

NWCG Incident Base Automation Phase 3

Web-based I-Suite

Project Charter



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1. Project Overview

1.1 Identification

This project is to be known as the Incident Based Automation Phase 3, Web-based I-Suite Project, referred to as the Web-based I-Suite Project.

The name of the project team is the IBA Project Team.

1.2 Project Background

This project is part of a three-phase project regarding incident base automation. These three phases are described in the I-Suite Support & Stabilization (Phase 1) and IBA2 NWCG Project Charter and are depicted in Figure 1.

NWCG Incident Base Automation Project Phases

<u>Phase 1 - Project 1</u>	<u>Phase 2 - Project 2</u>	<u>Phase 3 - Multiple Component Projects (Modules)</u>
<u>I-Suite Stabilization and Support Project (IRSS, ICARS, ITS, IAP)</u>	<u>Incident Base Automation Strategic Planning Project</u>	<u>Incident Base Automation Component Projects</u>
<ul style="list-style-type: none">• Stabilize Application• Initiate Change Management• Provide User Support• Provide Application Maintenance	<ul style="list-style-type: none">• Identify Key Business Areas• Conduct Business Area Analysis• Conduct Strategic Project Planning• Prioritize and Recommend Phase 3 Projects	<ul style="list-style-type: none">• Infrastructure Components• Business Area Components

Figure 1: IBA Project Phases

1.3 Purpose/Business Need

The purpose of this project is to complete an action item which resulted from Phase 2 of the Incident Based Automation Project and documented in the Incident Based Automation Strategic Plan. The focus area and business need for this project is:

- Conversion of the I-Suite Application to a web-based application which can be hosted as stand-alone, on a local area network at an incident, and on an Enterprise Level.

The I-Suite System has been very successful, but because it is a client based solution, it has experienced numerous issues with agency approvals, security, installation, and general support. Converting the application to a web based

approach will mitigate many of the current issues and provide for further scalability and widespread agency and interagency agency use.

1.4 Project Scope

Reengineering of the I-Suite Application so that the application user interface utilizes browser based technology and can connect to client, local area network, or enterprise network (agency or public internet) to access local and enterprise scale databases.

In addition to being browser based, I-Suite shall include all of the existing functionality as well as:

1. Incorporate a supply module which provides services for checking supplies in / out to incident personnel
2. Incorporate the same Automated Identification Technology (AIT) used by the reengineered ICBS.
3. Incorporate a Health and Safety Module for tracking of accidents and medical events at the incident level.
4. Permit the entry of Resource Request information which can be exchanged with ROSS.
5. Permit the reading / import of Resource Request Status Information from ROSS which provides high level information to assist Incident Management Teams with planning efforts.
6. Implement Smart Card Technology for employee identification and qualifications authentication which meets the FIPS 201 standard.
7. Permit the export all data in a variety of formats including XML / DHS EDXL

1.5 Application Scope

The application scope shall include all components currently included in the I-Suite application as well as:

- Incident Supply System (ISS)
- Incident Health and Safety System (HSS)

1.6 Project Objectives

The objective of this project is to address a specified action item of making I-Suite data more accessible and resolve other issues as documented in the Incident Based Automation Strategic Plan.

1.7 Outstanding Issues

Project Funding

Funding for the items within the scope of this charter is provided by the US Forest Service through the Information Resource Board (IRB). Funding is on a fiscal year by fiscal year basis.

Evolving Business Requirements

Business Requirements for some of the tasks are not fully understood or defined which may lead to changes in project scope, resource, and financial requirements.

Capital Planning and Investment Control

Capital Planning and Investment Control (CPIC) policy and direction used for the project will align with those established by the Managing Partner Agency.

Agencies implementing or using the deliverables from this project may require additional or more detailed CPIC deliverables than required by the Managing Partner Agency. Funding for additional or more detailed CPIC deliverables is not included in the project cost estimate, and will require negotiations between the Managing Partner Agency and the partnering agencies to resolve.

Security Certification and Accreditation

Security Certification and Accreditation (C&A) policy and direction used for the project will align with those established by the Managing Partner Agency.

Agencies implementing or using the deliverables from this project may require additional or more detailed C&A deliverables than required by the Managing Partner Agency. Funding for additional or more detailed C&A deliverables is not included in the project cost estimate, and will require negotiations between the Managing Partner Agency and the partnering agencies to resolve.

1.8 Sponsorship & Ownership

The IBA Phase 3 Project is sponsored and chartered by the National Wildfire Coordinating Group (NWCG). This group will provide executive oversight; assure adequate project staffing; and assure access to working teams and agency technical expertise.

The USDA Forest Service is designated as the Managing Partner Agency and system owner. The USDA Forest Service will be the primary funding agency. Other agencies may contribute funding, personnel and other resources during the course of the project

1.9 References

The following references provide background information on Incident Based Automation, and are available upon request.

- IBA (Phase 1) Charter, February 2003
- IBA (Phase 2) Charter, May 2004

2. Project Approach

IBA Phase 3 will be managed in cooperation and collaboration with other NWCG projects and in conformance with enterprise architecture, data, and repository principles. The project will follow the guidance and standards provided by the NWCG and the NWCG Program Management Office (PMO). The project will contribute to the evolution of the NWCG National Wildland Fire Enterprise Architecture (NWFEA). Software Development will follow an iterative development approach. This approach is a variation of the Rational Unified Process ® (RUP).

2.1 Project Deliverables

Browser Based I-Suite Application which incorporates: all existing functionality, a supply module which provides services for checking supplies in / out to incident personnel, the same Automated Identification Technology (AIT) used by the reengineered ICBS, and a Health and Safety accident reporting module. Other modules may be incorporated at a later date determined through the change management process.

Quality Objectives

The overall objective is to deliver the highest quality possible within the constraints of the approved project resources and timeline. Quality of the products and deliverables will be maintained through development and validation of detailed requirements specifications, rigorous reviews and testing. Requirements reviews and testing of software and hardware will be conducted using the most appropriate mix of technical and business subject matter expertise.

2.2 Project Leadership

Primary leadership, advisory and business community representation for IBA Phase 3 is delegated to the following people:

- Project Manager - Jon C. Skeels, PMP
- Business Lead – Mary Ann Szymoniak

2.2 Reporting, Oversight and Review

Reporting, oversight, and review will help ensure that the project stays within the approved scope, schedule, and cost.

- NWCG will provide overall oversight of the project.
- Agency IRM officials will provide oversight for agency information resource management and alignment with agency enterprise architectures.

- The Managing Partner Agency will provide oversight to ensure that the project complies with USDA and DOI CPIC regulations.
- The NWCG Incident Business Practices Working Team will provide business oversight to the project.
- The NWCG IRM Working Team and the NWCG Program Management Office will provide technical oversight to the project for interagency information resource management, National Wildland Fire Enterprise Architecture (NWFEA) collaboration, and project coordination.
- The NWCG IRM Working Team and the NWCG Program Management Office, in conjunction with the Business Lead, will review project deliverables and provide recommendations for approval to the NWCG.
- Periodic status reports will be prepared and disseminated by the IBA project team in accordance with NWCG Project Management Principles, Guidelines, and Standards and the project communications plan.

2.3 Integrated Project Plan

The Project Team shall develop and maintain an integrated project plan including (minimum) the following components:

- Integrated Project Management Plan
- Scope Document and a Scope Management Plan
- Staffing Plan
- Risk Management Plan and Regular Risk Assessments
- Process Options White Paper
- Earned Value Management Plan
- Communications Plan
- Security Plan
- Certification and Accreditation (C&A)
- Acquisition Management Plan

2.4 Dependencies

The IBA Phase 3 Web-based I-Suite project's success is dependent on the following items:

- Budget allocations and funding for all fiscal years for which this project is active.
- Provision of required labor as requested from the participating agencies for the duration of the project.

2.5 Risk Management

A detailed Risk Management Plan will be developed. The plan will be included as an appendix to the project plan. General risks identified below are provided without in-

depth review, documentation, probability of occurrence, impact on the project or mitigation measures. The following general risks have been identified.

Scope – Maintaining control of the projects scope is critical to successful completion of the project within the planned budget and schedule. If a change in scope occurs, appropriate adjustments in the project baseline schedule and budget will occur.

Schedule – The project schedule is developed based on both known and estimated tasks and time frames. If budget and/or resources are limited to levels below estimates, the project schedule would be threatened and will require rebase-lining.

Budget – The ability of the project to succeed is directly dependent on receiving the appropriate budget levels as estimated. If financing is limited or interrupted, the project may take longer to complete and involve a higher total cost to the government.

Resource Availability – The availability of resources to complete project tasks directly affects the project budget and schedule.

2.6 Process Phases and Deliverables

The Incident Base Automation Phase 3 Web-based I-Suite project will consist of 3 phases: Initiation; Development; and Operations, Support and Maintenance.

Initiation Phase

The Project Initiation Phase sets the foundation from which the project begins. During this phase the Charter is developed and approved by the managing partner agency and project sponsors, and the Project Business Case is developed and approved.

Staffing and costs estimates are presented to the Project Sponsor and managing partner agency for approval. Once approved, initial work to recruit key project team members shall be completed to prepare for the initiation of the Development Phase and the Operation, Support and Maintenance Phase.

Project Initiation Deliverables:

- Project Charter
- Project Business Case
- Communications Plan
- Agency/Department approvals and funding
- Project Team including authorization to work and accompanying infrastructure
- Detailed Project Plan
- Establish data stewardship.

Milestone

This phase is considered complete when the charter amendment is signed and funding and staffing is established.

Development Phase

The purpose of the Development Phase is to:

- Complete conversion of the I-Suite application to a web-based system
- Develop, update and provide user and system administration documentation for all aspects of the application
- Develop or update training curriculum and supporting materials,
- Provide user training.

The Development Phase will consist of 3 stages: Requirements, Construction, and Transition.

Development Phase Deliverables:

- I-Suite Application that has been converted to operate in a web-based environment.
- I-Suite Application which meets the requirements as defined in the scope section of this project charter
- User and system administration documentation
- Training curriculum and supporting materials
- User Training
- Data Model, Data Dictionary and data standard proposals.

Milestones

1. The first review shall focus on the completed changes to the application to assure that the application is ready for transition to the user community.
2. The second and final review shall occur at the completion of transition to the user community to assure that the intended objectives have been met.

These reviews will include representation from the IBP and IRM Working Teams.

Operations, Support, and Maintenance Phase

The purpose of the Operations, Support, and Maintenance Phase is to put in place an infrastructure that will provide user support, and maintain the application.

Operation, Support, and Maintenance Phase Deliverables:

- User Support
- Application Support
- Service Level Agreements
- Data Administration Support
- Quality Assurance feedback and monitoring procedures

Project Closeout

During this phase project procurement, contracting, and project documentation is reviewed and archived. Project lessons learned are documented/updated, shared with project sponsors and archived. A formal project debriefing with the project sponsor, business community representatives, stakeholders, and the managing agency is conducted. The project team is formally decommissioned.

Project Closeout Deliverables

- Final procurement/contracting review documents
- Final project documentation package
- Lessons learned document
- Project team performance ratings

Milestone

The project closeout is considered complete when all key documents have been reviewed, the final documentation package is archived, project team performance ratings have been issued, and the project team is decommissioned. The project is now considered complete

2.7 Project Control

A detailed work breakdown structure (WBS) will be prepared. A schedule Gantt chart will be developed from the WBS describing the duration and responsibility for each task in the WBS. This structure will be established as the schedule baseline.

Refined cost estimates will be based on the WBS and Gantt chart.

Schedule and cost progress against the WBS and Gantt chart will be tracked and reported quarterly to the project sponsors.

Project Core Team Meetings will be held as necessary.

Proposals for changes in Project Scope shall be jointly submitted for approval to the NWCG through the IBP and IRM Working Teams. Proposals shall include detailed descriptions, impacts to resources, schedule, and costs.

Project technical issues that cannot be resolved by the Project Manager and/or Business Lead shall be forwarded to the IRM Working Team; business issues shall be forwarded to the IBP Working Team.

2.8 Quality Control Activities

Contractors working on this project shall be required to prepare a Quality Assurance and Test Plan that will guide reviews and testing for each phase of development. The Quality Assurance and Test Plan will be reviewed and approved by the Project Manager and Business Lead.

Configuration Management – The contractor will be required to exercise software configuration management (SCM) practices. The contractor will prepare an SCM Plan. The project core team will also practice configuration management for components that are the responsibility of the government, e.g., policy, documentation or training materials.

The contractor will maintain **Software Problem Reports (SPR)** in a software configuration management database. The project core team, working with the contractor, will prioritize SPR's. Disposition of each SPR will be maintained by the contractor.

Once the application is developed and tested, an **alpha test** will be conducted at the contractor's site. Subject Matter Experts and the Project Core Team will conduct alpha testing. SPR's identified during alpha testing will be prioritized by the core team working with the contractor. The government will make a determination that the alpha test was successful. If there are significant alpha test SPRs discovered, the Contracting Officer's Technical Representative (COTR) might decide to conduct a second alpha test after the priority SPRs are corrected. The COTR will make the determination that the alpha test is sufficient and the project may proceed to the beta test.

Upon successful completion of the alpha test and fixing the priority SPRs, users with a variety of skill levels will conduct a **beta test** at multiple locations. The number and location of the beta test sites will be determined during the preparation of the test plan. SPR's identified during beta testing will be prioritized by the core team working with the contractor. The COTR will make a determination that the beta test was successful. If significant beta test SPR's are discovered, the COTR may decide to conduct a second beta test after the priority SPR's are corrected. The COTR will make the determination that the beta test is sufficient and the project may proceed to release. This determination represents that the testing iterations have been successful and represents a significant project milestone.

2.10 Project Schedule

A detailed schedule will be completed as a component of the Project Plan.

2.11 Project Cost Estimate

Project cost estimates are displayed by investment segment as requested through the US Forest Service Investment Resources Board (IRB).

	<u>FY-2006</u>	<u>FY-2007</u>	<u>FY-2008</u>	<u>FY-2009</u>
Web-ISuite	\$1,800,000	\$1,500,000	\$600,000	\$0

I-Suite Stabilization and Support Project

Resource Type Role	Person Type (GS/Contract)	Initiation	Requirements	Construction /	Closeout	Total Days	FTE over Project Life
		Phase Days	/ Design Phase	Test / Deploy Phase			
Project Management Team							
Business Lead	GS-13	40	40	40	20	140	0.54
Project Manager	GS-14	40	40	40	20	140	0.54
Business Requirements Lead	GS-12	0		40	5	45	0.17
Implementation Team Leader	GS-13	0		80	5	85	0.33
Contracting Officer	GS-12	0	30	30	5	65	0.25
Administration	Varies	0	20	30	5	55	0.21
Subject Matter Experts	Varies	0	240	240	0	480	1.85
Application Test Specialist	GS-11	0		60	0	60	0.23
Implementation Team							
Systems Trainer	GS-11	0		60	0	60	0.23
Systems Trainer	GS-11	0		60	0	60	0.23
Total Days		80		680	60	820	4.58
Total FTE		0.31		2.62	0.23	3.15	

3. Approvals

Prepared & Submitted By:

Mary Ann Szymoniak,
Business Lead

Date

Jon Skeels,
Project Manager

Date

Recommended By:

Hallie Locklear, Chair
Incident Business Practices
Working Team

Date

Shari Shetler, Chair
Information Resource
Management Working Team

Date

Approved By:

Kirk Rowdabaugh, Chair, NWCG
National Association of State
Foresters

Date