

Select Template - v.1

ID	WBS	Name	Task Type	January		January		January		January	
				11/12	8/19	5/26	3/2	12/7			
1	1	Name of Investment	Major Select								
2	1.1	REQ: Initiate Project	Initiate Project								
3	1.1.1	Grant contract award	Milestone								USDA Employee
4	1.1.2	Hold project kick-off	Milestone								USDA Employee
5	1.2	REQ: Alternative Analysis	Alternative Analysis								
6	1.2.1	Refine market research to further identify solutions	Work Activity								USDA Employee
7	1.2.2	Conduct high level make-or-buy analysis	Work Activity								USDA Employee
8	1.2.3	Determine new alternative solutions for the major investment	Work Activity								USDA Employee
9	1.2.4	Update cost benefit analysis (CBA) parameters	Work Activity								USDA Employee
10	1.2.5	Gain internal approval for the updated CBA parameters	Review								USDA Employee
11	1.2.6	Refine the assumptions of the new CBA	Work Activity								USDA Employee
12	1.2.7	Baseline and gather updated CBA cost data per alternative	Work Activity								USDA Employee
13	1.2.8	300 REQ: Adjust costs for each alternative based on risks	Work Activity								USDA Employee
14	1.2.9	Define new targets for each alternative based on capability analysis	Work Activity								USDA Employee
15	1.2.10	Quantify benefits for each of the new CBA scenarios	Work Activity								USDA Employee
16	1.2.11	Update CBA document	Work Activity								USDA Employee
17	1.2.12	Circulate the updated CBA for review	Review								USDA Employee
18	1.2.13	OICO REQ: Finalize updated CBA document	External Deliverable								USDA Employee
19	1.2.14	Select best alternative based on updated CBA	Work Activity								USDA Employee
20	1.2.15	Define return on investment (ROI) for alternative chosen	Work Activity								USDA Employee
21	1.3	REQ: Security Analysis	Security Analysis								
22	1.3.1	Update user security requirements definition	Work Activity								USDA Employee
23	1.3.2	Conduct security analysis	Work Activity								USDA Employee
24	1.3.3	300 REQ: Create detailed security plan that complies to OMB policy and NIS	Work Activity								USDA Employee
25	1.3.4	Circulate detailed security plan for internal review	Review								USDA Employee
26	1.3.5	Finalize detailed security plan	External Deliverable								USDA Employee
27	1.3.6	Determine accurate security costs	Work Activity								USDA Employee
28	1.3.7	Create security risk assessment	Work Activity								USDA Employee
29	1.3.8	Create mitigation strategies	Work Activity								USDA Employee
30	1.3.9	Review security plan against departmental architecture	Review								USDA Employee

Date: Tue 3/2/04	Task 	Milestone 	External Tasks
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31	1.3.10	300 REQ: Conduct privacy impact assessment	Work Activity								USDA Employee
32	1.4	REQ: Prepare for security certification and accreditation (C&A)	Work Activity								■
33	1.4.1	OCIO REQ: Determine security categorization	Work Activity								USDA Employee
34	1.4.2	OCIO REQ: Identify C&A key participants (DAA, C&A team, CO)	Work Activity								USDA Employee
35	1.5	REQ: Phase 1 - C&A Pre-certification activities	Work Activity								■
36	1.5.1	OCIO REQ: C&A Phase 1 started	Milestone								■ 6/24
37	1.5.2	Develop draft Trusted Facility Manuals (TFM)	Work Activity								USDA Employee
38	1.5.3	Develop draft Security Features Users Guide (SFUG)	Work Activity								USDA Employee
39	1.5.4	Develop draft Standard Operating Procedures (SOP)	Work Activity								USDA Employee
40	1.5.5	Develop draft Risk Assessment (RA)	Work Activity								USDA Employee
41	1.5.6	Develop draft Disaster Recover (DR) Plans	Work Activity								USDA Employee
42	1.5.7	OCIO REQ: C&A Phase 1 completed	Milestone								USDA Employee
43	1.6	REQ: Telecommunications Analysis	Telecommunications Analysis								■
44	1.6.1	Create telecommunications infrastructure analysis	Work Activity								USDA Employee
45	1.6.2	OCIO REQ: Determine telecommunication cost estimates	Work Activity								USDA Employee
46	1.6.3	Ensure compliance with agency telecommunications plan	Work Activity								USDA Employee
47	1.7	REQ: Business Case	Business Case								■
48	1.7.1	Review the Mission Needs Statement and update if needed	Review								USDA Employee
49	1.7.2	300 REQ: Establish and maintain initiative and security costs schedule and t	Work Activity								USDA Employee
50	1.7.3	300 REQ: Refine investment assumptions and constraints	Work Activity								USDA Employee
51	1.7.4	300 REQ: Refine investment alignment to agency mission/strategic goals ar	Work Activity								USDA Employee
52	1.7.5	300 REQ: Link investment to strategic goals from the President's Managemen	Work Activity								USDA Employee
53	1.7.6	Identify funding source and obtain agency approvals	Work Activity								USDA Employee
54	1.7.7	OCIO REQ: Develop major investment supporting materials	Work Activity								USDA Employee
55	1.7.8	OCIO REQ: Update investment business case (Exh. 300)	Work Activity								USDA Employee
56	1.7.9	Conduct review meeting for business case	Review								USDA Employee
57	1.7.10	OCIO REQ: Prepare investment review submission package	Work Activity								USDA Employee
58	1.7.11	300 REQ: Obtain approval of OMB 300 Exhibit by Project Manager	Work Activity								USDA Employee
59	1.7.12	Sponsor & Agency review investment submission	Review								USDA Employee
60	1.7.13	Sponsor & Agency approve investment submission	External Deliverable								USDA Employee

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61	1.7.14	OCIO reviews initiative and recommends appropriate action	Review								USDA Employee
62	1.7.15	E-Board makes final investment decisions	Milestone								USDA Employee
63	1.8	REQ: Resource Planning	Resource Planning								■
64	1.8.1	300 REQ: Determine roles and skill-set required	Work Activity								USDA Employee
65	1.8.2	Identify team members	Work Activity								USDA Employee
66	1.8.3	Approve Integrated Project Team membership	Work Activity								USDA Employee
67	1.8.4	Create organization chart of team members	Work Activity								USDA Employee
68	1.8.5	Determine resource specific equipment and materials needed	Work Activity								USDA Employee
69	1.8.6	Allocate cost estimates to the resources	Work Activity								USDA Employee
70	1.8.7	Draft resource plan	Work Activity								USDA Employee
71	1.8.8	Conduct resource plan review meeting	Review								USDA Employee
72	1.8.9	Finalize resource plan	External Deliverable								USDA Employee
73	1.9	REQ: Cost Planning	Cost Planning								■
74	1.9.1	Create investment cost goals based on CBA	Work Activity								USDA Employee
75	1.9.2	300 REQ: Obtain approval of cost goals from CFO	Review								USDA Employee
76	1.9.3	Develop earned value management (EVM) methodology	Work Activity								USDA Employee
77	1.9.4	Ensure EVM meets ANSI/EIA standard 748	Work Activity								USDA Employee
78	1.9.5	Obtain earned value management (EVM) methodology approval	Review								USDA Employee
79	1.9.6	OCIO REQ: Finalize earned value management (EVM) methodology	External Deliverable								USDA Employee
80	1.9.7	300 REQ: Determine performance measurements and reports	Work Activity								USDA Employee
81	1.9.8	300 REQ: Conduct FFMI compliance review (if project is a financial manag	Review								USDA Employee
82	1.10	REQ: Risk/Issue Planning	Risk/Issue Planning								■
83	1.10.1	Determine risk management methodology	Work Activity								USDA Employee
84	1.10.2	300 REQ: Identify potential risks (to include 19 OMB risks)	Work Activity								USDA Employee
85	1.10.3	Map OMB 19 risks (factors) to the project plan tasks	Work Activity								USDA Employee
86	1.10.4	Identify mitigation plan for each risk identified	Work Activity								USDA Employee
87	1.10.5	Establish budget for risk management process	Work Activity								USDA Employee
88	1.10.6	Determine threshold criteria for risks	Work Activity								USDA Employee
89	1.10.7	Establish reporting formats and tracking of risks	Work Activity								USDA Employee
90	1.10.8	Draft risk management plan	Work Activity								USDA Employee

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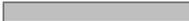
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				11/12	8/19	5/26	3/2	12/7			
91	1.10.9	Circulate risk management plan for feedback internally	Review								USDA Employee
92	1.10.10	300 REQ: Finalize risk management plan	External Deliverable								USDA Employee
93	1.11	REQ: Process Planning	Process Planning								■
94	1.11.1	Create communications plan	Work Activity								USDA Employee
95	1.11.2	Conduct communications plan review meeting	Review								USDA Employee
96	1.11.3	Finalize communications plan	External Deliverable								USDA Employee
97	1.11.4	Create change control plan	Work Activity								USDA Employee
98	1.11.5	Conduct change control plan review meeting	Review								USDA Employee
99	1.11.6	Finalize change control plan	External Deliverable								USDA Employee
100	1.11.7	Create quality assurance plan	Work Activity								USDA Employee
101	1.11.8	Conduct quality assurance plan review meeting	Review								USDA Employee
102	1.11.9	Finalize quality assurance plan	External Deliverable								USDA Employee
103	1.11.10	Create configuration management plan	Work Activity								USDA Employee
104	1.11.11	Conduct configuration management plan review meeting	Review								USDA Employee
105	1.11.12	Finalize configuration management plan	External Deliverable								USDA Employee
106	1.11.13	Create timekeeping plan	Work Activity								USDA Employee
107	1.11.14	Conduct timekeeping plan review meeting	Review								USDA Employee
108	1.11.15	Finalize timekeeping plan	External Deliverable								USDA Employee
109	1.11.16	Create schedule management plan	Work Activity								USDA Employee
110	1.11.17	Conduct schedule management plan review meeting	Review								USDA Employee
111	1.11.18	Finalize schedule management plan	External Deliverable								USDA Employee
112	1.11.19	300 REQ: Develop electronic transactions and record keeping processes cc	Work Activity								USDA Employee
113	1.11.20	Review USDA Records Management Policy	Review								USDA Employee
114	1.11.21	Verify that investment complies with policies and procedures for disposition	Work Activity								USDA Employee
115	1.12	REQ: Requirements	Requirements								■
116	1.12.1	Determine high level functional requirements	Work Activity								USDA Employee
117	1.12.2	Conduct high-level functional requirements review	Review								USDA Employee
118	1.12.3	Determine technical requirements	Work Activity								USDA Employee
119	1.12.4	Conduct technical requirements review	Review								USDA Employee
120	1.12.5	300 REQ: Create Section 508 compliance requirements	Work Activity								USDA Employee

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121	1.12.6	Determine records management requirements	Work Activity								USDA Employee
122	1.12.7	Draft requirements specification document	Work Activity								USDA Employee
123	1.12.8	Circulate requirements specification document for review	Work Activity								USDA Employee
124	1.12.9	OCIO REQ: Finalize requirements specification document	External Deliverable								USDA Employee
125	1.13	REQ: Design	Design								
126	1.13.1	Create high level functional design	Work Activity								USDA Employee
127	1.13.2	Conduct high-level functional design review	Review								USDA Employee
128	1.13.3	Design Section 508 compliance capabilities	Work Activity								USDA Employee
129	1.13.4	Design records management compliance	Work Activity								USDA Employee
130	1.13.5	Hold preliminary design review	Milestone								USDA Employee
131	1.14	REQ: Procurement Planning	Procurement Planning								
132	1.14.1	Determine number of contracts required to accomplish investment	Work Activity								USDA Employee
133	1.14.2	Create acquisition strategy based on requirements	Work Activity								USDA Employee
134	1.14.3	300 REQ: Obtain approval of acquisition strategy from Procurement Execut	Review								USDA Employee
135	1.14.4	OCIO REQ: Obtain IT spending waiver from OCIO	Milestone								USDA Employee
136	1.14.5	Acquire selected resource	Work Activity								USDA Employee
137	1.15	REQ: Enterprise Architecture (EA)	Enterprise Architecture								
138	1.15.1	Map Investment to agency's architecture	Work Activity								USDA Employee
139	1.15.2	Ensure investment is consistent with agency's "to be" modernization bluepr	Work Activity								USDA Employee
140	1.15.3	300 REQ: Determine investment's lines of business and sub-functions from	Work Activity								USDA Employee
141	1.15.4	OCIO REQ: Map investment to USDA EA	Review								USDA Employee
142	1.15.5	Obtain approval by EA Review Committee	Review								USDA Employee
143	1.16	Prototyping	Prototyping								
144	1.16.1	Develop Prototype	Work Activity								USDA Employee
145	1.16.2	Test Prototype	Work Activity								USDA Employee
146	1.16.3	Demonstrate Prototype	Milestone								USDA Employee

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