

Steady-State Template - v.1

ID	WBS	Name	Task Type	Jun 22, '03					Jun 29, '03					Jul 6, '03					Jul 13								
				S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	
1	1	Name of Major Investment	Major Steady-State	█																							
2	1.1	REQ: Security Analysis	Security Analysis	█																							
3	1.1.1	300 REQ: Update System Security Plan (SSP) that complies with OMB polic	Work Activity	■ USDA Employee																							
4	1.1.2	Circulate updated SSP for internal review	Review	■ USDA Employee																							
5	1.1.3	Finalize updated detailed SSP	External Deliverable	■ USDA Employee																							
6	1.1.4	Review security costs	Review	■ USDA Employee																							
7	1.1.5	Establish security performance goals and measures	Work Activity	■ USDA Employee																							
8	1.1.6	300 REQ: Update privacy impact assessment	Work Activity	■ USDA Employee																							
9	1.2	Prepare for security certification and accreditation (C&A)	Work Activity	█																							
10	1.2.1	Determine security categorization	Work Activity	■ USDA Employee																							
11	1.2.2	Identify C&A key participants (DAA, C&A team, CO)	Work Activity	■ USDA Employee																							
12	1.3	Phase 1 - C&A Pre-certification activities	Work Activity	█																							
13	1.3.1	C&A Phase 1 started	Milestone	■ USDA Employee																							
14	1.3.2	Develop draft Trusted Facility Manuals (TFM)	Work Activity	■ USDA Employee																							
15	1.3.3	Develop draft Security Features Users Guide (SFUG)	Work Activity	■ USDA Employee																							
16	1.3.4	Develop draft Standard Operating Procedures (SOP)	Work Activity	■ USDA Employee																							
17	1.3.5	Develop draft Risk Assessment (RA)	Work Activity	■ USDA Employee																							
18	1.3.6	Develop draft Disaster Recover (DR) plans	Work Activity	■ USDA Employee																							
19	1.3.7	C&A Phase 1 completed	Milestone	■ USDA Employee																							
20	1.4	Phase 2 - Conduct C&A	Work Activity	█																							
21	1.4.1	C&A Phase 2 started	Milestone	■ USDA Employee																							
22	1.4.2	Conduct the Security Testing and Evaluation (ST&E)	Work Activity	■ USDA Employee																							
23	1.4.3	Update the RA with ST&E findings	Work Activity	■ USDA Employee																							
24	1.4.4	Update the SSP	Work Activity	■ USDA Employee																							
25	1.4.5	Document certification findings	Work Activity	■ USDA Employee																							
26	1.4.6	C&A Phase 2 completed	Milestone	■ USDA Employee																							
27	1.4.7	Forward certification findings to DAA for an accreditation decision	External Deliverable	■ USDA Employee																							
28	1.5	REQ: Conduct C&A post-accreditation activities	Work Activity	█																							
29	1.5.1	OCIO REQ: Maintain approved system configuration and documentation	Work Activity	■ USDA Employee																							
30	1.5.2	OCIO REQ: Conduct re-accreditation as necessary	Work Activity	■ USDA Employee																							

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31	1.6	REQ: Telecommunications Analysis	Telecommunications Analysis																												
32	1.6.1	Maintain telecommunications cost estimates	Work Activity																												
33	1.6.2	Maintain telecommunications performance goals and measures	Work Activity																												
34	1.6.3	Conduct post implementation reviews for telecommunication analysis	Review																												
35	1.7	REQ: Business Case	Business Case																												
36	1.7.1	Maintain major investment concept and mission analysis	Work Activity																												
37	1.7.2	300 REQ: Update major investment assumptions and constraints	Work Activity																												
38	1.7.3	300 REQ: Ensure investment alignment to agency mission/strategic goals	Work Activity																												
39	1.7.4	300 REQ: Ensure investment's link to strategic goals from the President's I	Work Activity																												
40	1.7.5	OCIO REQ: Update major investment business case (Exh.300)	Work Activity																												
41	1.7.6	OCIO REQ: Revise investment review submission package	Work Activity																												
42	1.7.7	300 REQ: Obtain approval of OMB 300 Exhibit by Project Manager	Work Activity																												
43	1.7.8	Sponsor & Agency review investment submission	Review																												
44	1.7.9	Sponsor & Agency approve investment submission	External Deliverable																												
45	1.7.10	OCIO review initiative and recommend appropriate action	Review																												
46	1.7.11	Agency Head reviews re-baseline if project's EVMS measures had a grea	Review																												
47	1.7.12	E-Board makes annual investment decisions	Milestone																												
48	1.8	REQ: Resource Planning	Resource Planning																												
49	1.8.1	Update team members and roles	Work Activity																												
50	1.8.2	Update organization chart of team members	Work Activity																												
51	1.8.3	Determine new equipment and materials needed	Work Activity																												
52	1.8.4	Allocate cost estimates to the new resources	Work Activity																												
53	1.8.5	Maintain resource plan	Work Activity																												
54	1.9	REQ: Cost Planning	Cost Planning																												
55	1.9.1	Maintain investment cost goals	Work Activity																												
56	1.9.2	Maintain earned value management (EVM) methodology	Work Activity																												
57	1.9.3	Ensure EVM continues to meet ANSI/EIA standard 748	Work Activity																												
58	1.9.4	300 REQ: Maintain performance measurements and reports	Work Activity																												
59	1.9.5	300 REQ: Conduct FFMIA compliance review (if project is a financial mana	Review																												
60	1.10	REQ: Risk/Issue Planning	Risk/Issue Planning																												

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61	1.10.1	Maintain risk management methodology	Work Activity	[Blue Box] USDA Employee																											
62	1.10.2	Maintain budget for risk management process	Work Activity	[Blue Box] USDA Employee																											
63	1.10.3	Maintain threshold criteria for risks	Work Activity	[Blue Box] USDA Employee																											
64	1.10.4	Maintain reporting formats and tracking of risks	Work Activity	[Blue Box] USDA Employee																											
65	1.10.5	300 REQ: Maintain risk management plan	Work Activity	[Blue Box] USDA Employee																											
66	1.11	REQ: Process Planning	Process Planning	[Black Box]																											
67	1.11.1	Maintain communications plan	Work Activity	[Blue Box] USDA Employee																											
68	1.11.2	Maintain change control plan	Work Activity	[Blue Box] USDA Employee																											
69	1.11.3	Maintain quality assurance plan	Work Activity	[Blue Box] USDA Employee																											
70	1.11.4	Maintain configuration management plan	Work Activity	[Blue Box] USDA Employee																											
71	1.11.5	Maintain compliance to records management policy	Work Activity	[Blue Box] USDA Employee																											
72	1.11.6	300 REQ: Maintain electronic transactions and record keeping processes c	Work Activity	[Blue Box] USDA Employee																											
73	1.11.7	Hold review for process management plans	Review																												
74	1.12	REQ: Requirements	Requirements	[Black Box]																											
75	1.12.1	Maintain high level functional requirements	Work Activity	[Blue Box] USDA Employee																											
76	1.12.2	Maintain technical requirements	Work Activity	[Blue Box] USDA Employee																											
77	1.12.3	Assess requirement specifications	Work Activity	[Blue Box] USDA Employee																											
78	1.13	REQ: Design	Design	[Black Box]																											
79	1.13.1	Maintain functional design	Work Activity	[Blue Box] USDA Employee																											
80	1.13.2	Maintain detailed design	Work Activity	[Blue Box] USDA Employee																											
81	1.14	REQ: Procurement Planning	Procurement Planning	[Black Box]																											
82	1.14.1	Maintain requirements definition	Work Activity	[Blue Box] USDA Employee																											
83	1.14.2	Review number of contracts required to accomplish investment	Work Activity	[Blue Box] USDA Employee																											
84	1.14.3	Revise acquisition strategy based on updated requirements	Work Activity	[Blue Box] USDA Employee																											
85	1.14.4	300 REQ: Obtain approval of updated acquisition strategy from Procureme	Review	[Blue Box] USDA Employee																											
86	1.14.5	OCIO REQ: Obtain IT spending waiver from OCIO	Work Activity	[Blue Box] USDA Employee																											
87	1.14.6	Acquire selected resource	Work Activity	[Blue Box] USDA Employee																											
88	1.15	REQ: Enterprise Architecture	Enterprise Architecture	[Black Box]																											
89	1.15.1	Review investment mapping to agency's architecture	Review	[Blue Box] USDA Employee																											
90	1.15.2	Ensure investment is consistent with agency's "to be" modernization bluep	Work Activity	[Blue Box] USDA Employee																											

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91	1.15.3	300 REQ: Maintain investment's lines of business and sub-functions from F	Work Activity	USDA Employee																											
92	1.15.4	OCIO REQ: Maintain compliance to USDA EA	Work Activity	USDA Employee																											
93	1.16	REQ: Development/Modernization/Enhancement	Development																												
94	1.16.1	Maintain electronic transactions and record keeping	Work Activity	USDA Employee																											
95	1.16.2	300 REQ: Conduct Government Paperwork Elimination Act (GPEA) compli	Review																												
96	1.16.3	Maintain section 508 compliance specific capabilities	Work Activity	USDA Employee																											
97	1.16.4	Update new releases	Work Activity																												
98	1.16.5	Update system baseline	Work Activity	USDA Employee																											
99	1.17	REQ: Testing	Testing																												
100	1.17.1	Maintain test environment	Work Activity	USDA Employee																											
101	1.17.2	Conduct system testing	Work Activity	USDA Employee																											
102	1.17.3	Perform stress testing of new release	Work Activity																												
103	1.17.4	Perform regression testing of new release	Work Activity																												
104	1.17.5	300 REQ: Test management/operational and technical security controls of	Work Activity	USDA Employee																											
105	1.17.6	Provide Test Problem Report (TPR) of new release	External Deliverable	USDA Employee																											
106	1.17.7	Create bug fixes in test environment	Work Activity	USDA Employee																											
107	1.17.8	Hold Section 508 compliance review	Review																												
108	1.18	REQ: Production	Production																												
109	1.18.1	Maintain production environment	Work Activity	USDA Employee																											
110	1.18.2	Conduct production readiness review	Milestone	USDA Employee																											
111	1.18.3	Roll-out new release to entire investment group	Work Activity	USDA Employee																											
112	1.19	REQ: Training	Training																												
113	1.19.1	Maintain training strategy	Work Activity	USDA Employee																											
114	1.19.2	Maintain training materials	Work Activity																												
115	1.19.3	Determine schedule for training workshops	Work Activity	USDA Employee																											
116	1.19.4	300 REQ: Continue to train new users	Work Activity	USDA Employee																											
117	1.19.5	Continue to hold training workshops	Work Activity	USDA Employee																											
118	1.20	REQ: Operations and Maintenance/eGov Review	tions and Maintenance																												
119	1.20.1	Perform ongoing operations and support	Work Activity	USDA Employee																											
120	1.20.2	Make final investment decisions	Work Activity	USDA Employ																											

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