAL IMAGE DIGITAL OBJECT NETWORK  
(VIDON)  
FY96  
SOFTWARE PROJECT MANAGEMENT PLAN  
(SPMP)  

October, 1995  

Administrative Project Lead: Barry Byron  
Document Consultant: Laurie M. Ollero
SIGN OFF:

VIDON WHC Cognizant Manager  signature  ____________ Date  3/25/96

VIDON WHC Cognizant Engineer and Customer POC  signature  ____________ Date  3/25/96

VIDON BCSR Project Owner  signature  ____________ Date  03/21/96

VIDON BCSR Technical Manager  signature  ____________ Date  3/22/96

VIDON Quality Assurance  signature  ____________ Date  03/21/96
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1.0 INTRODUCTION

1.1 PURPOSE OF THE SOFTWARE PROJECT MANAGEMENT PLAN

This document, the Software Project Management Plan (SPMP), describes the management and the implementation strategy for the Visual Image Digital Object Network (VIDON) Project, an Approval Designator 3Q system. It is intended to be used as a guideline by both the customer, the management, and the VIDON development team to define the VIDON scope of work and to provide a detailed plan on how the work is to be accomplished.

1.2 SCOPE OF THE SOFTWARE PROJECT MANAGEMENT PLAN

This SPMP covers the overall project objectives, strategy, deliverables, organization, management process, technical process, schedule, budget, and verification and validation (V&V) activities for the VIDON Project. The scope includes all activities associated with the VIDON Project, including, but not limited to just the software.

1.3 OVERVIEW

1.3.1 Project Purpose/Problem Definition

The purpose of the VIDON project is to develop and implement a digital photography library on the Hanford Local Area Network (HLAN) for the Tank Waste Remediation System Division (TWRS) in Tank Imaging activities. The VIDON capability will eventually be expanded to a Sitewide service. The VIDON process will also replace the current manual processes for collecting and storing waste tank images (photographs, video simple frame grabs).

1.3.2 Project Background History

The VIDON software was originally created as an Advanced Revelation System in 1992 to provide a billing and job tracking capability for the
Photo/Audio Visual Organization within Boeing Computer Services, Richland (BCSR). The system was later expanded to provide an image capture and retrieval data base capability utilizing a SQL sequel server platform. Due to budget constraints on capital expense, the computer hardware required to operate the system was not purchased, and the new capabilities were not activated. When the TWRS In Tank Imaging activities surfaced the requirement to capture and retrieve photo and video images, a BCSR/WHC team was formed to evaluate the requirements. The team recommended using the VIDON SQL data base as part of a four phase plan (see 1.3.5 Project Strategy).

1.3.3 Project Scope

The short term scope of the VIDON Project is to capture and control physical media (photo and video images) and provide an automated image capture and retrieval data base system for the TWRS In Tank Image activity. The long term scope of the VIDON project is to develop and implement a Sitewide digital photography library available through the HLAN.

1.3.4 Project Objectives

The objectives of the VIDON Project are to provide TWRS with the following:

- configuration control of physical waste tank images (photo and video)
- the automated process to capture and retrieve waste tank images (photo and video simple frame grabs)
- provide a Sitewide digital image library capability available through the HLAN.

1.3.5 Project Strategy

The overall VIDON project strategy is to prioritize such as inventory existing photos and meta data. Project phases are used to identify all activities of the VIDON Project. Phase I was initiated to inventory the existing photo and meta data, pull and capture related photo negatives, replace missing photos, determine customer and BCSR required expenditures, and create a controlled process for the ongoing capture of waste tank physical image data photo. Phase II is intended to utilize the SQL data base and
create a working prototype that would provide immediate but limited customer capabilities. Phase III to perform a software application upgrade to the VIDON SQL database in order to provide full customer capabilities. Phase IV will be determined by customer specific requirements (software modifications) and usage needs (hardware upgrades) with the intention to potentially provide a Commercial Off-the-Shelf product. This phase would provide a long term solution for video VHS storage and refurbishing video inventory and meta data and image capture. This project will be scheduled to be completed in FY96. If the project grows into a multi-year project, this SPMP will be revised each fiscal year to update the plan and schedule to comply with the multi-year plan.

1.3.6 Project deliverables

- Working prototype system
- Working production system
- Project management plan
- User documentation.

1.4 EVOLUTION OF THE SOFTWARE PROJECT MANAGEMENT PLAN

All changes or revisions to this SPMP will be reviewed and approved by the VIDON Project Team, which consists of the WHC Customer Organization Cognizant Engineer and POC, the BCSR VIDON Project Owner, the BCSR VIDON Technical Manager, the BCSR VIDON Senior Technical Advisor, the BCSR VIDON Administrative Lead, the BCSR VIDON Document & Records Management Lead, the BCSR VIDON Software Development/Database Lead, the BCSR VIDON Software Engineer, the BCSR VIDON Photo Processing Lead and the BCSR VIDON Video Processing Lead. These changes will be sent out as a cc:mail message, which will document the proposed change and the action taken, or as a review comment record (RCR), which will be used for future revision of the SPMP. These messages and RCRs will be kept in the VIDON project file. Weekly status reports will keep the customer and the VIDON Project Team up to date.

1.5 ACRONYMS AND ABBREVIATIONS

BCSR Boeing Computer Services, Richland, Inc.
CAP Cost Account Plan
DAC Data Administration Council
DSA Data Standards and Administration
ECN Engineering Change Notice
### 1.6 DEFINITIONS

**Activity** is a major unit of work to be completed in achieving the objectives of a software project. An activity has precise starting and ending dates, incorporates a set of tasks to be completed, consumes resources, and results in work products. An activity may contain other activities in a hierarchical manner.

**BCSR** is a subcontractor to the Westinghouse Hanford Company. BCSR performs the Information Resource Management tasks.

**Customer** is the individual or organization that specifies and accepts the project deliverables. The customer may be internal or external to the parent organization of the project, and may or may not be the end user of the software product. A financial transaction between customer and developer is not necessarily implied.

**Quality Affecting Software** is software that has been confirmed to comply with specified requirements *(WHC-CM-4-2, Section QR 19.0)* in an operation/production environment.

**Quality Assurance** (QA) is the systematic actions necessary to provide adequate confidence that a material, component, system, process, or facility performs satisfactorily, or as planned in service.

**Software Project Management Plan** (SPMP) is the controlling document that identifies all technical and managerial project functions, activities and tasks associated with a software project.
Software Requirements Specification (SRS) documents essential requirements (functions, performances, design constraints, and attributes) of the software and its external interfaces.

Verification and Validation (V&V) is the process of assuring the quality of the Software Development Life Cycle products.

Westinghouse Hanford Company (WHC) is the current site operations contractor for the Hanford site.

2.0 PROJECT ORGANIZATION

2.1 PROJECT PROCESS MODEL

The project process model for the VIDON Project follows the standard system/software life cycle model contained in WHC-CM-3-10.

2.2 ORGANIZATIONAL STRUCTURE

Organizational chart, page 10, Figure 2.2.

2.3 ORGANIZATIONAL BOUNDARIES AND INTERFACES

Milestone tracking and reporting of the VIDON Project will be accomplished via scheduled VIDON Project Team meetings, minutes of the scheduled project meetings, scheduled milestone tracking in the project meetings, and periodic briefings to BCSR Senior management and the WHC Cognizant Manager. Close communication among all departments involved in the system development is necessary to assure all individuals are kept well informed of upcoming milestones and are aware of the tasks expected to be completed.
2.4 PROJECT RESPONSIBILITIES

Project responsibilities as related to the VIDON Project are listed below.

CUSTOMER ORGANIZATION:

WHC Cognizant Manager (M. J. Holm)--The WHC Cognizant Manager for the In Tank Imaging activities is responsible for: obtaining necessary WHC project funds for the VIDON Project, both expense and capital; review and approval of WHC project funds and milestones (schedules) via the WHC Cost Account Plan (CAP); and review and approval of supporting documentation.

WHC Cognizant Engineer and Customer POC (J. H. Huber)--The WHC Cognizant Engineer and Customer Point of Contact (POC) for the In Tank Imaging activities is responsible for: prioritizing VIDON project milestones (schedules); providing status and reporting milestones and CAP costs to WHC; reviewing and approving supporting documentation; approving changes to operational documentation and configuration; ensuring that appropriate Approval Designators are identified for all activities; interfacing with VIDON team; attending weekly status review meetings with the VIDON team; identifying follow-on activities; initiating CAP change requests and providing system acceptance at project completion.

PERFORMING ORGANIZATION:

VIDON Project Owner (D. K. Griswold)--The VIDON Project Owner is responsible for: the overall VIDON project completion; being the point of contact customer interface, BCSR management and supporting organizations; obtaining necessary BCSR project funds, both expense and capital; approval of supporting documentation, budgets, milestones (schedules); resource allocation and utilization. When changes affect projects that VIDON interfaces with, the VIDON Project Owner is responsible for contacting the affected user contact and obtaining their approval regarding proposed changes in design or operation.

VIDON Technical Manager (B. H. McMillan)--The VIDON Technical Manager is responsible for the overall software development and integration of the VIDON Project, including software, hardware and physical data; providing labor resources and administrative support; preparing a cost, schedule, resource estimate related to the overall integration of the project.
VIDON Senior Technical Advisor (J. R. Phillips)--The VIDON Senior Technical Advisor is responsible for providing ADP technical hardware, software and system architecture consultation.

VIDON Administrative Project Lead (B. D. Byron)--The VIDON Administrative Project Lead is responsible for administering the cost plan, creating and controlling the schedule/milestones, scheduling the weekly project review meetings, documenting the meeting minutes and distributing action items, controlling the project files and resources of the project, maintaining supporting documents in a current status and coordinating the writing of the project documents.

VIDON Document & Records Management Lead (B. M. Sullivan)--The VIDON Document & Records Management Lead is responsible for establishing a working master file. This will be accomplished by establishing the initial baseline inventory of photographs currently under the jurisdiction of the customer; establishing a secured location for photo files in the 200E Area; secure, maintain, inventory, update and control the tracking of photos to customer for their use based upon the delivery of said photos by the Photo Processing Organization.

VIDON Software Development/Database Management Lead (E. G. Quarnstrom)--The VIDON Software Development/Database Management Lead is responsible for the design, coding, unit testing of the software implementation, production testing, and overall quality of the system deliverables. Includes actual software coding tasks as well as input to all deliverable documents. Coordinates the BCSR staff in work assignments and serves as a point of contact between the user organization and the VIDON development team.

VIDON Software Engineer (H. A. Wixson)--The VIDON Software Engineer is responsible for the design, coding and unit testing of the software. Tasks also include the formulation of all deliverable documents and ongoing maintenance of customer software.

VIDON Photo Processing Lead (K. M. Gatherum/S. G. Getchell)--The VIDON Photo Processing Lead is responsible for implementation of production systems relating to photo images and the development of desk procedures for photo image capture and associated data entry.

VIDON Video Processing Lead (S. S. Upson)--The VIDON Video Processing Lead is responsible for implementation of production
systems relating to video images and the development of desk procedures for video image capture and associated data entry.

SACS Interface (L. M. Ollerop) -- The SACS Interface Representative is responsible for assuring that design decisions made in this project do not preclude an interface to SACS.

OTHER SUPPORTING PERSONNEL/ORGANIZATIONS:

Data Standard and Administration (DSA) -- The DSA provides communication with the Data Administration Council (DAC) and assists the VIDON Project in compliance with the WHC Data Administration Standards.

Quality Assurance -- The Quality Assurance person is responsible for reviewing and approving software documentation in accordance with WHC Standard Engineering Practices, WHC Quality Assurance, and WHC Software Practices for Approval Designator 3Q systems.

3.0 MANAGERIAL PROCESS

3.1 MANAGEMENT OBJECTIVES AND PRIORITIES

The VIDON Project is viewed as a high-priority project by BCSR/WHC due to the customer's requirement to capture and retrieve visual images as part of the In Tank Imaging activities and its Approval Designator 3Q status. Per Management Requirements and Procedures, WHC-CM-1-3, MRP 5.46 and MRP 5.43 the VIDON Project is determined to have an Approval Designator of 3Q.

The VIDON Project is reviewed monthly by the BCSR Media Management Systems management and undergoes scheduled project team meetings with the WHC customer and BCSR. Both the administrative and technical project managers meet regularly with BCSR management on the VIDON project status.

3.2 ASSUMPTIONS, DEPENDENCIES, AND CONSTRAINTS

3.2.1 Assumptions

The following are the basic assumptions of the project:
• The ad hoc query tools that interface to the selected relational database will be available

• The budget for the VIDON Project will be available

• The current hardware will be used for Phase I and Phase II of the VIDON system

• Additional hardware and software upgrades will be provided for development activities when needed.

3.2.2 Dependencies

The following have been identified as the external dependencies of the project:

• Fulfilled commitment dates made by supplying vendors for equipment

• Continued communication between VIDON workstations and Hanford Local Area Network (HLAN)

• Continued funding for the project until completion.

3.2.3 Constraints

There are no current resource, budget, schedule or technical constraints at this time.

3.3 RISK MANAGEMENT

The development risks listed below have been identified for the VIDON Project. The occurrence of any of these risks could impact the timely completion of the project and/or customer acceptance of the system.

• Availability of resources (software, hardware, and training) necessary to support deliverables.

Contingency Plan: Submit change request to get more project funding and borrow hardware from other organizations.
• Availability of resources (personnel) necessary to support deliverables.

  Contingency Plan: Use high management project profile to gain personnel needed for the project and to gain time for project activities.

• Reorganization of WHC customer and/or BCSR performing organizations.

  Contingency Plan: Make the project independent of a single organization.

• Major changes in user needs, requirements, and/or scope of work.

  Contingency Plan: Submit change request to change user’s needs, requirements, project schedule, and/or scope of work.

• Unanticipated difficulties in technical areas.

  Contingency Plan: Use premium technical support from vendor company and attend training courses for those technical areas.

• Changes in project funding.

  Contingency Plan: Submit change request to get project funding required.

3.4 MONITORING AND CONTROLLING MECHANISMS

The monitoring and the controlling of the project development will be accomplished through the V&V activities, peer reviews by BCSR and Westinghouse personnel, and scheduled project meeting minutes. The scheduled project meeting minutes will summarize the progress of the VIDON schedules and tasks.

Changes to documentation as well as requirements, design and software are documented, evaluated and approved. Software development problems and detail change information will be documented, evaluated and approved.
3.5 STAFFING PLAN

The Staffing Plan describes the Performing Organization and Supporting Organization personnel who are directly involved in the VIDON Project. The positions in the below staffing plan are described in Section 2.2, Organizational Structure, and Section 2.4, Project Responsibilities.

Figure 3-1. Staffing Plan for the VIDON Project.

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<tr>
<td>1 (part time)</td>
<td>BCSR Senior Technical Advisor</td>
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<tr>
<td>1 (part time)</td>
<td>BCSR DRM Lead</td>
</tr>
<tr>
<td>1 (part time)</td>
<td>BCSR Photo Processing Lead</td>
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<td>BCSR Video Processing Lead</td>
</tr>
<tr>
<td>1 (part time)</td>
<td>SACS Interface</td>
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3.6 ACCEPTANCE CRITERIA

The acceptance criteria will be contained in the SRS document.

If there are any changes to the acceptance criteria, a DSI will be written to describe these changes, then approved and signed off by the customer and performing organizations. These changes will be documented, inserted with the acceptance criteria DSI in the Project File entitled Acceptance Criteria, and revised in the SRS.
4.0 TECHNICAL PROCESS

4.1 METHODS, TOOLS AND TECHNIQUES

The VIDON Project will use a variety of tools for the administrative and technical portions of the project. WordPerfect and MicroSoft Project are some of the software packages to be used for project management. A combination of Visual Basic language, SQL server and Image Knife are the technical tools for the project.

4.2 SOFTWARE DOCUMENTATION

VIDON will be documented according to WHC Quality Assurance (WHC-CM-4-2, Section QR 19.0), WHC Software Practices (WHC-CM-3-10). All documentation will be released using the WHC Engineering Data Transmittal (EDT) or Engineering Change Notice (ECN) system and procedures as outlined in Standard Engineering Practices, WHC-CM-6-1, Section EP-1.7, “Engineering Document Approval and Release Requirements.”

4.3 DATA MANAGEMENT

The VIDON Project follows the Data Administration Standards, WHC-CM-2-6, Section 4.0, “Data Administration System Review Process” and Software Practices, WHC-CM-3-10, Section 5.0, “Data Management,” for compliance purposes.

5.0 SCHEDULE AND BUDGET

See page 19 for Figure 5.1, VIDON Project Work Breakdown Schedule

6.0 SOFTWARE VERIFICATION AND VALIDATION PLANNING

Peer reviews and formal testing reviewed by QA will be performed.
7.0 REFERENCES

WHC-CM-3-10, Software Practices, by Westinghouse Hanford Company.

WHC-CM-4-2, QR 19.0, Quality Assurance, by Westinghouse Hanford Company.
Figure 5.1, VIDON Project Work Breakdown Structure