DISTRIBUTION SHEET

To Distribution	From ISS - 62280	Page 1 of 1			
Project Title/Work Order QUEST Redesign (QUEST2)/R50211		Date 02/10/95			
		EDT No. 604718			
		ECN No.			
Name	MSIN	Text With All Attach.	Text Only	Attach./ Appendix Only	EDT/ECN Only
S. Y. Bian	B5-25		X		
F. D. Braaten	B5-25		X		
J. W. Hagan	B3-55		X		
M. L. Hermanson	A4-79		X		
M. S. Holowczak	B5-20		X		
W. J. Jones	B5-19		X		
S. A. Vega	L4-86		X		
Central Files (orig. +)	L8-04		X		
OSTI (2)	L8-07		X		

DISCLAIMER

Portions of this document may be illegible in electronic image products. Images are produced from the best available original document.

MAR 03 1995
35 Section 21

ENGINEERING DATA TRANSMITTAL

Original 35 LB
Page 1 of 1
1. EDT 604718

2. To: (Receiving Organization) Distribution	3. From: (Originating Organization) LAN Systems Development	4. Related EDT No.: N/A
5. Proj./Prog./Dept./Div.: WHC/CADS	6. Cog. Engr.: Mark Holowczak	7. Purchase Order No.: N/A
8. Originator Remarks: Original approval and release are requested. THIS COPY REPLACES THE ORIGINAL EDT PAGE		9. Equip./Component No.: N/A
11. Receiver Remarks:		10. System/Bldg./Facility: QUEST2/CADS
		12. Major Assm. Dwg. No.: N/A
		13. Permit/Permit Application No.: N/A
		14. Required Response Date: June 15th, 1994

15. DATA TRANSMITTED					(F)	(G)	(H)	(I)
(A) Item No.	(B) Document/Drawing No.	(C) Sheet No.	(D) Rev. No.	(E) Title or Description of Data Transmitted	Impact Level	Reason for Transmittal	Originator Disposition	Receiver Disposition
1	WHC-CA-GN-PMP-20004		0	QUEST2: Project Plan: Release 1 Deliverable Set	QA	1		

16. KEY		
Impact Level (F)	Reason for Transmittal (G)	Disposition (H) & (I)
1, 2, 3, or 4 (see MRP 5.43)	1. Approval 2. Release 3. Information 4. Review 5. Post-Review 6. Dist. (Receipt Acknow. Required)	1. Approved 2. Approved w/comment 3. Disapproved w/comment 4. Reviewed no/comment 5. Reviewed w/comment 6. Receipt acknowledged

(G)	(H)	17. SIGNATURE DISTRIBUTION (See Impact Level for required signatures)					DISTRIBUTION (See Impact Level for required signatures)					(G)	(H)
Reason	Disp.	(J) Name	(K) Signature	(L) Date	(M) MSIN	(J) Name	(K) Signature	(L) Date	(M) MSIN	Reason	Disp.		
1/2	1	Cog.Eng. Mark Holowczak		5/14/86	L4-86	Bill Jones		8/5/86	B5-16	3			
1/2	1	Cog. Mgr. Samuel A. Vega		5/14/86	L4-86	OSTI (2 copies)		4/8/87	L8-07	1	1		
1/2	1	QA Mark Hermanson		7/1/87	PHAT-00								
		Safety											
		Env.											
1/2	1	Sara Y. Bian		5/13/87	B5-25								
1/2	1	Floyd D. Braaten		5/13/87	B5-25								

18. Signature of EDT Originator <i>[Signature]</i> Date: 5/31/94	19. Authorized Representative for Receiving Organization Jeffrey Kinney for Sara Bian <i>[Signature]</i> Date: 5/31/94	20. Cognizant Project Engineer's Manager Samuel A. Vega <i>[Signature]</i> Date: 5/31/94	21. DOE APPROVAL (if required) Ltr. No. ☐ Approved ☐ Approved w/comments ☐ Disapproved w/comments
--	---	---	--

RELEASE AUTHORIZATION

Document Number: WHC-SD-GN-PMP-20004, Rev. 0

Document Title: QUEST2: Release 1: Project Plan Deliverable Set

Release Date: 01/25/95

**This document was reviewed following the
procedures described in WHC-CM-3-4 and is:**

APPROVED FOR PUBLIC RELEASE

WHC Information Release Administration Specialist:

V. L. Birkland
V.L. Birkland

1/25/95

TRADEMARK DISCLAIMER. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof or its contractors or subcontractors.

This report has been reproduced from the best available copy. Available in paper copy and microfiche. Printed in the United States of America. Available to the U.S. Department of Energy and its contractors from:

U.S. Department of Energy
Office of Scientific and Technical Information (OSTI)
P.O. Box 62
Oak Ridge, TN 37831
Telephone: (615) 576-8401

Available to the public from:

U.S. Department of Commerce
National Technical Information Service (NTIS)
5285 Port Royal Road
Springfield, VA 22161
Telephone: (703) 487-4650

SUPPORTING DOCUMENT		1. Total Pages 119
2. Title QUEST2: Release 1: Project Plan Deliverable Set		3. Number WHC-SD-GN-PMP-20004
		4. Rev No. 0
5. Key Words QUEST2, CADS, Corrective Action, Initiating Document, Tracking, Records, estimates, schedule, cost, plan, GANTT APPROVED FOR PUBLIC RELEASE		6. Author Name: F. D. Braaten Signature Organization/Charge Code 62280/R40650
7. Abstract <i>V. Burkland 1/25/95</i> This Project Management Plan combines the project management deliverables from the P+ methodology which are applicable to Release 1 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.		
8. PURPOSE AND USE OF DOCUMENT - This document was prepared for use within the U.S. Department of Energy and its contractors. It is to be used only to perform, direct, or integrate work under U.S. Department of Energy contracts. This document is not approved for public release until reviewed. PATENT STATUS - This document copy, since it is transmitted in advance of patent clearance, is made available in confidence solely for use in performance of work under contracts with the U.S. Department of Energy. This document is not to be published nor its contents otherwise disseminated or used for purposes other than specified above before patent approval for such release or use has been secured, upon request, from the Patent Counsel, U.S. Department of Energy Field Office, Richland, WA. DISCLAIMER - This report was prepared as an account of work sponsored by an agency of the United States Government. Neither the United States Government nor any agency thereof, nor any of their employees, nor any of their contractors, subcontractors or their employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or any third party's use or the results of such use of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof or its contractors or subcontractors. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof.		10. RELEASE STAMP
9. Impact Level QA		

QUEST2: PROJECT PLAN: RELEASE 1
DELIVERABLE SET

Document
Release
Page
Effective Date

WHC-SD-GN-PMP-20004
New
1 of 1
May 31, 1994

TABLE OF CONTENTS

<u>NUMBER</u>	<u>TITLE</u>	<u>REV</u>	<u>EFFECTIVE DATE</u>
QUEST2: Project Plan: Release 1		0	5/31/94
<u>Appendices</u>			
A	Project Statement (Update) (P+ Doc No 002)	0	5/31/94
B	Project Proposal (Update) (P+ Doc No 105)	0	5/31/94
C	Procedures (P+ Doc No 032)	0	5/31/94
D	Project Plan (P+ Doc No 006)	0	5/31/94
E	Plan of System Documentation (P+ Doc No 034)	0	5/31/94
F	Project Team Structure (P+ Doc No 026)	0	5/31/94
G	Resources Assigned to the Project (P+ Doc No 004)	0	5/31/94
H	Individual Plan and Responsibility for Each Deliverable (P+ Doc No 012/028)	0	5/31/94
I	Outstanding Issues and Log (P+ Doc No 046/048)	0	5/31/94
J	Change Request and Log (P+ Doc No 042/044)	0	5/31/94
K	Technical Review Report (P+ Doc No 054)	0	5/31/94

DISCLAIMER

This report was prepared as an account of work sponsored by an agency of the United States Government. Neither the United States Government nor any agency thereof, nor any of their employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof.

MASTER

DISTRIBUTION OF THIS DOCUMENT IS UNLIMITED

PA-SAPMP.TOC

WESTINGHOUSE HANFORD COMPANY

Document

WHC-SD-GN-PMP-20004

Section

Introduction, REV 0

Page

1 of 3

QUEST2: PROJECT PLAN: RELEASE 1
DELIVERABLE SET

Effective Date

May 31, 1994

Organization

CA Data Systems

TITLE:

Approved by

QUEST2: PROJECT PLAN: RELEASE 1
DELIVERABLE SET

S. A. Vega, Manager

CA Data Systems

INTRODUCTION

1.0 PURPOSE

This document contains procedures, plans, and cost/schedule to ensure the coordinated conduct of Release 1 project activities for the Quality, Environmental, Safety Tracking System redesign (QUEST2) project.

Each discreet topic in this document applies to a specific area of management and team interaction. These 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 Release 1 work needed to construct the first accepted system release. Previous project plans addressed the Opportunity Evaluation/Business Definition Phase and the combined Preliminary Analysis/System Architecture Phase for QUEST2.

The P+ methodology cites a list of P+ documents normally included in a "typical" project plan. The 034 Plan of System Documentation (Appendix E) provides an discussion of those that apply to QUEST2 and how these will be delivered.

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	002	Project Statement (Update): General overview of project intent and plan to ensure understanding between project manager and system owner. This is updated to reflect the scope definitions gained during prior phases and to describe the approach to this phase of the QUEST2 project.
Appendix B	105	Project Proposal (Update): The project manager's proposal to the customer regarding his

INTRODUCTION

understanding of the project requirements and a general estimate of cost.

- Appendix C 032 **Procedures:** Routine meetings, record keeping, and general administrative procedures as they apply to the management of the project for Release 1.
- The 032 document for this project incorporates procedures which supersede the requirement for the P+ documents 050 Project Status Report and 014 Ad Hoc Plan
- Appendix D 006 **Project Plan Update:** Detail planning work break down for each of the Release 1 project steps including the estimated schedule for each.
- Appendix E 034 **Plan of System Documentation:** Listing of all of the standard P+ documents, organized into the respective Deliverable Sets that will be used to submit them as a final project deliverable. Also indicated is whether the documents are originally submitted, update, or not applicable to a particular QUEST2 project phase, with associated comments.
- Appendix F 026 **Project Team Structure:** Communication channels and general team hierarchy for Release 1.
- Appendix G 004 **Resources Assigned to the Project:** Overview of the Release 1 development team members and respective qualifications.
- Appendix H 012/028 **Individual Plan and Responsibility for Each Deliverable:** Matrix indicating the persons assigned to each deliverable, include assignment of lead responsibility for the preparation of each deliverable.
- Appendix I 046/048 **Outstanding Issues and Log:** Overview of the process for identifying, recording, and resolving outstanding issues.
- Appendix J 042/046 **Change Request and Log:** Change request, review, and tracking procedures for documentation and developing software during Release 1.

QUEST2: PROJECT PLAN: RELEASE 1

Document
Section
Revision Number
Page
Effective Date

WHC-SC-GN-PMP-20004
Introduction
0
3 of 3
May 31, 1994

INTRODUCTION

Appendix K

054

Technical Review Report: Format and procedure
for collecting technical review feed back.

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 was enhanced in June of 1993 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.

1.2 Methodology

This project is using the Productivity Plus (P+) system development methodology, supplemented with some aspects of the Architecture Plus (A+) methodology for strategic business definition.

The A+ work only involved the selected documents discussed in this and other project management deliverables.

P+ has traditional phases that include:

- Opportunity Evaluation (OE). This phase examines the nature of the problem to be resolved through automation. It supports a decision of whether continuing to pursue an automated solution is viable.
- Preliminary Analysis (PA). This phase provides a high level conceptual definition of the automated system with an emphasis on the data and functions involved. The intent is to support a

PROJECT STATEMENT UPDATE
(P+ DOCUMENT #002) (Update)

decision by the system owner on whether continued investment in the automated solution is worth while from a business perspective

- System Analysis (SA). This phase provides a lower level of detail for data and functions, sufficient to support system design. It also provides new cost/benefit information and the necessary release development documentation to support continuing with the system construction if this is desirable.

(Note: Because of the perspectives gained during the A+ work, the PA and SA phases were combined into one work effort for QUEST2.)

- System Construction: This "phase" is actually composed of working releases, each of which has three release development phases:

Functional Design
System Construction
Implementation

A+ and P+ work is manifested in a series of low level, discreet deliverables. Each deliverable has a focused purpose, intended to support its subject matter as applicable to its respective phase. Each deliverable has a unique identifying number, which is indicated in all QUEST2 documentation along with the document name. Attention is invited to the P+ documentation sets which exist as working documents for site automation projects that are being developed with P+. The contents of these documents, with their associated lexicon and definitions, are too voluminous to fully summarize in this document.

1.3 Work To Date

An Opportunity Evaluation was conducted. A subsequent Preliminary Analysis was halted because the system objectives and scope could not be defined. A business definition process was then conducted to identify CADS business and information requirements. This work focused on:

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

This early effort defined the application architecture needed to support business operations and to identify supportive future system activities.

Current business practices were analyzed and challenged. Any changes are being incorporated into new business definitions and associated procedures. The final business definitions are documented in Business Direction,

Information Architecture, Business Function, and Application Architecture documents.

Based on this perspective, a Migration Plan documented needed actions with commensurate recommendations. Some of these required attention from WHC management and other WHC organizations outside of CADS.

Upon completion of this business/information definition project, a combined Preliminary Analysis/System Architecture (PA/SA) project commenced. The combined PA/SA analysis defined data and processes to a design level sufficient to support development. Technical alternatives to support the system and their cost/benefit tradeoffs were examined. At this point, the functional and data requirements for DOE-RL CAMS operations were also incorporated into the project scope. At the completion of that project, release development planning started.

1.4 Overlap with Current System

The current QUEST support, perhaps supplemented with new, high priority enhancements, must remain in place. Change requests concerning this system are managed in the same manner as those for QUEST2, using some of 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.

1.5 Analysis Sources

1. The ongoing feedback from WHC managers forms a baseline to begin understanding and documenting managerial information requirements.
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 were reviewed during the application architecture definition activities.
4. Where viable, the other DOE site solutions were incorporated into the PA/SA project analysis as models and potential approaches to be followed.
5. A Functional User Group was formed which represents the users who do the daily CAM management activities. These users provided 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 are monitored and reviewed to ensure incorporation of any defined standards as they are identified.

2.0 CRITICAL SUCCESS FACTORS (CSFs) FOR BUSINESS DEFINITION PHASE

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 PHASE

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 CRITICAL SUCCESS FACTORS (CSFs) FOR RELEASE 1

CSF #1: Acceptable system.

Measurements to apply: • tested and accepted by system owner

CSF #2: Implement the system with minimal disruption to mission efficiency.

Measurements to apply: • number of contacts to the help desk during the system's first 30 days of operation
• number of conditions/actions that become delinquent due to lack of system updates

CSF #3: Deliver the system within schedule and budget.

Measurements to apply: • system acceptance no later than January 16, 1995
• budgeted funds not exceeded.

5.0 PURPOSE OF THE PROJECT

This project has been initiated to reexamine QUEST requirements in order to define a supportive system suite named "QUEST2".

Based on management review of the PA/SA phase work, the project is to produce first release which is a working, production system addressing the priority unit processes. Other releases have been identified. However, no decision has yet been made to pursue them.

6.0 OBJECTIVES OF THE PROJECT

PROJECT STATEMENT UPDATE
(P+ DOCUMENT #002) (Update)

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.

Objective #10: Produce a first release which is a working, production system supporting priority unit processes.

Objective #11: Replace the current DOE-RL CAMS support systems.

7.0 SCOPE OF THE PROJECT

The analysis and design 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. Also 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 (See document 130 System Objectives, WHC-SD-GN-CSWD-20010). Modeling for such objectives has not progressed beyond the conceptual process level. The lack of business process definition makes further analysis infeasible. Such objectives are deferred to later system release analysis that will expand and better define the entire architecture. For the currently

PROJECT STATEMENT UPDATE
(P+ DOCUMENT #002) (Update)

defined PA/SA effort results, these processes are 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 focused 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 are at the conceptual process level of detail. Data modeling was not done.

PPG is considered better defined. It was 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 PEOPLECORE and FACILITYCORE. The requirements to exchange data with these systems has been defined. Other systems may be defined during the life cycle 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 have been modeled. However, the business decisions on who to assign these capabilities has not been made.

Approval to proceed with Release 1 construction and implementation has been granted by WHC management. This release will include the Unit Processes for release 1 documented in the 270 Implementation Strategy (WHC-SD-GN-CSWD-20010). It will be accomplished with two prototypes and through independent development of related, but separate unit processes.

8.0 ASSUMPTIONS

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

QUEST2: PROJECT PLAN: RELEASE 1	Document	WHC-SD-GN-PMP-20004
	Appendix	A
	Revision Number	0
PROJECT STATEMENT UPDATE	Page	8 of 9
(P+ DOCUMENT #002) (Update)	Effective Date	May 31, 1994

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.

Assumption #6: That necessary users will be available to the prototype developers to provide feed back, testing, and acceptance.

Assumption #7: That the development team will have the staffing estimated in the 105 Project Proposal (Update).

9.0 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 as SA level of detail.

Constraint #4: Current funding and personnel resources are minimal for completion of the project in the allotted schedule - there is no allowance for changes in scope.

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.

PROJECT STATEMENT UPDATE
(P+ DOCUMENT #002) (Update)

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.

User representatives will be required to participate as part of the prototyping effort.

10. RESOURCES and COSTS REQUIRED.

Note the estimates recorded in the 105 Project Proposal (Update).

11. 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. Many of these were identified during the PA/SA work. More are expected during the details of the release design work. Organizational lead times to address these 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.

Risk #4: That business rule changes will require rework of the existing data and functional models. The system scope is generally considered to be "frozen". If it changes, the entire schedule and associated cost will have to be re-estimated and a new project plan will have to be created.

1.0 PROJECT MANDATE

Approval has been granted to form a project team and proceed with the business definition, information architecture, application architecture analysis, and development of release 1 of the QUEST2 system. Activities to date have identified action items and recommendations regarding business processes and system initiatives. A combined Preliminary Analysis/System Architecture (PA/SA) project addressed the system requirements to system design level of detail. The project is now entering construction of the first release.

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

The scope of the business definition and information architecture analysis included Corrective Action Management System (CAMS) business processes which affect the current QUEST system. This perspective permitted 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 resulted which defined general releases, in priority sequence, which could be pursued to address process support problems.

The combined PA/SA project then commenced. This focused on support requirements to implement the functional and information architecture. The PA/SA project clearly defines the project and provides the impacts and benefits associated with it. It has evaluated the potential for ready-made solutions and incorporated the efforts of other DOE CAMS support systems wherever they were 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.

Based on the preceding phases of work, the decision has been made by the Steering Committee and the CADS system owner to proceed with Release 1 of the QUEST2 system. The release content and scope has been defined through the PA/SA phase work and is documented in a deliverable titled Implementation Strategy (270) (See WHC-SD-GN-CSWD-20010)

2.0 PROJECT BASIC INFORMATION

- System name: QUEST2 Quality, Environment, Safety Tracking Redesign
- System Owner: Samuel Vega, Manager, CADS
- System Manager: Mark Holowczak, CADS
- Project Manager: Dave Braaten, IRM/ISS

3.0 COMBINED OPPORTUNITY EVALUATION (OE) and BUSINESS DEFINITION PHASE

3.1 OE/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 Original Estimates for the OE/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 PHASE

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;

PROJECT PROPOSAL UPDATE
(P+ DOCUMENT #105) (Update)

- Attain organizational "buy-in" at the user and managerial level for QUEST2.

4.2 Original Estimates for the Combined PA/SA

4.2.1 Resources (FTEs - not including training):

1 project manager for 58 days	1 data analyst for 55 days
1 data analyst for 115 days	1 DMR system architect for 110
1 data analyst for 24 days	Management Overhead 15 days
1 V&V analyst for 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

5.0 RELEASE 1

5.1 Release 1 Objectives

- Complete the remaining support documents that would normally be produced during a traditional SA phase (those that were delayed when DOE-RL systems were included in the project scope). These include:

- 235 Prototype Scope
- 320 Definition of Data Elements
- 340 Conversion Rules
- 350 System Performance Criteria
- 360 Functional Standards
- 370 Operating Environment
- 380 Design Standards

- Design and construct a working, accepted production system that provides functionality for the following Unit Processes:

- UP11 Update Document
- UP12 Build Distribution List
- UP13 Input Audits
- UP14 Print Initiating Documents
- UP22 Create Sub-Conditions
- UP23 Consolidate Conditions
- UP29 Generate Status Change Notice
- UP25 Maintain Conditions
- UP28 Create Conditions
- UP42 Query Condition/Action
- UP43 Maintain Action
- UP53 Convert QUEST
- UP54 Convert CICS
- UP61 Update Tables
- UP612 Upload PNL/HEHF
- UP63 Add/Update Users
- UP64 Download Softreporting
- UP65 Process Notices
- UP67 Upload from FacilityCORE
- UP68 Upload from PeopleCORE
- UP69 SHARE download
- UP72 Canned Reports

PROJECT PROPOSAL UPDATE
(P+ DOCUMENT #105) (Update)

UP77 Ad Hoc Query

(See 250 Definition of System Functions, WHC-SD-GN-CSWD-20010 for definitions of each Unit Process and its associated functional intent)

- Perform unit testing, functional testing, prototype testing, and acceptance testing at appropriate levels as defined in the 032 Procedure, Section 6.
- Train users and implement the system with the lowest possible impact on mission efficiency.
- Convert all data in DOE-RL CICS systems and replace that system support completely
- Implement a system that can be easily expanded with follow-on releases if they are approved.

5.2 Original Estimates for Release 1

5.2.1 Resources (FTEs - not including training):

1 project manager for 207 days	3 software engineer for 207 days
1 software engineer for 142 days	.5 functional analyst for 207 days
.5 software engineer for 112 days	1 V&V analyst for 20 days
.25 DMR P+ coach for 207 days	

5.2.2 Cost (includes contingency and increased labor rates estimated for 70 days of FY95 funded work)

Direct Labor

Project Manager: \$530.00/day x 131 days	
plus \$552.00/day x 70 days	= \$108,070.00
3 Software Engineer: \$530.00/day x 131 days	
plus \$552.00/day x 70 days	= \$324,210.00
1 Software Engineer: \$530.00/day x 42 days	
plus \$552.00/day x 70 days	= \$ 60,900.00
.5 Software Engineer: \$530.00/day x 71 days	
plus \$552.00/day x 70 days	= \$ 29,920.00
.5 Functional Analyst: \$530.00/day x 131 days	
plus \$552.00/day x 70 days	= \$ 54,030.00
V&V Analyst: \$552.00/day x 12 days	= \$ 5,520.00
.25 P+ Coach : \$1320/day x 201 days	= \$ 66,330.00

Total Labor cost:	\$648,980.00

QUEST2: PROJECT PLAN: RELEASE 1

Document
Appendix
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
B
0
7 of 7
May 31, 1994

Training

Software Training/Labor/Travel \$ 19,100.00

Hardware/Software Procurement

Software Procurement \$ 17,200.00

Hardware Lease \$ 68,000.00

Total Procurement cost: \$ 85,200.00

TOTAL REQUIREMENT FOR RELEASE 1 \$753,280.00

5.2.3 Timetable:

Start Date: April 1, 1994

Release 1 System Acceptance: January 16, 1995

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, recording/reporting, and certain operating 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 is the table of contents for this document, indicating the topics covered and respective sections.

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

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 attendee.

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	As required by management	*Project Manager, System Manager, Line Managers from ISS and CADS
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

QUEST2: PROJECT PLAN: RELEASE 1**PROCEDURES
(P+ DOCUMENT #032)****SECTION 1: MEETINGS****Document
Appendix
Section
Revision Number
Page
Effective Date****WHC-SD-GN-PMP-20004
C
C-1
0
2 of 2
May 31, 1994**

*Regular
Meetings,
continued*

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

MEETING	PURPOSE	SCHEDULE	ATTENDEES
Steering Committee Meeting	Overview of project status, resolution of high level issues and problems.	2nd Tuesday each month at 8:00	*Project Manager, *System Manager, Steering Committee
Business Process Issue Resolution	Provide decisions on how to resolve business process issues.	As required by the Project Manager or System Manager	*Project Manager, System Manager, WHC/DOE Issues Resolution Board

*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.

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.

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 and corrections will be incorporated, and the deliverable will then be finalized and submitted to document control. Deliverables 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.

QUEST: PROJECT PLAN: RELEASE 1	Document	WHC-SD-GN-PMP-20004
PROCEDURES	Appendix	C
(P+ DOCUMENT #032)	Section	C-2
	Revision Number	0
SECTION 2: DELIVERABLES	Page	2 of 7
	Effective Date	May 31, 1994

Deliverable Preparation

Deliverables shall be treated as both finished products and as tools for the collection of needed project information. 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. 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, this information 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 site system documentation standards. The Project Manager will group individual deliverables into deliverable sets to address requirements as described in the 034 Plan of System Documentation.

To support this, the file DOCSTART (stored on the P:\QUEST2 shared drive: see Section 3) 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 be deleted when the document is to be submitted as "final" as part of a final deliverable set.

The Project Manager will be responsible for attaining a document control number for all deliverable sets.

QUEST: PROJECT PLAN: RELEASE 1

PROCEDURES
(P+ DOCUMENT #032)

SECTION 2: DELIVERABLES

Document
Appendix
Section
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
C
C-2
0
3 of 7
May 31, 1994

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.

During a project development activity, ongoing comments and input are solicited from CADS and the User Group, as appropriate. User Group feed back is captured on Attachment A. Deliverable review formally begins when all of this regular developer/user interaction has completed during the course of deliverable preparation. At this point, the user contacts will already have had significant input into the deliverable content.

Most deliverables will include at least one iteration of preparation, review, update, and final acceptance. The deliverable lead will then submit a "final draft" version of the deliverable for review. This review may create a last set of comments or corrections which must be accommodated. Depending on the impact of this feed back, a second "final draft" may be prepared for review.

Review Time Frames

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.

Documenta- tion Submission Cycles

All documents will be submitted to CADS in "final draft" stage for final comments and change requirements. Once this cycle is complete, the documents will be assembled into their respective deliverable sets. The 034 Plan of System Documentation provides the deliverable sets and their contents. The 006 Project Plan indicates the due dates for each set.

QUEST: PROJECT PLAN: RELEASE 1

PROCEDURES
(P+ DOCUMENT #032)

SECTION 2: DELIVERABLES

Document

Appendix

Section

Revision Number

Page

Effective Date

WHC-SD-GN-PMP-20004

C

C-2

0

4 of 7

May 31, 1994

*Documenta-
tion
Submission
Cycles
(Continued)*

Each deliverable set will constitute one formal deliverable for site documentation control purposes. It will be forwarded with standard Engineering Data Transmittal cover sheets requesting release approval from CADS and WHC QA.

The 034 Plan of System Documentation indicates certain documents that may be periodically updated as required by the particular project phase. These will be assigned the appropriate revision number.

*Documenta-
tion
Submission
to CADS*

Attachment B is the standard draft forwarding letter to accompany all deliverables submitted in "final draft" status for review by CADS.

This attachment serves as the 052 Request for Review and Approval of Deliverable for all documentation. (NOTE: the 032 Procedure on Prototyping - Section 7 of this document - provides a different 052 for prototype change management). Blank templates are on the P: drive QUEST2 directory. These presume preparation by the project team. If the system management team prepares deliverables, the templates will be edited accordingly.

*Prototype
Deliverables*

Attachment C provides a form for requesting changes to documents after they have been submitted as formal deliverable sets. This document is also on the P: QUEST2 directory. It is to be filled out by the System Manager whenever a change is required for previously released deliverables.

QUEST: PROJECT PLAN: RELEASE 1

PROCEDURES
(P+ DOCUMENT #032)

SECTION 2: DELIVERABLES

Document
Appendix
Section
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
C
C-2
0
5 of 7
May 31, 1994

ATTACHMENT A

(Template on P:\QUEST2 with file name USERCHNG.TEM)

USER GROUP REVIEW

Deliverable:

Date Distributed:

I have reviewed this deliverable and the following applies

- () I have no comments
- () The following comments are provided.

Name:

Representing:

Date:

QUEST: PROJECT PLAN: RELEASE 1	Document	WHC-SD-GN-PMP-20004
	Appendix	C
PROCEDURES	Section	C-2
(P+ DOCUMENT #032)	Revision Number	0
	Page	6 of 7
SECTION 2: DELIVERABLES	Effective Date	May 31, 1994

ATTACHMENT B

Standard Final Draft Forwarding Letter
(Template on P:\QUEST2 with file name DRAFT.TEM)

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

DELIVERABLE LEAD: (name of lead responsible person for the deliverable)

SUBMISSION DATE: (date the draft was forwarded for review)

The attached draft deliverable is hereby forwarded for review and comment. Please provide comments and corrections in the space designated below. These should be provided within (number) working days from the above submission date.

F. D. Braaten
Project Manager

[illegible]

REVIEWER ACTION

RECEIPT DATE: (date received by reviewer)

RETURN DATE: (date reviewer provides comments back to project manager)

REVIEWER COMMENTS:

(Cite page, paragraph, and other reference - then note corrections required or other comments. Use a second page if needed. A standard RCR form may be attached in lieu of using this space.)

QUEST: PROJECT PLAN: RELEASE 1

PROCEDURES
(P+ DOCUMENT #032)

SECTION 2: DELIVERABLES

Document
Appendix
Section
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
C
C-2
0
7 of 7
May 31, 1994

ATTACHMENT C

(Template on P:\QUEST2 with file name CHANGE.TEM)

STANDARD DOCUMENT CHANGE

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:

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 applicable file server P: 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; 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

QUEST: PROJECT PLAN: RELEASE 1

PROCEDURES
(P+ DOCUMENT #032)

SECTION 3: PROJECT RECORDS

Document
Appendix
Section
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
C
C-3
0
2 of 4
May 31, 1994

*Standard
Records,
continued*

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

RECORD ITEM	CONTENT/INTENT	DISTRIBUTION
Fiscal Records	RFSSs, 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 Management Review Notes	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; Copy to System Manager

*Shared File
Server*

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

```
C:> net use P: \\WHC399\QUEST * <return>
C:> p: <return>
the system will then prompt for your HLAN password
```

The P: drive is physically on the SHARE system file server. Access must be requested from the SHARE system administrator. 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.

P: 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).
-

QUEST: PROJECT PLAN: RELEASE 1	Document	WHC-SD-GN-PMP-20004
	Appendix	C
PROCEDURES	Section	C-3
(P+ DOCUMENT #032)	Revision Number	0
	Page	4 of 4
SECTION 3: PROJECT RECORDS	Effective Date	May 31, 1994

*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 P: 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 P:\QUEST2 directory. Other items which may be on the P: 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.

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	As Scheduled
Deliverable Timesheet (Attachment B)	Labor hours recorded against each assigned deliverable	Each Project Team member	Every Monday (for the Preceding Week)

QUEST2: PROJECT PLAN: RELEASE 1

PROCEDURES
(P+ DOCUMENT #032)

SECTION 4: REPORTS

Document
Appendix
Section
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
C
C-4
0
2 of 10
May 31, 1994

*Standard
Reports,
Continued*

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

REPORT	DESCRIPTION	RESPONSIBLE PERSON	DUE DATE
CAP Budget Status Report (Attachment C)	Status of CAP budget showing funds spent in each category and current balances	Project Manager	bi-weekly on Friday

*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.

Attachment C is the bi-weekly CAP Budget Status Report.

QUEST2: PROJECT PLAN: RELEASE 1

PROCEDURES
(P+ DOCUMENT #032)

SECTION 4: REPORTS

Document
Appendix
Section
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
C
C-4
0
3 of 10
May 31, 1994

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)

QUEST2: PROJECT PLAN: RELEASE 1	Document	WHC-SD-GN-PMP-20004
PROCEDURES	Appendix	C
(P+ DOCUMENT #032)	Section	C-4
SECTION 4: REPORTS	Revision Number	0
	Page	4 of 10
	Effective Date	May 31, 1994

ATTACHMENT A

STATUS/ACCOMPLISHMENTS:

(list of accomplishments this month)

QUEST2: PROJECT PLAN: RELEASE 1

PROCEDURES
(P+ DOCUMENT #032)

SECTION 4: REPORTS

Document
Appendix
Section
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
C
C-4
0
5 of 10
May 31, 1994

ATTACHMENT A

ISSUES:

(text description of major outstanding issues needing resolution)

ACTION ITEMS:

ITEM	ASSIGNED TO	ECD	ACD	DESCRIPTION/COMMENTS

QUEST2: PROJECT PLAN: RELEASE 1

PROCEDURES
(P+ DOCUMENT #032)

SECTION 4: REPORTS

Document
Appendix
Section
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
C
C-4
0
6 of 10
May 31, 1994

ATTACHMENT A

PROJECT SCHEDULE:

(GANTT chart of major milestones)

QUEST2: PROJECT PLAN: RELEASE 1

PROCEDURES
(P+ DOCUMENT #032)

SECTION 4: REPORTS

Document
Appendix
Section
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
C
C-4
0
7 of 10
May 31, 1994

ATTACHMENT A

MAJOR MILESTONES

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

QUEST2: PROJECT PLAN: RELEASE 1

PROCEDURES
(P+ DOCUMENT #032)

SECTION 4: REPORTS

Document
Appendix
Section
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
C
C-4
0
8 of 10
May 31, 1994

ATTACHMENT A

PROJECT COST CHART:

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

Note: actual as of (date)

QUEST2: PROJECT PLAN: RELEASE 1

PROCEDURES
(P+ DOCUMENT #032)

SECTION 4: REPORTS

Document
Appendix
Section
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
C
C-4
0
9 of 10
May 31, 1994

ATTACHMENT B

DELIVERABLE TIMESHEET

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

QUEST2: PROJECT PLAN: RELEASE 1

PROCEDURES
(P+ DOCUMENT #032)

SECTION 4: REPORTS

Document
Appendix

Section
Revision Number
Page

Effective Date

WHC-SD-GN-PMP-20004

C

C-4

0

10 of 10

May 31, 1994

ATTACHMENT C

CAP BUDGET STATUS REPORT

FUNDING CATEGORY	ORIGINAL BUDGET	EXPENDED THIS REPORTING PERIOD	EXPENDED TO DATE	BALANCE REMAINING	COMMENTS

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*

Three 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,
- Responsibility Matrix, and
- deliverable 048 Outstanding Issues Log.

*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.

PROCEDURES

Appendix

C

(P+ DOCUMENT #032)

Section

C-5

Revision Number

0

Page

2 of 2

SECTION 5: ACTION TRACKING

Effective Date

May 31, 1994

*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 COMPLETE
Convene Steering Committee	Identify membership and coordinate first meeting	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

*048
Outstanding
Issues Log*

The 048 Outstanding Issues Log is further explained in the 046 Outstanding Issues deliverable. The items in this log may also be in Responsibility Matrix. The Log entries are for formal noting and tracking of specific issues affecting the development. They serve the extra purpose of providing a working document that can be presented to any issues resolution management groups.

GENERAL

Purpose

This procedure describes the various activities required during the Test Phase of the QUEST2 development life cycle. It is intended to generally define the scope, approach, resource requirements, responsibilities and associated risks, as well as any contingencies that may be required. This procedure describes the technical and management approach to be followed for testing the discreet units of the system as well as the system as a complete whole.

Overview

Testing is an integral part of the entire development process. It starts at the lowest unit level with the programmer testing each discreet unit to ensure it is operating properly. These units are subsequently tested for how they work together. Eventually, the system's main functional components are constructed. These undergo an objective testing from the users to ensure the system is supporting the functionality required. After any noted deficiencies are corrected, the entire system is tested for acceptability.

Testing for QUEST2 is also the primary vehicle for instilling discipline on the evolutionary prototypes that will be constructed. Test cases specifically evaluate defined functions while providing the prototyper with feed back on needed changes for those functions. Meanwhile, the scope definitions defining the testing structure help to ensure that their will be no "scope creep" in the prototype over time. Finally, formal testing documentation provides a vehicle for recording the evolution of the prototype as it evolves into the production system.

Procedure Scope

This procedure provides an overview of the project test strategies including Unit Testing, Prototype Testing, Functional Testing, and Acceptance Testing. This includes the associated deliverables, definitions, and acronyms used within the testing. It is not intended to cover the promotion of deliverables, nor configuration Management, these areas are explained in other Project Management deliverables.

Definitions

The following definitions apply:

- **Acceptance Testing:** Formal testing performed by users to insure that the system satisfies the customer requirements. This testing is performed in a production environment, after system construction.
 - **Unit:** A unit is one of the following:
 - Window (screen)(this may include any or all of the other units listed below)
 - Button
 - Box
 - Module (code)
 - user defined functions
 - sub routines
 - scripts
 - Menu
 - Tool Bar
 - Report
 - Stored Procedure
 - Trigger
 - Physical Database Design
 - **Independent Test Team:** Comprised of individuals that did not code the sub-function, function or process being tested.
 - **Functional Testing:** Test of functionality in accordance with unit processes based on design.
 - **Integration:** The integration of units in sub-function and/or function level components.
 - **Functional Testing:** Testing of inter-component interfaces required to satisfy functionality in accordance with functional processing modules based on design.
-

UNIT TESTING

Unit Test Plan

This section constitutes the Unit Test Plan for all purposes.

Each individual developer will document unit testing. This documentation will be prepared on templates (see attachment 1), and can be in hand written form. At a minimum, the developer will test for:

- Invalids
- Range
- Boundary
- Expected output

Every line of code written by the developer for that component will be exercised (i.e., every line of code will be successfully run at least once).

For each of the above tested items, a narrative description will be prepared on how the testing was done, and the associated data it was tested with. Each of these unit tests will be documented with a control number and a revision number. Since the development team is using a object oriented approach, all objects will be unit tested. This will satisfy the integration testing requirements. Unit testing is performed in the development environment.

Unit Test Documenta- tion (570)

Unit Testing will be documented via the Program Specifications deliverable (570). (Note the Attachment 1 template.)

Format: Document

Responsibility: Developer

Staffing

No additional staffing is expected for Unit Testing other than the current development team. Users will be consulted where needed.

Risks

Extensive testing may impact milestones and costs.

PROTOTYPE TESTING

Testing Approach

This section constitutes a Prototype Test Plan for all purposes.

This type of testing will only be performed in the prototyping environment. The users will review existing criteria and requirements for developing the test report(s). The user team will assemble the test report using templates (Attachment 2).

Users will test the system using existing data wherever applicable to verify and validate the prototype. All testing will be documented and the results recorded. As noted in the 235 Scope of the Prototype, there will be two formal test cycles for each prototype. That document explains how to resolve any found anomalies. Prototype testing is performed in the development environment.

Prototype Test Report (695)

The Prototype Test Report will consist of:

- Inputs
- Expected Outputs
- Requirements
- Actual Test Results
- Actual Completed Date
- Author
- Performer
- Approval

Format: Document

Responsibility: User Team

Staffing

Prototype testing will be staffed with a user test team and BCSR V&V representatives. Developers will be consulted where needed.

Risks

Extensive testing may impact milestones and costs. Proper and timely testing cannot be accomplished if users are not available as required to support the project schedule.

FUNCTIONAL TESTING

Testing Approach

Developers and users, as a team, will define and document test groups, cases, and expected results. Details of how functional testing will be accomplished will be documented in the 410 Functional Test Strategies developed for each prototype and non-prototyped unit processes. Test cases (data and procedures) will be retained so they can be reused in maintenance.

Actual testing is anticipated to be performed by an independent test team. This independent test team will test, at a minimum:

- Invalids
- Range
- Boundary
- Expected output

Functional Test Documen- tation.

All results will be documented by the independent test team and reported to the project lead. Documentation will include:

410 Functional Test Strategies which address in detail:

- Partitions
- Test procedures
- Results
- Approvals
- Actual test completion date
- Responsibilities
- Anomalies
- Resolutions
 - Regression testing

Format: Document

Responsibility: Project Manager

760/770 Functional Test Case which will consist of:

- Input
- Expected output
- Requirements addressed
- Actual test procedure
- Actual test results
- Actual completed date
- Author
- Performer

Format: Document

Responsibility: Developer/User

Staffing

Additional staffing will be required. The additional staffing needed should be comprised of:

- Functional area experts
- IV&V analysts
- QA analyst.

The testing staff may need additional training in order to prepare them for an effective test.

Risks

Risks include considerations of the following:

- Extensive testing may impact milestones and costs.
- Additional staff may not be available in a timely manner to support the project schedule.
- Testing resource availability must be assured to include:
 - Facilities
 - Hardware/software
 - Network.

ACCEPTANCE TESTING

Testing Approach

The users will review existing criteria and requirements for developing test criteria. The users and development team will jointly assemble test cases.

The users will test the system using existing data wherever applicable to verify and validate the new system. All testing will be documented and the results recorded. During this testing phase, testing of all manual processes developed or changed to support the system should also be tested. Plans will be developed for resolution of any found anomalies.

If appropriate, the users will accept the system.

Acceptance Test Documen- tation)

Documentation will include:

820 Acceptance Test Plan. This test plan will address in detail:

- Test procedures
- Configuration management (Change Control)
- Test results
- Approvals
- Responsibilities
- Anomalies
- Anomaly Resolution

Format: Document

Responsibilities: System Owner

810 Test Criteria. The test criteria will include in detail:

- Requirements to be tested
- How requirements will be measured

Format: Document

Responsibilities: System Owner

*Acceptance
Test
Documen-
tation)
(Continued)*

830/840 Test Cases. A test case will consist of:

- Inputs
- Expected Outputs
- Requirements
- Test Procedure
- Actual Test Results
- Actual Completed Date
- Author
- Performer
- Approval

Format: Document

Responsibility: System Owner/Development Team

Staffing

Additional staffing will be required. The additional staffing needed should be comprised of:

- Functional area experts
- IV&V analysts
- QA analyst.

The testing staff may need additional training in order to prepare them for an effective test.

Risks

Risks include considerations of the following:

- Extensive testing may impact milestones and costs.
- Additional staff may not be available in a timely manner to support the project schedule.
- Testing resource availability must be assured to include:
 - Facilities
 - Hardware/software
 - Network.
- Availability of training for the independent testing team

QUEST2: PROJECT PLAN: RELEASE 1

PROCEDURES
(P+ DOCUMENT #032)

SECTION 6: TESTING

Document
Appendix
Section
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
C
C-6
0
9 of 10
May 31, 1994

ATTACHMENT A: UNIT TEST TEMPLATE

UNIT TEST: _____ UNIT TEST # _____ REV # _____

EVERY LINE OF CODE HAS BEEN EXERCISED AT LEAST ONCE _____

INVALIDS Not Applicable _____

RANGE Not Applicable _____

BOUNDARY Not Applicable _____

EXPECTED OUTPUT Not Applicable _____

ADDITIONAL COMMENTS OR TESTS:
(Use back of form if needed)

DEVELOPER: _____ DATE: _____

QUEST2: PROJECT PLAN: RELEASE 1

PROCEDURES
(P+ DOCUMENT #032)

SECTION 6: TESTING

Document
Appendix
Section
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
C
C-6
0
10 of 10
May 31, 1994

ATTACHMENT B: PROTOTYPE TEST TEMPLATE

Prototype Test: _____ PT# _____ REV # _____

Description:

Req't	Procedure	Input	Exp. Output	P/F	Anomalies

(Additional Comments)

Author: _____ Date: _____ Performer: _____
Date: _____

1.0 PURPOSE

This document provides the schedule for the tasks that require completion during the development of Release 1 of the QUEST2 project. It includes the work events, their estimated start and completion dates, and their review cycles.

2.0 GENERAL APPROACH

Release 1 of QUEST2 will be developed using a mix of evolutionary prototyping and standard Unit Process construction. (See 250 Definition of Functions, WHC-SD-GN-CSWD-20010 for a definition of each Unit Process.)

2.1 Evolutionary Prototyping.

Evolutionary prototyping will be used to produce the following Unit Processes:

Condition/Action/System Admin Prototype

- UP11 Update Document
- UP13 Input Audits
- UP25 Maintain Conditions
- UP28 Create Conditions
- UP43 Maintain Action
- UP61 Update Tables
- UP63 Add/Update Users

Report/Query/Subcondition Prototype

- UP22 Create Sub-Conditions
- UP23 Consolidate Conditions
- UP42 Query Condition/Action
- UP77 Ad Hoc Query

The 235 Prototype Scope (see WHC-SD-GN-CSWD-30072) provides the details for the processes which will be followed to produce these prototypes. The associated detailed deliverables are also shown in the 235. These will be developed over the course of the prototype. They will be delivered as part of the Detailed Design Specification Deliverable Set as described in the 034 Plan of System Documentation. The attached GANTT chart shows the dates for review and delivery for this deliverable.

QUEST2: PROJECT PLAN: RELEASE 1

Document
Appendix
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
D
0
2 of 8
May 1, 1994

PROJECT PLAN
(P+ DOCUMENT #006)(Update).

2.2 Standard Unit Process Construction

A more traditional approach of specification/construction/testing will be used for the following Unit Processes:

Upload/Download Unit Processes

UP53 Convert QUEST
UP54 Convert CICS
UP612 Upload PNL/HEHF
UP67 Upload from FacilityCORE
UP68 Upload from PeopleCORE
UP69 SHARE download

Standard Report Unit Processes

UP14 Print Initiating Documents
UP64 Download Soft Reporting
UP72 Canned Reports

Notification Unit Processes

UP12 Build Distribution List
UP29 Generate Status Change Notice
UP65 Process Notices

As these Unit Processes are completed, they will be tested as integrated parts of the Release to ensure their interaction with the prototypes. The Detailed Specification Deliverable Set will also include the specifications for these Unit Processes.

Certain Manual Unit Processes will also follow traditional P+ development. These are the responsibility of the system owner and are not controlled directly by the Project Manager. They are shown on the GANTT chart to ensure that their place and affect on the schedule can be tracked.

2.3 Testing

Testing will be conducted as described in the 032 Procedures on Testing (Section 6). This activity will be consolidated into a single Test Plans/Reports deliverable set as described in the 034 Plan of System Documentation.

QUEST2: PROJECT PLAN: RELEASE 1

PROJECT PLAN
(P+ DOCUMENT #006)(Update)

Document
Appendix
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
D
0
3 of 8
May 1, 1994

3.0 ATTACHED WINDOWS PROJECT MANAGER GANTT CHART

The WINDOWS PROJECT MANAGER software product is used by the Project Manager to manage this Release. Attachment A is a GANTT chart generated by that tool with starting and ending dates for the QUEST2 Release 1 project tasks.

The tasks are logically grouped into summary events. The heavy black lines on the GANTT chart indicate the duration of summary events. This reflects the total of all of the dates associated with the discrete tasks included in that summary event.

QUEST2: PROJECT PLAN: RELEASE 1

PROJECT PLAN
(P+ DOCUMENT #006)(Update)

Document
Appendix
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
D
0
4 of 8
May 1, 1994

ATTACHMENT A

QUEST2 Release 1: Project Schedule

WHC-SD-GN-PMP-20004

Document
Appendix
Revision Number
Page
Effective Date

QUEST2: PROJECT PLAN: RELEASE 1

PROJECT PLAN
(P+ DOCUMENT #006) (Update)

D 0
5 of 8
May 1, 1994

ID	Name	Scheduled Start	Scheduled Finish	Qtr 2, 1994			Qtr 3, 1994			Qtr 4, 1994			Qtr
				Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
1	PROJECT START	4/1/94 8:00am	4/1/94 8:00am										
2	MGMT REVIEWS	4/15/94 10:00am	1/15/95 10:00am										
3	POWERBULDER TRNG	4/11/94 8:00am	4/15/94 5:00pm										
4	SA/RELEASE SPTING DOCS	4/15/94 8:00am	6/15/94 5:00pm										
5	Update CDM/CPM	4/15/94 8:00am	4/21/94 5:00pm										
6	User/CADS Review: CDM/CMP	4/22/94 8:00am	4/22/94 5:00pm										
7	360 Functional Standards	4/17/94 8:00am	4/22/94 5:00pm										
8	User/CADS Review 360	4/25/94 8:00am	4/25/94 12:00pm										
9	320 Data Definitions	5/1/94 8:00am	5/6/94 5:00pm										
10	340 Conversion Rules	5/9/94 8:00am	5/20/94 5:00pm										
11	DOE/CADS Review 320/340	5/23/94 8:00am	5/23/94 12:00pm										
12	235 Protoype Scope	4/25/94 8:00am	4/29/94 5:00pm										
13	CADS Review 235	5/2/94 1:00pm	5/2/94 5:00pm										
14	370 Operating Environment	5/9/94 8:00am	5/10/94 5:00pm										
15	350 System Perform Criteria	5/16/94 8:00am	5/17/94 5:00pm										
16	User/CADS Review 350	5/18/94 8:00am	5/18/94 12:00pm										
17	380 Design Standards	5/20/94 8:00am	5/26/94 5:00pm										
18	CADS Review all Drafts	5/30/94 8:00am	6/13/94 5:00pm										
19	Submission to Site Doc Cntrl	6/14/94 8:00am	6/15/94 5:00pm										
20	FIRST RELEASE PROJECT PLAN	5/11/94 8:00am	6/1/94 5:00pm										
21	Preparation of all Sections in Draft	5/11/94 8:00am	5/27/94 5:00pm										
22	CADS Review all Draft Sections	5/20/94 8:00am	5/27/94 5:00pm										
23	Submission to Site Doc Cntrl	5/31/94 8:00am	6/1/94 5:00pm										
24	PWRBLDER FOLLOWUP TRAIN	7/11/94 8:00am	7/15/94 5:00pm										
25	FUNC DESIGN/RPT SPECS	6/1/94 8:00am	8/19/94 5:00pm										
26	460/70/80 Func Data Model	6/1/94 8:00am	8/19/94 5:00pm										
27	User Group Rpt Reviews	6/16/94 8:00am	6/23/94 12:00pm										
28	Report Specs	6/23/94 1:00pm	7/12/94 5:00pm										

006PJL3.V1

D-5

QUEST2 Release 1: Project Schedule

QUEST2: PROJECT PLAN: RELEASE 1

Document
Appendix
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
D
0
6 of 8
May 1, 1994

PROJECT PLAN
(P+ DOCUMENT #006)(Update)

ID	Name	Scheduled Start	Scheduled Finish	Qtr 2, 1994			Qtr 3, 1994			Qtr 4, 1994			Qtr
				Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
29	COND/ACT & SYS AD PROTO	7/1/94 8:00am	11/1/94 3:00pm										
30	CADS: ID Cond Manual UPs	7/1/94 8:00am	8/4/94 12:00pm										
31	CADS: Mge Cond UPs	8/4/94 1:00pm	8/16/94 2:00pm										
32	CADS: Mge Action UPs	8/4/94 1:00pm	8/17/94 4:00pm										
33	CADS: Sys Admin UPs	8/4/94 1:00pm	8/16/94 2:00pm										
34	Func Specs/Screen Design	7/1/94 8:00am	8/5/94 5:00pm										
35	Screen review	8/8/94 8:00am	8/10/94 12:00pm										
36	Revise Specs/Proto	8/10/94 1:00pm	9/26/94 5:00pm										
37	Proto Test Docs	8/10/94 1:00pm	9/26/94 5:00pm										
38	Proto Test	9/27/94 8:00am	9/27/94 5:00pm										
39	Revise Proto	9/28/94 8:00am	10/24/94 3:00pm										
40	Final Test/Approve 1st Proto	10/24/94 3:00pm	10/25/94 3:00pm										
41	CADS Review Specs Proto	10/25/94 3:00pm	11/1/94 3:00pm										
42	RPT/QUERY/SUBCOND/PROTO	10/24/94 3:00pm	1/12/95 5:00pm										
43	Func Specs/Screen Design	10/24/94 3:00pm	11/7/94 3:00pm										
44	Screen review	11/7/94 3:00pm	11/14/94 5:00pm										
45	Revise Specs/Proto	11/15/94 8:00am	12/14/94 5:00pm										
46	Proto Test Docs	11/15/94 8:00am	12/14/94 5:00pm										
47	Proto Test	12/15/94 8:00am	12/15/94 5:00pm										
48	Revise Proto	12/16/94 8:00am	1/3/95 5:00pm										
49	Final Test/Approve 2nd Proto	1/4/95 8:00am	1/5/95 5:00pm										
50	Func Test - Both Proto	1/6/95 8:00am	1/6/95 5:00pm										
51	CADS Review Specs Proto 2	1/6/95 8:00am	1/12/95 5:00pm										
52	UPLOAD/DOWNLOAD UPs	7/1/94 8:00am	11/18/94 12:00pm										
53	CADS: Change Cntrl UPs	9/1/94 8:00am	9/7/94 5:00pm										
54	UP53/54 - Convert QUEST/CICS	7/1/94 8:00am	10/13/94 12:00pm										
55	Funct Test - UP53/54	10/13/94 1:00pm	10/14/94 12:00pm										
56	UP612 - Upload PNL/HEHF	10/13/94 1:00pm	11/17/94 12:00pm										

006PJL3.V1

D-6

ID	Name	Scheduled Start	Scheduled Finish	Qtr 2, 1994			Qtr 3, 1994			Qtr 4, 1994			Qtr
				Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
57	Funct Test - UP612	11/17/94 1:00pm	11/18/94 12:00pm										
58	UP69 - Download SHARE	10/13/94 1:00pm	10/26/94 12:00pm										
59	Funct Test - UP69	10/26/94 1:00pm	10/27/94 12:00pm										
60	UP68 - Upload PEOPLECORE	8/1/94 8:00am	9/13/94 10:00am										
61	Funct Test - UP68	9/13/94 10:00am	9/14/94 10:00am										
62	UP67 - Upload FACILCORE	9/13/94 10:00am	9/28/94 3:00pm										
63	Funct Test - UP67	9/28/94 3:00pm	9/29/94 3:00pm										
64	STANDARD REPORT UPs	9/1/94 8:00am	11/8/94 3:00pm										
65	UP64 - Soft Report	9/28/94 3:00pm	10/18/94 3:00pm										
66	Funct Test - UP64	10/18/94 3:00pm	10/19/94 3:00pm										
67	UP72 - Canned Reports	9/1/94 8:00am	10/28/94 10:00am										
68	Funct Test - UP72	10/28/94 10:00am	10/31/94 10:00am										
69	UP14 - Print Init Docs	10/18/94 3:00pm	11/7/94 3:00pm										
70	Funct Test - UP14	11/7/94 3:00pm	11/8/94 3:00pm										
71	NOTIFICATION UPs	8/1/94 8:00am	1/6/95 4:00pm										
72	UP12/29/95 - Auto Notice Start	8/1/94 8:00am	8/29/94 5:00pm										
73	UP12/29/95 - Auto Notice Finish	10/28/94 10:00am	12/29/94 4:00pm										
74	Funct Test - UP 12/29/95	12/29/94 4:00pm	12/30/94 4:00pm										
75	CADS Sep UP - Spec Review	12/30/94 4:00pm	1/6/95 4:00pm										
76	FUNC TEST: ALL PROTO/UPs	1/6/95 4:00pm	1/10/95 4:00pm										
77	DOC CNTRL SUBMIT DET SPECS	1/13/95 8:00am	1/17/95 5:00pm										
78	TEST PLANS/REPORTS	11/1/94 8:00am	1/13/95 5:00pm										
79	Assemble Proto/UP Func Tests	11/1/94 8:00am	12/26/94 5:00pm										
80	CADS: 810/20/30/40 Sys Test	1/9/95 8:00am	1/13/95 5:00pm										
81	SYSTEM ACCEPTANCE	1/16/95 8:00am	1/16/95 5:00pm										
82	DOC CNTRL SUBMIT TEST PLANS/RPTS	1/16/95 8:00am	1/18/95 5:00pm										
83	CADS SYSTEM PREP/TRNG	1/1/95 8:00am	1/23/95 5:00pm										
84	CADS DOCS/DECISIONS	8/8/94 8:00am	12/12/94 5:00pm										

QUEST2: PROJECT PLAN: RELEASE 1

PROJECT PLAN
(P+ DOCUMENT #006)(Update)

Document
Appendix
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
D
0
8 of 8
May 1, 1994

QUEST2 Release 1: Project Schedule

ID	Name	Scheduled Start	Scheduled Finish	Qtr 2, 1994			Qtr 3, 1994			Qtr 4, 1994		
				Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
85	400 - Use Guide TOC	8/8/94 8:00am	8/9/94 5:00pm									
86	430 - Op/Maint Resource	9/29/94 8:00am	9/30/94 5:00pm									
87	440 - Trng & Info Req'ts	10/3/94 8:00am	10/7/94 5:00pm									
88	450 - Implementation Plan	10/10/94 8:00am	10/21/94 5:00pm									
89	700 - User Guide	11/1/94 8:00am	12/12/94 5:00pm									
90	710 - Train Pkg	11/1/94 8:00am	12/12/94 5:00pm									
91	SYSTEM ACCEPTANCE	1/16/95 8:00am	1/16/95 5:00pm									
92	accept the system	1/16/95 8:00am	1/16/95 5:00pm									

1.0 PURPOSE

This document provides the overview of the Productivity Plus (P+) deliverables which will be delivered for the Quality, Environment, Safety Tracking System Redesign (QUEST2).

2.0 BACKGROUND

If the entire QUEST2 system architecture is completed, the project will have progressed through a total of seven phases:

- Opportunity Evaluation (OE)
- Business Definition (subsequently combined with OE)
- Preliminary Analysis/System Architecture (PA/SA).
- Release 1
- Release 2
- Release 3
- Release 4

As of the writing of this document, the project has progressed through the first three phases and is in the Release 1 phase.

For each approved phase, a Project Management Plan (PMP) must be created indicating the deliverables to be provided for that phase.

This 034 Plan of Documentation provides a complete document planning track for the entire QUEST2 project. This includes those documents that were completed in prior phases as well as those that are progressively updated through differing phases.

Because of its size, and decisions at the time to suspend the PA phase that had been started, the documents from the OE phase were incorporated into the deliverable set titled Business Environment Analysis (WHC-SD-GN-CSWD-30061). The Business Definition phase was not a traditional P+ phase, and therefore had a unique set of deliverables defined in the revised Project Plan prepared when the PA work was suspended. For the Preliminary Analysis/System Architecture phase, the 034 was specifically addressed in the PMP (WHC-SD-GN-PMP-30012) as being not applicable to that particular project plan, since the 032 Procedures covered deliverables and project records. (The PA and SA were combined on QUEST2 since the prior PA work and the Business Definition work provided most of the PA level of detail. This permitted an acceleration into the SA level of detail.)

Now that the project is entering Release 1, a large set of deliverables will be produced for each of the automated unit processes constructed during that release. Consequently, the Plan of Documentation is considered necessary for this phase of the project to ensure completeness of the finished system

PLAN OF SYSTEM DOCUMENTATION
(P+ DOCUMENT #034)

product. For the sake of completeness, the prior documents are also shown as a final reflection of the entire QUEST2 system work from OE through completion of the first release.

A long range projection of deliverables needed to support subsequent releases is also provided. This is to ensure that subsequent releases, if approved, will reflect the same level of detail as the first release. It will also ensure that any prior deliverables will be updated as necessary to support later releases in a manner consistent with the entire QUEST2 project. Any P+ deliverables which do not apply to this project are shown with a comment explaining why they do not apply.

3.0 GENERAL PLAN OF DOCUMENTATION

Each set of deliverable items has been, and will continue to be, logically grouped into the following major deliverable sets:

<u>Phases Included</u>	<u>Deliverable Set</u>	<u>Comments</u>
Opportunity Evaluation Business Definition (not a usual P+ phase)	Project Management Plan	P+ Project Management Deliverables for this phase of the project
Opportunity Evaluation Business Definition (not a usual P+ phase)	OE and Business Environment Analysis	
PA/SA	Project Management Plan	P+ Project Management Deliverables for this phase of the project
PA/SA	System Architecture	Models and selected, related documents from the traditional P+ Preliminary Analysis and System Architecture phases
Release 1 (and all subsequent releases)	Project Management Plan	P+ Project Management Deliverables for this phase of the project
Release 1	SA and Release Supporting Documents	Remainder of traditional P+ System Architecture related to release development

Release 1
(and all
subsequent
releases)

Detailed Design Specs

For each release, one set of
all Functional Design and
System Construction
documents for each prototype
and one set for all non-
prototyped unit processesRelease 1
(and all
subsequent
releases)

Test Plans/Reports

For each release, one for
each prototype and non-
prototype group that has a
Functional Test, plus one
comprehensive one for the
System Test

The record copy of each of the deliverable items will be maintained as described in the Records Management Section of the 032 Procedures appendix of the project management document.

4.0 LIST OF DOCUMENTATION ITEMS

The following tables show the grouping of discreet deliverables. Document numbers are provided where they exist as of the preparation of this 034 document.

4.1 Deliverable Sets for the Combined OE/Business Definition Phases

DELIVERABLE SET/INDIVIDUAL P+ DELIVERABLES INCLUDED	Original Submit	Update	Does Not Apply	COMMENT
Deliverable Set: Project Plan for Business Environment Analysis (WHC-SD-GN-CSWD-30009)				
002 - Project Statement	X			Resubmitted with PMP for purposes of completeness: PMP was created as a formal deliverable set very late in this project phase when it was determined that such a deliverable set was appropriate.
004 - Resources Allocated to the Project	X			
006 - Project Plan	X			Provides only cost/schedule for OE/Business Environment Analysis phase per guidance at that time.
008 - Release Plan			X	Not applicable to this particular PMP.
010 - Group Plan			X	Not applicable: oriented toward large projects with multiple groups that need coordination.
012 - Individual Plan	X			

QUEST2: PROJECT PLAN: RELEASE 1

PLAN OF SYSTEM DOCUMENTATION
(P+ DOCUMENT #034)

Document
Appendix
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
E
0
4 of 20
May 31, 1994

DELIVERABLE SET/INDIVIDUAL P+ DELIVERABLES INCLUDED	Original Submit	Update	Does Not Apply	COMMENT
Deliverable Set: Project Plan for Business Environment Analysis (WHC-SD-GN-CSWD-30009) (Continued)				
014 - Ad Hoc Plan			X	Not applicable to this project: ad hoc issues and requests are handled with the 046/048 outstanding Issues processes.
026 - Project Team Structure	X			
028 - Responsibility for Each Deliverable	X			
030 - Description of Development Environment			X	Not applicable to this project phase since no development is occurring.
032 - Procedures	X			Procedures negated need for separate documents: 050 Project Status Report, 052 Request for Review and Approval of Deliverable
034 - Plan of System Documentation			X	Not applicable to this phase of the project: no decision yet made to develop a system or even to proceed with the architecture analysis for definition of a system. 032 Procedures on deliverables and records conveyed intent of 034.
040 - Progress Report			X	Not applicable to this project: works with the Group Plan as a report by group leaders to the project manager regarding their progress.
042 - Change Request			X	Change control of analytic deliverables incorporated into the 032 Procedures. At this stage of project, there were no system/software development activities needing change control.
044 - Change Request Log			X	See comments for 044 Change Request

QUEST2: PROJECT PLAN: RELEASE 1

PLAN OF SYSTEM DOCUMENTATION
(P+ DOCUMENT #034)

Document
Appendix
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
E
0
5 of 20
May 31, 1994

DELIVERABLE SET/INDIVIDUAL P+ DELIVERABLES INCLUDED	Original Submit	Update	Does Not Apply	COMMENT
Deliverable Set: Project Plan for Business Environment Analysis (WHC-SD-GN-CSWD-30009) (Continued)				
046/048 - Outstanding Issues and Outstanding Issues Log	X			
054 - Technical Review Report			X	Project team at this phase of the project includes 2 persons plus customer. Technical review conducted via review of analytic results with business process owners. No other "technical review" needed for this phase.
056 - Documentation Control Log			X	Documentation control incorporated into 032 Procedures. Some of intent pertains to large, library type, documentation centers. Scale and nature of deliverables did not warrant an extra level of control. Final control assumed by site document control processes.
058 - Request for Promotion of Deliverable			X	Not applicable to this phase of the project: pertains to production cut over of a release.
060 - Project Evaluation			X	Not applicable: conducted as a "lessons learned" exercise by the project team after completion of the project.

QUEST2: PROJECT PLAN: RELEASE 1

PLAN OF SYSTEM DOCUMENTATION
(P+ DOCUMENT #034)

Document
Appendix
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
E
0
6 of 20
May 31, 1994

DELIVERABLE SET/INDIVIDUAL P+ DELIVERABLES INCLUDED	Original Submit	Update	Does Not Apply	COMMENT
Deliverable Set: Opportunity Evaluation/Business Environment Analysis (WHC-SD-GN-CSWD-30061)				
100 - Opportunity Evaluation	X			
105 - Project Proposal		X		Original cancelled due to change in project direction: original PA phase suspended and project embarked on Business Definition Phase (project scope too ill-defined to proceed with OE or PA)
002 - Project Statement	X			Submitted for project completeness: at that time, there was no specific guidance on content or requirement for a PMP for the concept definition work being done.
120 - Survey of the Existing System	X			Substituted for a traditional architectural study "as is" architecture - precluded expending extra resources to recreate info gathered when the original PA phase was suspended.
A200 - Business Description	X			
A410 - Information Architecture	X			
A400 - Business Function Model	X			
Site Evaluation	X			Not a numbered deliverable: work conducted to support market research on other viable system solutions and to review new candidate business solutions.
A420 - Application Architecture	X			
A460 - Migration Plan	X			

QUEST2: PROJECT PLAN: RELEASE 1

PLAN OF SYSTEM DOCUMENTATION
(P+ DOCUMENT #034)

Document
Appendix
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
E
0
7 of 20
May 31, 1994

4.2 Deliverable Sets for the PA/SA Phase

DELIVERABLE SET/INDIVIDUAL P+ DELIVERABLES INCLUDED	Original Submit	Update	Does Not Apply	COMMENT
Deliverable Set: Project Plan for Preliminary Analysis/System Architecture (PA/SA) Phase (with 1 Revision) (WHC-SD-GN-PMP-30012)				
002 - Project Statement		X		Updated to incorporate this new phase of work after the decision had been made to proceed.
004 - Resources Allocated to the Project		X		Updated to reflect new project staffing.
006 - Project Plan		X		Provides only cost/schedule for PA/SA phase.
008 - Release Plan			X	Not applicable to this particular PMP.
010 - Group Plan			X	Not applicable: oriented toward large projects with multiple groups that need coordination.
012 - Individual Plan		X		Updated to reflect new project staffing.
014 - Ad Hoc Plan			X	Not applicable to this project: ad hoc issues and requests are handled with the 046/048 Outstanding Issues processes.
026 - Project Team Structure		X		Updated to reflect new project staffing and customer personnel changes.
028 - Responsibility for Each Deliverable		X		Updated to reflect new project staffing and events unique to this phase.
030 - Description of Development Environment			X	Not applicable to this project phase since no development is occurring.

QUEST2: PROJECT PLAN: RELEASE 1

Document
Appendix
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
E
0
8 of 20
May 31, 1994

PLAN OF SYSTEM DOCUMENTATION
(P+ DOCUMENT #034)

DELIVERABLE SET/INDIVIDUAL P+ DELIVERABLES INCLUDED	Original Submit	Update	Does Not Apply	COMMENT
Deliverable Set: Project Plan for Preliminary Analysis/System Architecture (PA/SA) Phase (with 1 Revision) (WHC-SD-GN-PMP-30012) (Continued)				
032 - Procedures		X		Updated to address new needs of SA/PA phase. Procedures addressed (and negated need for separate documents): 034 Plan of System Documentation, 050 Project Status Report, 052 Request for Review and Approval of Deliverable
034 - Plan of System Documentation			X	Not applicable to this phase of the project: no decision had yet been made to develop a system or even to proceed with the architecture analysis for definition of a system. 032 Procedures on deliverables and records fulfilled document plan general intent.
040 - Progress Report			X	Not applicable to this project: works in conjunction with the Group Plan as a report by group leaders to the project manager regarding their progress.
042 - Change Request			X	Change control of analytic deliverables incorporated into the 032 Procedures. At this stage of project, there were no system/software development activities needing change control.
044 - Change Request Log			X	See comments for 044 Change Request
046/048 - Outstanding Issues and Outstanding Issues Log		X		Resubmission as part of regular PMP set.
054 - Technical Review Report			X	Project team at this phase of the project includes 3.5 persons plus customer. Technical review conducted via review of analytic results with business process owners. No other "technical review" needed for this phase.

QUEST2: PROJECT PLAN: RELEASE 1

PLAN OF SYSTEM DOCUMENTATION
(P+ DOCUMENT #034)

Document
Appendix
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
E
0
9 of 20
May 31, 1994

DELIVERABLE SET/INDIVIDUAL P+ DELIVERABLES INCLUDED	Original Submit	Update	Does Not Apply	COMMENT
Deliverable Set: Project Plan for Preliminary Analysis/System Architecture (PA/SA) Phase (with 1 Revision) (WHC-SD-GN-PMP-30012) (Continued)				
056 - Documentation Control Log			X	Documentation control incorporated into 032 Procedures. Some of intent pertains to large, library type, documentation centers. Scale and nature of deliverables did not warrant an extra level of control. Final control assumed by site document control processes.
058 - Request for Promotion of Deliverable			X	Not applicable to this phase of the project: pertains to production cut over of a release.
060 - Project Evaluation			X	Not applicable: conducted as a "lessons learned" exercise by the project team after completion of the project.

DELIVERABLE SET/INDIVIDUAL P+ DELIVERABLES INCLUDED	Original Submit	Update	Does Not Apply	COMMENT
Deliverable Set: System Architecture (WHC-SD-GN-CSWD-20010)				
120 - Survey of the Existing System		X		Updated and resubmitted to reflect findings of Business Definition Phase
120 - Survey of the Existing DOE System	X			Incorporated into revised project after inclusion of DOE systems into project scope.
130 - Objectives of the System	X			

QUEST2: PROJECT PLAN: RELEASE 1

PLAN OF SYSTEM DOCUMENTATION
(P+ DOCUMENT #034)

Document
Appendix
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
E
0
10 of 20
May 31, 1994

DELIVERABLE SET/INDIVIDUAL P+ DELIVERABLES INCLUDED	Original Submit	Update	Does Not Apply	COMMENT
Deliverable Set: System Architecture (WHC-SD-GN-CSWD-20010) (Continued)				
140 - Context of the System	X			
150 - Definition of the Subject	X			
160 - Key Issues of the System	X			Document remains "open" as long as necessary and is periodically updated to reflect status of Key Issues. Final submission will occur when all issues are resolved.
170 - Definition of Facets	X			Submitted at SA level of detail.
180 - Definition of Entities	X			Submitted at SA level of detail.
190 - Definition of Relationships	X			Submitted at SA level of detail.
200 - Definition of the System			X	Document intended to define overall system and subsystems: QUEST2 has no subsystems. Therefore the subsystem level and the system level of the models is the same.
210 - Definition of Subsystems	X			
230/240 - Selection of External Design Alternatives/Basic System Concepts	X			Combined as one deliverable since external design alternatives are very restricted (i.e., the physical operating environment is largely predefined).
235 - Scope of Prototype			X	Deferred by revised project plan as one of the supporting documents for the Release 1 phase.
250 - Definition of System Functions	X			Submitted at SA level of detail.

QUEST2: PROJECT PLAN: RELEASE 1

PLAN OF SYSTEM DOCUMENTATION
(P+ DOCUMENT #034)

Document
Appendix
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
E
0
11 of 20
May 31, 1994

DELIVERABLE SET/INDIVIDUAL P+ DELIVERABLES INCLUDED	Original Submit	Update	Does Not Apply	COMMENT
Deliverable Set: System Architecture (WHC-SD-GN-CSWD-20010) (Continued)				
260 - Technical Alternatives	X			
262 - Market Survey			X	Site Survey of Business Definition Phase provided necessary information.
264 - Package Evaluation Criteria			X	No packaged solution available for the whole system. Some packages for later release support will be considered at the appropriate time if later releases are approved.
266 - Package Evaluation			X	Note comment for 264 - Package Evaluation Criteria.
270 - Implementation Strategy	X			
280 - Impacts on the Organization			X	Not part of this deliverable set: System Manager (customer) produced document that is treated as separate deliverable submission.
290 - Cost/Benefit Analysis			X	Not part of this deliverable set: Is being absorbed by ABC Document submitted as separate deliverable with document number WHC-SD-GN-CSWD-20011.
320 - Definition of Data Elements			X	Deferred by revised project plan as one of the supporting documents for the Release 1 phase.
340 - Conversion Rules			X	Deferred by revised project plan as one of the supporting documents for the Release 1 phase.
350 - Sytem Performance Criteria			X	Deferred by revised project plan as one of the supporting documents for the Release 1 phase.
360 - Functional Standards			X	Deferred by revised project plan as one of the supporting documents for the Release 1 phase.

QUEST2: PROJECT PLAN: RELEASE 1

PLAN OF SYSTEM DOCUMENTATION
(P+ DOCUMENT #034)

Document
Appendix
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
E
0
12 of 20
May 31, 1994

DELIVERABLE SET/INDIVIDUAL P+ DELIVERABLES INCLUDED	Original Submit	Update	Does Not Apply	COMMENT
Deliverable Set: System Architecture (WHC-SD-GN-CSWD-20010) (Continued)				
380 - Design Standards			X	Deferred by revised project plan as one of the supporting documents for the Release 1 phase.
385 - Bibliography of the Package			X	Relates to package software - none being used.
390 - Production Plan			X	Batch processing requirements will be incorporated into the batch unit process specifications and construction code. There is no requirement to coordinate with a central mainframe processing environment.
400 - User Guide Table of Contents			X	Deferred by revised project plan as one of the supporting documents for the Release 1 phase. Will be developed by customer in a separate document set.
410 - Functional Test Strategy			X	Partitioning to be incorporated into logical work groups as described in the project scheduling.

DELIVERABLE SET/INDIVIDUAL P+ DELIVERABLES INCLUDED	Original Submit	Update	Does Not Apply	COMMENT
Single Deliverable: Analysis of Benefit and Costs (ABC) (WHC-SD-GN-CSWD-20011)				
290 - Benefit Cost Analysis	X			DOE mandated ABC analysis replicates and supersedes P+ document. ABC is considered the 290 for QUEST2. It is separately reviewed by WHC and DOE and treated as a separate document.

QUEST2: PROJECT PLAN: RELEASE 1

PLAN OF SYSTEM DOCUMENTATION
(P+ DOCUMENT #034)

Document
Appendix
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
E
0
13 of 20
May 31, 1994

4.3 Deliverable Sets for Release 1

Release 1 encompasses all three P+ phases: Functional Design, System Construction and Implementation. These are not being accomplished in sequence. The release is being developed with a progression of evolutionary prototypes, and each of these involves all three of the P+ phases. These deliverable sets are currently expected for later releases.

DELIVERABLE SET/INDIVIDUAL P+ DELIVERABLES INCLUDED	Original Submit	Update	Does Not Apply	COMMENT
Deliverable Set: Project Plan for Release 1 (WHC-SD-GN-PMP-20004)				
105 - Project Proposal		X		Updated to incorporate this new phase of work after the decision had been made to proceed.
002 - Project Statement		X		Updated to incorporate this new phase of work after the decision had been made to proceed.
004 - Resources Allocated to the Project		X		Updated to reflect new project staffing.
006 - Project Plan		X		Provides cost/schedule for release 1 phase only.
008 - Release Plan			X	Intent of document already fully covered in 006 Project Plan and 235 Prototype Scope
010 - Group Plan			X	Not applicable: oriented toward large projects with multiple groups that need coordination.
012 - Individual Plan			X	Combined with the 028 Responsibility for Each Deliverable for this PMP.
014 - Ad Hoc Plan			X	Not applicable to this project: ad hoc issues and requests are handled with the 046/048 Outstanding Issues processes.

QUEST2: PROJECT PLAN: RELEASE 1

PLAN OF SYSTEM DOCUMENTATION
(P+ DOCUMENT #034)

Document
Appendix
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
E
0
14 of 20
May 31, 1994

DELIVERABLE SET/INDIVIDUAL P+ DELIVERABLES INCLUDED	Original Submit	Update	Does Not Apply	COMMENT
Deliverable Set: Project Plan for Release 1 (WHC-SD-GN-PMP-20004) (Continued)				
026 - Project Team Structure		X		Updated to reflect new project staffing and customer personnel changes.
028 - Responsibility for Each Deliverable		X		Updated to reflect new project staffing and events unique to this phase. Includes the 012 Individual Plan information.
030 - Description of Development Environment	X			Development environment pre-defined in Technical Alternatives and site standards. Developer work station described in 370 Operating Environment deliverable (WHC-SD-GN-CSWD-30072).
032 - Procedures		X		Updated to address new needs of release phase. Procedures address (and negate need for separate documents): 050 Project Status Report.
034 - Plan of System Documentation	X			
040 - Progress Report			X	Not applicable to this project: works in conjunction with the Group Plan as a report by group leaders to the project manager regarding their progress.
042 - Change Request	X			
044 - Change Request Log	X			
046/048 - Outstanding Issues and Outstanding Issues Log		X		Resubmission as part of regular PMP set.

QUEST2: PROJECT PLAN: RELEASE 1

PLAN OF SYSTEM DOCUMENTATION
(P+ DOCUMENT #034)

Document
Appendix
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
E
0
15 of 20
May 31, 1994

DELIVERABLE SET/INDIVIDUAL P+ DELIVERABLES INCLUDED	Original Submit	Update	Does Not Apply	COMMENT
052 - Request for Review and Approval of Deliverable	X			Progressive set of review comments and update during prototype cycles. Supplements the 032 Deliverable review processing procedures.

DELIVERABLE SET/INDIVIDUAL P+ DELIVERABLES INCLUDED	Original Submit	Update	Does Not Apply	COMMENT
Deliverable Set: Project Plan for Release 1 (WHC-SD-GN-PMP-20004) (Continued)				
054 - Technical Review Report	X			To be used for incorporation of V&V review results.
056 - Documentation Control Log			X	Documentation control incorporated into 032 Procedures. Some of intent pertains to large, library type, documentation centers. Scale and nature of deliverables did not warrant an extra level of control. Final control assumed by site document control processes.
058 - Request for Promotion of Deliverable			X	Included as an aspect of acceptance testing
060 - Project Evaluation			X	Capture of project "actual" metrics. Prepared after the project is complete. Not part of the PMP.

QUEST2: PROJECT PLAN: RELEASE 1

PLAN OF SYSTEM DOCUMENTATION
(P+ DOCUMENT #034)

Document
Appendix
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
E
0
16 of 20
May 31, 1994

DELIVERABLE SET/INDIVIDUAL P+ DELIVERABLES INCLUDED	Original Submit	Update	Does Not Apply	COMMENT
Deliverable Set: SA and Release Supporting Documents				
235 - Prototype Scope	X			
320 - Definition of Data Elements	X			
340 - Conversion Rules	X			
350 - Sytem Performance Criteria	X			
360 - Functional Standards	X			
370 - Operating Environment	X			
380 - Design Standards	X			
385 - Bibliography of the Package			X	Relates to package software - none being used.
390 - Production Plan			X	Batch processing requirements will be incorporated into the batch unit process specifications and construction code. There is no requirement to coordinate with a central mainframe processing environment.
400 - User Guide Table of Contents			X	Will be developed by customer in a separate document set.

QUEST2: PROJECT PLAN: RELEASE 1

PLAN OF SYSTEM DOCUMENTATION
(P+ DOCUMENT #034)

Document
Appendix
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
E
0
17 of 20
May 31, 1994

DELIVERABLE SET/INDIVIDUAL P+ DELIVERABLES INCLUDED	Original Submit	Update	Does Not Apply	COMMENT
Deliverable Set: Detailed Design Specifications (Continued)				
430 - Operating and Maintenance Resource Requirements			X	To be produced by customer as part of separate deliverable set.
440 - Training and Information Requirements			X	To be produced by customer as part of separate deliverable set.
450 - Implementation Plan			X	To be produced by customer as part of separate deliverable set.
460 - Optimization of Facets	X			
470 - Definition of Functional Entities	X			
480 - Definition of Functional Links	X			
320 - Definition of Data Elements		X		As refined at the physical level.
490 - Unit Process Functional Specifications	X			One for each Unit Process
695 - Prototype Report	X			One for each Prototype
500 - Physical Structure of Facets	X			Complete System View as amended during prototype.

QUEST2: PROJECT PLAN: RELEASE 1

WHC-SD-GN-PMP-20004

Document
Appendix

E

Revision Number

0

PLAN OF SYSTEM DOCUMENTATION
(P+ DOCUMENT #034)

Page

18 of 20

Effective Date

May 31, 1994

DELIVERABLE SET/INDIVIDUAL P+ DELIVERABLES INCLUDED	Original Submit	Update	Does Not Apply	COMMENT
Deliverable Set: Detailed Design Specifications (Continued)				
510 - Definition of Table and Views	X			Adapted for SQL environment.
520 - Definition of Table Spaces	X			Adapted for SQL environment.
530 - Definition of File Utility Runs			X	Incorporated into 540/550 partitioning specifications.
540/550 - Partitioning	X			Object Oriented/Event driven evolutionary prototype: produces combined partitioning deliverable.
560 - Definition of Programming Communication Data			X	Incorporated into specifications and resultant code reflected in 540/550 and 570.
570 - Program Specifications	X			One for each prototype: complete set of unit process specifications and related unit testing/integration testing.
580 - Production Run Specifications	X			One for each batch/production unit process.
600/610/620/650/670/680 - Coding			X	Not a docum
660 - Screens	X			
700 - User Guide			X	Will be developed by customer in a separate document set.
710 - Training Package			X	Will be developed by customer in a separate document set.

QUEST2: PROJECT PLAN: RELEASE 1

Document
Appendix
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
E
0
19 of 20
May 31, 1994

PLAN OF SYSTEM DOCUMENTATION
(P+ DOCUMENT #034)

DELIVERABLE SET/INDIVIDUAL P+ DELIVERABLES INCLUDED	Original Submit	Update	Does Not Apply	COMMENT
Deliverable Set: Detailed Design Specifications (Continued)				
720 - Installation Instructions			X	Since system will be self-contained in the same client server environment where it is developed, any installation instruction considerations will have been incorporated into the 570/580 documents.

DELIVERABLE SET/INDIVIDUAL P+ DELIVERABLES INCLUDED	Original Submit	Update	Does Not Apply	COMMENT
Deliverable Set: Test Plans/Reports				
730 - Unit Test Environment			X	Addressed in 410 and 570 documents.
740 - Functional Test Environment	X			One for each prototype and for each set of non-prototyped unit processes.
Prototype Test (Includes 410: Functional Test Strategy)	X			No assigned P+ number: formal test of prototype functioning, by user, during the second and third review cycles as described in the 235 document.
750/760/770 - Description of Functional Test Groups/Test Units/Test Report	X			"Functional Testing" as described in P+ is the equivalent of "System Testing" as currently described on site.
810/820/830/840 - System Test Partitioning/Plan/Test Units/Test Report	X			Prepared by user. "System Testing" as described in P+ is the equivalent of "Acceptance Testing" as currently described on site.

4.4 Miscellaneous Deliverables

The following deliverables from the Implementation phase of each release are the responsibility of the customer:

- 800 Installation Plan
- 850 Training Report
- 920 Evaluation of the System

Once the system is in production, the following P+ deliverables will be superseded by site standards for normal operation of production systems:

- 900 Maintenance Log
- 910 System Log

4.5 Subsequent Releases

As noted above, the second, third, and fourth release (if approved for development) will have the following deliverable sets:

- Project Management Plan
- Detailed Design Specs
- Test Reports and Plans

PROJECT TEAM STRUCTURE
(P+ DOCUMENT #026)

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
Tim Merrriam	DMR coach	376-4825
Kyle Willers	Functional Architect	376-9242
Jeff Kinney	prototype development	372-0844
Buzz Stoner	prototype development, system architect	376-9153
Ed White	client-server integration	376-3028
Rodney Jong	upload/download	376-3786
"New Person"	standard reports, automatic notification	TBD
<u>System Team</u>		
Mark Holowczak	System Manager: user coordination, management liaison, functional direction, deliverable review	376-7908
Sam Vega	System Owner, general coordination general coordination and direction, problem resolution problem resolution	376-2517

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.

PROJECT TEAM STRUCTURE
(P+ DOCUMENT #026)

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

3.1.3 Functional Architect

- Prepare 490 Functional Specifications for all prototypes.
- Coordinate and review 490 Functional Specification work for non-prototyped Unit Processes.
- Ensure functional model is kept current if changes result from system construction.
- Monitor prototype procedures and testing procedures to identify process improvements.

3.1.4 System Technical

- Provide analytic and deliverable preparation support for respective portions of system construction for all system specifications and design.
- Assume lead responsibility for certain deliverables as specified in the project plan.
- Prepare and maintain prototypes to include initial and changed code.
- Maintain 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.

PROJECT TEAM STRUCTURE
(P+ DOCUMENT #026)

USER GROUP REPRESENTATIVES

<u>FACILITY</u>	<u>NAME</u>
DOE	Ray Douglas Lee Voigt (MACTEC)
CADS	Mark Holowczak Amanda McKay DBAs as available
IRM	Dave Braaten/Team
OPS	Lyn Nye (B-Plant) Kathy Bunn Bill Kious (FFTF) Bill Leonard (PFP) Darryl Morrison (T-Plant)
PNL	Project Team liaison
RR	Nancie Daniel (Solid Waste) Henry Doolittle (Solid Waste)
TPE	Gary Stevens
TWRS	Holly McKinney

QUEST2: PROJECT PLAN: RELEASE 1

Document

WHC-SD-GN-PMP-20004

Appendix

G

Revision Number

0

RESOURCES ASSIGNED TO THE PROJECT
(P+ DOCUMENT #004)

Page

1 of 12

Effective Date

May 31, 1994

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. A new CASE tool will be evaluated to gauge its potential for generating software code.

POWERBUILDER and SYBASE will be used to develop the system.

A SUN-1000 server system is being leased to support the development.

3.0 REQUESTS FOR ADDITIONAL RESOURCES

Additional personnel were requested and approved during management reviews at the end of the combined PA/SA phase.

QUEST2: PROJECT PLAN: RELEASE 1

Document

WHC-SD-GN-PMP-20004

Appendix

G

Revision Number

0

RESOURCES ASSIGNED TO THE PROJECT
(P+ DOCUMENT #004)

Page

2 of 12

Effective Date

May 31, 1994

ATTACHMENT A

QUEST2: PROJECT PLAN: RELEASE 1

Document

WHC-SD-GN-PMP-20004

Appendix

G

Revision Number

0

RESOURCES ASSIGNED TO THE PROJECT
(P+ DOCUMENT #004)

Page

3 of 12

Effective Date

May 31, 1994

ID	Name	Initials	Group	Max. Units	Std. Rate
1	BRAATEN	FDB1		1	\$57.61/h
2	STONER	BS1		1	\$57.61/h
3	WILLERS	KW1		0.5	\$57.61/h
4	JEFF KINNEY	JK1		1	\$57.61/h
5	ED WHITE	EW		1	\$57.61/h
6	SAUVAGEAU	RK		0.25	\$165.00/h
7	BIAN	SYB1		0.1	\$57.61/h
8	NEW PERSON	N1		1	\$57.61/h
9	JONG	RJ1		0.5	\$61.00/h
10	IV&V	VV1		1	\$57.61/h
11	TRAINING	T1		1	\$15.00/h
12	BRAATEN	FDB2		1	\$60.00/h
13	STONER	BS2		1	\$60.00/h
14	WILLERS	KW2		1	\$60.00/h
15	JEFF KINNEY	JK2		1	\$60.00/h
16	ED WHITE	EW2		1	\$60.00/h
17	BIAN	SYB2		0.1	\$60.00/h
18	NEW PERSON	N2		1	\$60.00/h
19	JONG	RJ2		1	\$65.00/h
20	CADS	C		1	\$50.00/h

QUEST2: PROJECT PLAN: RELEASE 1

Document

WHC-SD-GN-PMP-20004

Appendix

G

Revision Number

0

RESOURCES ASSIGNED TO THE PROJECT
(P+ DOCUMENT #004)

Page

4 of 12

Effective Date

May 31, 1994

ATTACHMENT B

ID	Name	Initials	Group	Max. Units
Week of April 10				
1	BRAATEN	FDB1		1
2	STONER	BS1		1
3	WILLERS	KW1		0.5
4	JEFF KINNEY	JK1		1
5	ED WHITE	EW		1
7	BIAN	SYB1		0.1
11	TRAINING	T1		1
Week of April 17				
2	STONER	BS1		1
3	WILLERS	KW1		0.5
4	JEFF KINNEY	JK1		1
7	BIAN	SYB1		0.1
20	CADS	C		1
Week of April 24				
1	BRAATEN	FDB1		1
3	WILLERS	KW1		0.5
4	JEFF KINNEY	JK1		1
6	SAUVAGEAU	RK		0.25
7	BIAN	SYB1		0.1
20	CADS	C		1
Week of May 1				
1	BRAATEN	FDB1		1
2	STONER	BS1		1
3	WILLERS	KW1		0.5
7	BIAN	SYB1		0.1
20	CADS	C		1
Week of May 8				
1	BRAATEN	FDB1		1
2	STONER	BS1		1
5	ED WHITE	EW		1
7	BIAN	SYB1		0.1
Week of May 15				
1	BRAATEN	FDB1		1
2	STONER	BS1		1
3	WILLERS	KW1		0.5
4	JEFF KINNEY	JK1		1
5	ED WHITE	EW		1
7	BIAN	SYB1		0.1
20	CADS	C		1
Week of May 22				
1	BRAATEN	FDB1		1
2	STONER	BS1		1
5	ED WHITE	EW		1
7	BIAN	SYB1		0.1
20	CADS	C		1
Week of May 29				
1	BRAATEN	FDB1		1
2	STONER	BS1		1
4	JEFF KINNEY	JK1		1
5	ED WHITE	EW		1
7	BIAN	SYB1		0.1
20	CADS	C		1
Week of June 5				
2	STONER	BS1		1
4	JEFF KINNEY	JK1		1
5	ED WHITE	EW		1
7	BIAN	SYB1		0.1
20	CADS	C		1
Week of June 12				
1	BRAATEN	FDB1		1
2	STONER	BS1		1
4	JEFF KINNEY	JK1		1
5	ED WHITE	EW		1
7	BIAN	SYB1		0.1
20	CADS	C		1

QUEST2: PROJECT PLAN: RELEASE 1
APPENDIX G

WHC-SD-GN-PMP-20004
Revision 0

ID	Name	Initials	Group	Max. Units
Week of June 19				
1	BRAATEN	FDB1		1
2	STONER	BS1		1
4	JEFF KINNEY	JK1		1
5	ED WHITE	EW		1
7	BIAN	SYB1		0.1
Week of June 26				
1	BRAATEN	FDB1		1
2	STONER	BS1		1
5	ED WHITE	EW		1
7	BIAN	SYB1		0.1
20	CADS	C		1
Week of July 3				
1	BRAATEN	FDB1		1
2	STONER	BS1		1
5	ED WHITE	EW		1
7	BIAN	SYB1		0.1
20	CADS	C		1
Week of July 10				
1	BRAATEN	FDB1		1
2	STONER	BS1		1
4	JEFF KINNEY	JK1		1
5	ED WHITE	EW		1
7	BIAN	SYB1		0.1
20	CADS	C		1
Week of July 17				
2	STONER	BS1		1
3	WILLERS	KW1		0.5
4	JEFF KINNEY	JK1		1
5	ED WHITE	EW		1
7	BIAN	SYB1		0.1
20	CADS	C		1
Week of July 24				
2	STONER	BS1		1
3	WILLERS	KW1		0.5
4	JEFF KINNEY	JK1		1
5	ED WHITE	EW		1
7	BIAN	SYB1		0.1
20	CADS	C		1
Week of July 31				
1	BRAATEN	FDB1		1
2	STONER	BS1		1
4	JEFF KINNEY	JK1		1
5	ED WHITE	EW		1
7	BIAN	SYB1		0.1
9	JONG	RJ1		0.5
18	NEW PERSON	N2		1
20	CADS	C		1
Week of August 7				
1	BRAATEN	FDB1		1
2	STONER	BS1		1
3	WILLERS	KW1		0.5
4	JEFF KINNEY	JK1		1
5	ED WHITE	EW		1
7	BIAN	SYB1		0.1
9	JONG	RJ1		0.5
18	NEW PERSON	N2		1
20	CADS	C		1
Week of August 14				
1	BRAATEN	FDB1		1
2	STONER	BS1		1
3	WILLERS	KW1		0.5
4	JEFF KINNEY	JK1		1
5	ED WHITE	EW		1
7	BIAN	SYB1		0.1
9	JONG	RJ1		0.5
18	NEW PERSON	N2		1

ID	Name	Initials	Group	Max. Units
Week of August 14, continued				
20	CADS	C		1
Week of August 21				
1	BRAATEN	FDB1		1
2	STONER	BS1		1
3	WILLERS	KW1		0.5
4	JEFF KINNEY	JK1		1
5	ED WHITE	EW		1
7	BIAN	SYB1		0.1
9	JONG	RJ1		0.5
18	NEW PERSON	N2		1
20	CADS	C		1
Week of August 28				
1	BRAATEN	FDB1		1
2	STONER	BS1		1
3	WILLERS	KW1		0.5
4	JEFF KINNEY	JK1		1
5	ED WHITE	EW		1
7	BIAN	SYB1		0.1
9	JONG	RJ1		0.5
18	NEW PERSON	N2		1
20	CADS	C		1
Week of September 4				
2	STONER	BS1		1
4	JEFF KINNEY	JK1		1
5	ED WHITE	EW		1
7	BIAN	SYB1		0.1
9	JONG	RJ1		0.5
18	NEW PERSON	N2		1
20	CADS	C		1
Week of September 11				
2	STONER	BS1		1
4	JEFF KINNEY	JK1		1
5	ED WHITE	EW		1
7	BIAN	SYB1		0.1
9	JONG	RJ1		0.5
18	NEW PERSON	N2		1
20	CADS	C		1
Week of September 18				
2	STONER	BS1		1
4	JEFF KINNEY	JK1		1
5	ED WHITE	EW		1
7	BIAN	SYB1		0.1
9	JONG	RJ1		0.5
18	NEW PERSON	N2		1
20	CADS	C		1
Week of September 25				
1	BRAATEN	FDB1		1
2	STONER	BS1		1
3	WILLERS	KW1		0.5
4	JEFF KINNEY	JK1		1
5	ED WHITE	EW		1
7	BIAN	SYB1		0.1
9	JONG	RJ1		0.5
18	NEW PERSON	N2		1
20	CADS	C		1
Week of October 2				
2	STONER	BS1		1
3	WILLERS	KW1		0.5
4	JEFF KINNEY	JK1		1
5	ED WHITE	EW		1
7	BIAN	SYB1		0.1
9	JONG	RJ1		0.5
18	NEW PERSON	N2		1
20	CADS	C		1
Week of October 9				
2	STONER	BS1		1

ID	Name	Initials	Group	Max. Units
Week of October 9, continued				
3	WILLERS	KW1		0.5
4	JEFF KINNEY	JK1		1
5	ED WHITE	EW		1
7	BIAN	SYB1		0.1
9	JONG	RJ1		0.5
18	NEW PERSON	N2		1
20	CADS	C		1
Week of October 16				
2	STONER	BS1		1
4	JEFF KINNEY	JK1		1
5	ED WHITE	EW		1
7	BIAN	SYB1		0.1
9	JONG	RJ1		0.5
18	NEW PERSON	N2		1
20	CADS	C		1
Week of October 23				
1	BRAATEN	FDB1		1
2	STONER	BS1		1
3	WILLERS	KW1		0.5
4	JEFF KINNEY	JK1		1
5	ED WHITE	EW		1
7	BIAN	SYB1		0.1
9	JONG	RJ1		0.5
10	IV&V	VV1		1
18	NEW PERSON	N2		1
20	CADS	C		1
Week of October 30				
2	STONER	BS1		1
3	WILLERS	KW1		0.5
4	JEFF KINNEY	JK1		1
5	ED WHITE	EW		1
7	BIAN	SYB1		0.1
9	JONG	RJ1		0.5
12	BRAATEN	FDB2		1
14	WILLERS	KW2		1
18	NEW PERSON	N2		1
20	CADS	C		1
Week of November 6				
2	STONER	BS1		1
3	WILLERS	KW1		0.5
4	JEFF KINNEY	JK1		1
5	ED WHITE	EW		1
7	BIAN	SYB1		0.1
9	JONG	RJ1		0.5
12	BRAATEN	FDB2		1
14	WILLERS	KW2		1
18	NEW PERSON	N2		1
20	CADS	C		1
Week of November 13				
1	BRAATEN	FDB1		1
2	STONER	BS1		1
3	WILLERS	KW1		0.5
4	JEFF KINNEY	JK1		1
5	ED WHITE	EW		1
7	BIAN	SYB1		0.1
12	BRAATEN	FDB2		1
14	WILLERS	KW2		1
18	NEW PERSON	N2		1
20	CADS	C		1
Week of November 20				
2	STONER	BS1		1
3	WILLERS	KW1		0.5
4	JEFF KINNEY	JK1		1
7	BIAN	SYB1		0.1
12	BRAATEN	FDB2		1
18	NEW PERSON	N2		1
20	CADS	C		1

QUEST				
ID	Name	Initials	Group	Max. Units
Week of November 27				
2	STONER	BS1		1
3	WILLERS	KW1		0.5
4	JEFF KINNEY	JK1		1
7	BIAN	SYB1		0.1
18	NEW PERSON	N2		1
20	CADS	C		1
Week of December 4				
2	STONER	BS1		1
4	JEFF KINNEY	JK1		1
7	BIAN	SYB1		0.1
18	NEW PERSON	N2		1
20	CADS	C		1
Week of December 11				
1	BRAATEN	FDB1		1
2	STONER	BS1		1
3	WILLERS	KW1		0.5
4	JEFF KINNEY	JK1		1
7	BIAN	SYB1		0.1
18	NEW PERSON	N2		1
20	CADS	C		1
Week of December 18				
2	STONER	BS1		1
3	WILLERS	KW1		0.5
4	JEFF KINNEY	JK1		1
7	BIAN	SYB1		0.1
18	NEW PERSON	N2		1
Week of December 25				
2	STONER	BS1		1
4	JEFF KINNEY	JK1		1
7	BIAN	SYB1		0.1
10	IV&V	VV1		1
18	NEW PERSON	N2		1
20	CADS	C		1
Week of January 1				
2	STONER	BS1		1
4	JEFF KINNEY	JK1		1
5	ED WHITE	EW		1
7	BIAN	SYB1		0.1
10	IV&V	VV1		1
14	WILLERS	KW2		1
20	CADS	C		1
Week of January 8				
7	BIAN	SYB1		0.1
10	IV&V	VV1		1
12	BRAATEN	FDB2		1
14	WILLERS	KW2		1
16	ED WHITE	EW2		1
20	CADS	C		1
Week of January 15				
1	BRAATEN	FDB1		1
10	IV&V	VV1		1
12	BRAATEN	FDB2		1
20	CADS	C		1
Week of January 22				
20	CADS	C		1

QUEST2: PROJECT PLAN: RELEASE 1

Document
Appendix
Revision Number

WHC-SD-GN-PMP-20004

G

0

RESOURCES ASSIGNED TO THE PROJECT
(P+ DOCUMENT #004)

Page
Effective Date

10 of 12

May 31, 1994

ATTACHMENT C

QUEST2: PROJECT PLAN: RELEASE 1

Document
Appendix
Revision Number

WHC-SD-GN-PMP-20004

G

0

RESOURCES ASSIGNED TO THE PROJECT
(P+ DOCUMENT #004)

Page
Effective Date

11 of 12
May 31, 1994

PERSONNEL LOG SHEETS

#####

NAME: Braaten, F. D. (Dave)

PHONE/OFFICE: 372-2836/Bldg 703-Rm 107

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

DATE ASSIGNED: January 11th, 1993

DATE SCHEDULED TO END: January 16th, 1995

COMMENTS:

#####

NAME: Tim Merriam

PHONE/OFFICE: 376-4825 Rm 25, Bldg 703

SPECIALTY: DMR Coach

DATE ASSIGNED: May 20, 1994

DATE SCHEDULED TO END: January 16th, 1995

COMMENTS:

#####

NAME: Ed White

PHONE/OFFICE: 376-3028/Rm 109/Bldg 703

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

DATE ASSIGNED: April 1st, 1994

DATE SCHEDULED TO END: January 15, 1995

COMMENTS: Technical support, primary focus on client-server integration.

#####

QUEST2: PROJECT PLAN: RELEASE 1	Document	WHC-SD-GN-PMP-20004
	Appendix	G
	Revision Number	0
RESOURCES ASSIGNED TO THE PROJECT	Page	12 of 12
(P+ DOCUMENT #004)	Effective Date	May 31, 1994

#####

NAME: Jeff Kinney

PHONE/OFFICE: 372-0844/Bldg 703-Rm 105

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

DATE ASSIGNED: March 22nd, 1993

DATE SCHEDULED TO END: January 16th, 1995

COMMENTS: personal interest in developing modeling, learning GUI front end products - focused on client development

#####

NAME: Buzz Stoner

PHONE/OFFICE: 376-6075/Bldg 703 - Rm 105

SPECIALTY: system maintenance, development, data base

DATE ASSIGNED: October 15th, 1993

DATE SCHEDULED TO END: January 16th, 1995

COMMENTS: acting as system architect, focused on server software development

#####

NAME: Kyle Willers

PHONE/OFFICE: 376-9242/Bldg 703-Rm 103

SPECIALTY: facilitation, modeling techniques and experience, system development

DATE ASSIGNED: February 15th, 1994 (half time)

DATE SCHEDULED TO END: January 16th, 1995

COMMENTS: shares time with facilitation requirements - acting as functional analyst

#####

QUEST2: PROJECT PLAN: RELEASE 1
 INDIVIDUAL PLAN and
 RESPONSIBILITY FOR EACH
 DELIVERABLE
 (P+ DOCUMENTS #012/028)

Document
 Appendix
 Revision Number
 Page
 Effective Date

WHC-SD-GN-PMP-20004
 H
 0
 1 of 5
 May 31, 1994

1.0 PURPOSE

This document provides the 012 Individual Plan and the 028 Assignment of Responsibility for Each Deliverable. During the project, documentation will be produced as required by the P+ methodology. This documentation represents the result of work done in support of the project. Not all documentation is applicable to this project. The 034 Plan of System Documentation provides the documents which will be prepared and describes how they will be delivered.

2.0 RESPONSIBILITY ASSIGNMENTS AND PLANNING DATES

The table below contains the deliverables which are applicable to Release 1 of the QUEST2 project. They are listed in logical groupings or "deliverable sets", 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 coordinate the efforts of these other persons.

Also shown, for planning purposes, are the forecasted start and end dates for the deliverables as shown in the 006 Project Plan. 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				
Project Management Plan		Braaten (entire group)	5/11/94	5/31/94	Kyle Willers (032 Testing)
026	Project Team Structure				
028	Responsibility for Each Deliverable				
030	Description of Development Environment				
032	Procedures				
002	Project Statement				
004	Resources Allocated to the Project				

QUEST2: PROJECT PLAN: RELEASE 1
INDIVIDUAL PLAN and
RESPONSIBILITY FOR EACH
DELIVERABLE
(P+ DOCUMENTS #012/028)

Document
Appendix
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
H
0
2 of 5
May 31, 1994

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 Management Plan (Continued)		Braaten (entire group)	10/1/93	11/1/93(entire group)	
006	Project Plan				
008	Release 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
054	Technical Review Report				
Deliverable Set: SA and Release Supporting Documents					
235	Scope of Prototype	Kyle Willers	4/25/94	4/29/94	Dave Braaten
320	Definition of Data Elements	Buzz Stoner	5/1/94	5/6/94	
340	Conversion Rules	Buzz Stoner	5/9/94	5/20/95	Ed White
350	System Performance Criteria	Jeff Kinney	5/16/94	5/17/94	Kyle Willers
360	Functional Standards	Jeff Kinney	4/17/94	4/22/94	Kyle Willers
370	Operating Environment	Ed White	5/9/94	5/10/94	
380	Design Standards	Ed White	5/20/94	5/26/94	Team

QUEST2: PROJECT PLAN: RELEASE 1
 INDIVIDUAL PLAN and
 RESPONSIBILITY FOR EACH
 DELIVERABLE
 (P+ DOCUMENTS #012/028)

Document
 Appendix
 Revision Number
 Page
 Effective Date

WHC-SD-GN-PMP-20004
 H
 0
 3 of 5
 May 31, 1994

DELIVERABLE GROUP/NAME		RESPONSIBLE INDIVIDUAL	PLANNED START DATE	PLANNED COMPLETION DATE	OTHER TEAM MEMBERS ASSIGNED
NO	NAME				
Detailed Design Specs					
460	Optimization of Facets	Buzz Stoner	6/1/94	8/1/94	Jeff Kinney Ed White Kyle Willers
470	Definition of Functional Entities	Buzz Stoner	6/1/94	8/1/94	Jeff Kinney Ed White Kyle Willers
480	Definition of Functional Links	Buzz Stoner	6/1/94	8/1/94	Jeff Kinney Ed White Kyle Willers
320 (physi- cal level)	Definition of Data Elements	Buzz Stoner	6/1/94	1/1/95	
490	Functional Standards (for prototypes)	Kyle Willers	6/1/94	1/1/95	Jeff Kinney Buzz Stoner
490	For non-prototyped Unit Processes	Rodney Jong Ed White "New Person" (as assigned)	6/1/94	1/1/94	Kyle Willers
695	Prototype Report	Kyle Willers	9/27/94 (proto #1) 1/4/95 (proto #2)	1/10/95 (both proto)	Jeff Kinney Buzz Stoner Dave Braaten
500	Physical Structure of Facets	Buzz Stoner	7/1/94	1/10/95	Jeff Kinney Ed White Rodney Jong
510	Definition of Tables and Views	Buzz Stoner	7/1/94	1/10/95	Jeff Kinney Ed White Rodney Jong
520	Definition of Table Spaces	Buzz Stoner	7/1/94	1/10/95	Jeff Kinney Ed White Rodney Jong

QUEST2: PROJECT PLAN: RELEASE 1
 INDIVIDUAL PLAN and
 RESPONSIBILITY FOR EACH
 DELIVERABLE
 (P+ DOCUMENTS #012/028)

Document
 Appendix
 Revision Number
 Page
 Effective Date

WHC-SD-GN-PMP-20004
 H
 0
 4 of 5
 May 31, 1994

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				
Detailed Design Specs (Continued)					
540/550	Partitioning	Each Person As Assigned Lead for Each Prototype and Other Unit Processes	7/1/94	1/10/95	Team
570	Program Specifications	Each Person As Assigned Lead for Each Prototype and Other Unit Processes	7/1/94	1/10/95	Team
580	Production Run Specifications	Each Person As Assigned Lead for Each Prototype and Other Unit Processes	7/1/94	1/10/95	Team
660	Screens	Jeff Kinney	7/1/94	1/10/95	Buzz Stoner Ed White "New Person"
Test Plans and Reports					
740	Functional Test Environment	Kyle Willers	7/1/94	1/10/95	Buzz Stoner Jeff Kinney Ed White
XX	Proto-type Test	Kyle Willers	7/1/94	1/10/95	Buzz Stoner Jeff Kinney Ed White
750/760/770	Description of Functional Test Groups/Test Units/Test Report	Kyle Willers	7/1/94	1/10/95	Buzz Stoner Jeff Kinney Ed White

QUEST2: PROJECT PLAN: RELEASE 1
 INDIVIDUAL PLAN and
 RESPONSIBILITY FOR EACH
 DELIVERABLE
 (P+ DOCUMENTS #012/028)

Document
 Appendix
 Revision Number
 Page
 Effective Date

WHC-SD-GN-PMP-20004
 H
 0
 5 of 5
 May 31, 1994

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				
CADS Prepared Deliverables					
400	User Guide TOC	Braaten (FA support)	8/8/94	8/9/94	
430	Operating and Maintenance Resource Requirements	Braaten (FA support)	9/29/94	9/30/94	
440	Training and Information Requirements	Braaten (FA support)	10/3/94	10/7/94	
450	Implementation Plan	Braaten (FA support)	10/10/94	10/21/94	
700	User Guide	Braaten (FA support)	10/22/94	11/22/94	
710	Training Package	Braaten (FA support)	10/22/94	11/22/94	

**OUTSTANDING ISSUES & LOG
(P+ DOCUMENT #046 & #048)****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 should stop until a decision is made.

The P+ methodology states that a development shall not continue past the PA phase if any Key Issues are outstanding. QUEST2 is already in the development of the first release, yet there are Key Issues still requiring resolution. This situation is a reflection of the site-unique environment which will require coordination and, perhaps, some compromise across organizational entities to totally resolve some Key Issues. Those Key Issues that still remain unresolved will have a final impact date established which indicates the point in the release development where extraordinary risk is incurred by proceeding without issue resolution.

3.0 NON-KEY ISSUES

Once a non-key issue is identified, it will be included on the Responsibility Matrix described in the 032 Procedures on actions. It will also be incorporated into the attached Issues Tracking Log form. This form will also serve as the formal transmittal device for issues that must be presented to management review boards for resolution.

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.

QUEST2: PROJECT PLAN: RELEASE 1

Document WHC-SD-GN-PMP-20004
Appendix I
Revision Number 0
Page 2 of 3
Effective Date May 31, 1994

OUTSTANDING ISSUES & LOG
(P+ DOCUMENT #046 & #048)

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.

In addition, the Issues Tracking Log form will be retained for each issue. The accumulation of these prior versions will constitute the 048 Outstanding Issue Log deliverable.

QUEST2: PROJECT PLAN: RELEASE 1

Document WHC-SD-GN-PMP-20004
Appendix I
Revision Number 0
Page 3 of 3
Effective Date May 31, 1994

OUTSTANDING ISSUES & LOG
(P+ DOCUMENT #046 & #048)

ATTACHMENT A

ISSUES TRACKING LOG

Issue Number: (Chronological number assigned by Project Manager)

Issue Title: (Short reference title of issue)

Short Description: (Short paragraph explaining the issue)

Impact If Not Resolved: (Short description of impact on the QUEST2 project if no resolution is provided. Includes possible "work arounds" if the issue is not resolved, and why these may be less than optimal as opposed to continuing with a resolved issue)

Action Required: (Short description of any recommended solutions, actions to take to provide resolution, etc.)

Assigned for Resolution to: (Lead person who will ensure that the issue is resolved)

"At Risk" Date: (Latest date in the project schedule where development of the affected area should stop if issue is not resolved)

Date Resolved: (Resolution date)

Resolution: (Final decision on issue)

Signature: (Signed off by the person assigned to ensure resolution, after the issue is resolved)

1.0 PURPOSE

This document provides instructions for formal change request processes in support of the QUEST2 development. It includes submission, review, prioritization, and tracking of change requests.

2.0 ITEMS AFFECTED

Change requests are required for general types of QUEST2 development work:

- Final documentation, and
- System software.

2.1 Final Documentation.

Final documentation deliverables are those that have been accepted and are under the control of the site system documentation control processes. These have a document control number on them and are considered "frozen". These documents provide the audit and historical trail for the project. They also provide fundamental analytic and design results which serve as the basis for subsequent system construction.

There may be a necessity to change final documentation (e.g. there is a change in business rules affecting a process model, or there are changes to system objectives). Usually, such a necessity reflects some other fundamental change in project scope which requires that the existing documentation be updated to reflect the new project direction.

2.2 System Software.

System software is subject to change requests while it is being developed and also after the system has been implemented.

Software Under Development

Software under development is constructed with a well-defined intent and scope. As users interact with the development, new ideas or concepts can occur which appear desirable for inclusion in the development (this is especially true for evolutionary prototypes such as will be used for QUEST2). Also, during the development period, new business rules or mandates may be identified.

When these new development directions are identified, they must be reviewed. As explained later in this document, decisions are needed on whether to incorporate these changes into the existing development, defer them

to a later system release, or disallow them completely. Regardless, they must be formally captured in a change request that is retained as part of the system file.

Implemented Software

Once the system has been implemented, new ideas and concepts can occur to users as they interact with the system in a production environment. These must also be formally captured, reviewed, and prioritized to determine whether to modify/enhance the system, and when to do so.

Upon implementation, new requirements for enhancements and/or modifications will be captured according to procedures developed by the system owner. This will be reflected in the procedures that support the QUEST2 Functional Model manual Unit Processes:

- UPQST80 Prepare Change Request,
- UPQST82 Analyze Request
- UPQST83 Prepare Release Specs and Track
- UPQST85 Estimate and Process Change

The remainder of this document will provide only for change management during system development. This pertains to changes affecting final deliverables and software under development.

3.0 QUEST2 CHANGE REQUEST FORMS

3.1 Final Documentation.

The 032 Procedures on Deliverables (Section 2) includes a form in Attachment C titled "Standard Document Change". This form will be used for all change requests to alter final documentation.

3.2 Developing Software.

The 490 Functional Specifications, and the "500 series" of system construction documents will be used to define and establish the scope of all developing software.

The 235 Scope Of Prototype document (see WHC-SD-GN-CSWD-30072) contains prototype review points where change requests may be identified. These are new requirements not considered to be in the current scope of the development. They will be recorded on the Change Request For Software Under Development form as shown in Figure 1. (A copy of this form is on the P:\QUEST2 drive with the file name SOFTCHNG.TEM)

QUEST2: PROJECT PLAN: RELEASE 1

Document

WHC-SD-GN-PMP-20004

Appendix

J

Revision Number

0

CHANGE REQUEST AND LOG

Page

3 of 6

(P+ DOCUMENT #042/044)

Effective Date

May 31, 1994

Other Unit Processes will be developed following more traditional, non-prototyping, development processes. Any out of scope change requests that are identified will also be noted with the form in Figure 1.

QUEST2 SOFTWARE CHANGE REQUEST

Date Prepared:

1. Prepared by:

Name:

Office:

Phone:

4. Description:

5. Justification:

6. Submitter Priority: ☐ High ☐ Medium ☐ Low

#####

SYSTEM OWNER/PROJECT MANAGER ACTIONS

Request ID:

Date Received:

Date Estimate Requested:

Date Estimate Received:

Estimated Hours:

Date Submitter Notified:

Actual Hours:

Initial Priority Assigned: ☐ High ☐ Medium ☐ Low

Date Assigned:

Current Priority Assigned: ☐ High ☐ Medium ☐ Low

Date of Last Priority Revision:

Date Closed Out:

Comments:

Figure 1. Change Request Form: Software Under Development

3.3 Instructions for Filling Out Change Request Form.

The top portion will be filled out by the person identifying the change and/or the analyst receiving the information.

Date: date of report preparation

Prepared By: name, office, phone number of person preparing the report

Description: text description of the desired change

Justification: reason for needed change to include impact on business requirements if the change is not made

Submitter Priority: check appropriate box indicating whether the person identifying the change considers it to be high, medium, or low priority

The bottom portion is reserved to record the actions of the System Owner and QUEST2 Project Manager.

Request ID: Change Control number assigned to this report
(use two digits to indicate the year of submission
and three digits to indicate chronological
number assignment: YY-XXX)

Date Received: date the System Owner received the report

Date Estimate Requested: date the System Owner requests a work estimate from the QUEST2 Project Manager

Date Estimate Received: date the System Owner receives the work estimate

Estimated Hours: hours estimated to make the change

Date Submitter Notified: date System Owner provides status and decisions back to the person who originally identified the change

Actual Hours: actual work hours used to accomplish the change

Initial Priority: System Owner's assignment of priority when the change is first reviewed: check the appropriate box for high, medium, or low and note the date priority is assigned

Current Priority: the current System Owner's assessment of priority: check the appropriate box for high, medium, or low and note the date the priority was revised

Date Closed Out: the date the last actions necessary to make the change have all been completed

Comments: general comments regarding the change which the System Owner or Project Manager desire to record

4.0 CHANGE REQUEST PROCESSING

Change request forms will be submitted to the QUEST2 Project Manager for review. They will be evaluated to determine their impact on the project scope. An estimate will be provided showing the resource and schedule impacts on the development if the change is initiated.

The System Owner will review the estimate and scope impact. Tradeoffs between business priorities and development impacts will be considered. The System Owner will determine if the scope impact should be permitted in the current development. If not, the System Owner can defer the change to a later release of the system, or can reject the change completely as one not desirable in the system. (As specified in the P+ methodology, all of these decisions may be delegated by the System Owner to the System Manager). The disposition of the change will be noted on the change request form.

Once the System Owner has determined the disposition of the change request, the Project Manager will take action as noted:

- For changes approved for inclusion in the current project development, the Project Manager will arrange for any increased resources necessary to accommodate the change. The project schedule will be revised where necessary. The required work will be incorporated into the project plan and assigned to the necessary personnel for completion.
- For changes deferred to a later release, the Project Manager will retain these as open items in the Change Request Log. These will then be incorporated into planning for any subsequent release developments.

Change request forms will be reviewed monthly during the last monthly team meeting (see 032 Procedures on Meetings (Section 1)).

As subsequent actions address the change, the change can be eventually closed by the Project Manager. A copy of the closed change will be forwarded to the System Owner as notification that action is completed on that change.

If the System Owner disagrees that the action closes the changes (i.e., he considers the change to still be open), he can so notify the Project Manager and the change can be reopened. Respective line managers for the Project Manager and System Owner will adjudicate any disagreements.

5.0 CHANGE REQUEST LOG

The QUEST2 Project Manager will maintain a log of all change requests. All active (open) and all previously closed change requests will be included in the log until the completion of Release 1. At that time, closed change requests will be filed in the Project File as described in the 032 Procedures on Project Records (Section 3). Open change requests will be submitted to the System Owner for disposition. It is anticipated that some of these may be incorporated into the scope of work for follow on releases.

The Change Request Log will be divided into two sections: one for Final Documentation and one for Software Under Development.

QUEST2: PROJECT PLAN: RELEASE 1

Document
Appendix
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
K
0
1 of 2
May 31, 1994

TECHNICAL REVIEW REPORT
(P+ DOCUMENT #054)

1.0 PURPOSE

This document provides the format for collection of technical review comments.

2.0 TECHNICAL REVIEWS

Technical reviews will be solicited, as needed, during the course of the QUEST2 release 1 development. Some of these reviews will provide the project team with technical information in areas outside the team's realm of expertise. For example, technical input may be requested from the HLAN personnel to resolve hardware issues in establishing the production system on the LAN. Technical input may also be requested from SYBASE or POWERBUILDER programmers to resolve coding questions.

The BCSR Validation and Verification (V&V) personnel will be requested to attend prototype tests, functional tests, and acceptance tests as described in the 032 Procedures on Testing (Section 6) and the 235 Scope of Prototype.

The form at Attachment A will be used to capture the information from any technical reviews the QUEST2 team may request. This form is stored on the P:\QUEST2 drive under the file name TECHREVIEW.TEM

QUEST2: PROJECT PLAN: RELEASE 1

Document
Appendix
Revision Number
Page
Effective Date

WHC-SD-GN-PMP-20004
K
0
2 of 2
May 31, 1994

TECHNICAL REVIEW REPORT
(P+ DOCUMENT #054)

ATTACHMENT A

TECHNICAL REVIEW FORM

DATE:

PERSONS PRESENT:

PROBLEM BEING REVIEWED: (include issues, objectives of the review, project deliverables affected by the review)

CONCLUSIONS/RECOMMENDATIONS: (include analysis from the participants, crux of the problem, conclusions reached, solutions to be adopted and reasons for doing so, impacts on other deliverables or the project in general, recommendations)

FOLLOW UP: (include action plan to implement any solutions, any new outstanding issues, deliverable changes, etc.)

PROJECT MANAGER SIGN OFF:

Recommendations to implement:

Verification that actions have been closed: (initial and date)