## EPMO STANDARDS AND REQUIREMENTS FOR DELIVERABLES

### A. EPMO STANDARDS

Contractor must comply with DPS standards and requirements for deliverables during project implementation as they are outlined by DPS Enterprise Project Management Office (EPMO). EPMO is responsible for agency oversight of enterprise projects. This includes the EPMO project change control process, which manages changes in scope, resources, or budget.

Contractor’s systems must comply with DPS standards and requirements and deliverables when there is a need to migrate from a Contractor-hosted infrastructure to a DPS-hosted infrastructure.

EPMO follows the Project Management Body of Knowledge (PMBOK), which is the global standard for project management.

The documents listed below, and any other documents requested by DPS must be delivered to the EPMO Project Manager during project implementation upon Contract award.

All documents Contractor delivers to DPS will be reviewed and approved by the Project Manager and the EPMO Project Manager. All documents must be updated throughout the project lifecycle and must be provided to DPS on demand. Before final acceptance of the system, Contractor must provide the final version of all deliverables.

Contractor must host, at a minimum, a weekly team status meeting and provide meeting minutes within 12 hours of the meeting unless a different frequency is agreed upon in writing.

Contractor must provide a weekly status report by Thursday at 5:00 P.M. CT and prior to any holiday unless a different frequency is agreed upon in writing. The weekly status report must include the project accomplishments, issues, goals for next week, project milestones, and identified risks with a mitigation plan.

### B. EPMO DELIVERABLES DURING THE PLANNING PHASE

The planning phase, for each of the four identified phases, involves creating of a set of plans to help guide the project through the execution and close out phases of the project. The plans created during this phase will manage time, cost, quality, change, risk and issues.

Contractor must conduct, within ten business days from contract award, a project kickoff meeting that is the first meeting held with stakeholders and team members to define the project deliverables and activities.

Contractor must, during the planning phase of the project, provide the deliverables described in this section within the time frame specified in the project schedule.

The project schedule must be created in Microsoft Project 2013 (Project Schedule). It must contain all of the information listed below and determine the duration of project activities necessary for DPS and Contractor to complete the project from the planning phase to closeout, for each of the four identified phases.

The Project Schedule is a work-in-progress document and must be updated and maintained by Contractor weekly. The Project Schedule and project plan must be delivered within ten business days of the project kickoff meeting, and must include all identified and agreed upon deliverables in writing.

1. Project Schedule—This schedule defines the timeline for the project and must include the following details:
2. Revision date of Project Schedule
3. A detailed list of tasks
4. All key project deliverables
5. Ownership of task (listing the resource(s) that will address each task)
6. An estimate of the amount of work for each task in hours
7. An estimate of the duration of time (from start to finish) for each task in days
8. Resources assigned to each task
9. Projected start and finish dates for each task
10. Dependencies between tasks
11. Dependencies on external entities
12. Project milestones indicators
13. Project Plan—This document defines the plan to carry out the project and must contain the following information and must include all identified and agreed upon deliverables in writing:
14. Approach for Discovery and Design
15. Implementation Methodology
16. Project Overview Description
17. Roles and Responsibilities Matrix that identifies who is responsible, accountable, consulted, informed and approver for all project deliverables
18. Communication Plan that defines how communication will be conducted, with who, when and how often
19. Escalation Plan that defines the process for informing leadership
20. Milestone Schedule
21. Project Assumptions, Project Dependencies and Project Constraints
22. Requirements Development and Management Plan, which describes how the work of requirements development and management will be conducted for a specific program or project
23. Defect Management Plan including how defects/issues will be tracked and escalated
24. Risk Management Plan that includes Risk Identification, Risk Assessment, Risk Mitigation Plan, Risk Mitigation Implementation, Monitor and Control
25. As a supporting document to the Risk Management Plan, a Risk Register must be provided which includes a list of all the risks, date risk raised, description of risk, importance of risk (high, medium, minor based on probability), owner of the risk, status of the risk, description of the status, description of the mitigation, date of closure, reason for closure
26. Quality Management Plan that identifies how quality expectations and measurements for the project will be met
27. Training Plan that identifies the plan for training the resources affected by the project, level of training provided, audiences, high level schedule
28. Implementation Plan that identifies steps for putting the project end result into production
29. Operations and Transition Plan that identifies the transition of knowledge for the project or product to the operations or support team. Include activities and timelines for transferring the knowledge to the appropriate support teams
30. Project Close Out that identifies the process or activities associated with finalizing the hand off of the project deliverables to the business team and completing the administrative aspects of closing the project
31. Business Requirements Document (BRD) that identifies and details the business requirements and provides a Gap Analysis.
32. Software Requirements Specification (SRS) that describes the software system to be developed.
33. Requirements Development and Management Plan that describes how the work of requirements development and management will be conducted for a specific program or project.
34. Functional Specification (FS) document that details system functionality for all Commercial off the Shelf (COTS) solutions.
35. System Design Description (SDD) that explains the technical architecture design and includes the following:
36. Interface Control Document (ICD) that identifies the system interfaces
37. Network/Architecture Diagram (NAD) that documents the system architecture and network layers
38. Platform Specification (PS) document that identifies third party hardware and software for servers being delivered to DPS or placed in DPS Data Center
39. Data Migration Plan that includes Data File Definitions/Data Dictionary and details the process for transferring data between computer storage types or file formats.
40. Configuration Document that details all configuration changes made to the software application or hardware.

### C. EPMO DELIVERABLES DURING THE EXECUTION PHASE

The execution phase, for each of the four identified phases, involves execution of the work, outputs, and deliverables of the project. The execution phase is where the project activities are completed, project deliverables are produced and delivered to DPS.

Contractor must provide to the EPMO Project Manager within five business days of entering this phase, which is identified in the Project Schedule, updates to the documents listed below. Changes to deliverables listed below are subject to the EPMO Project Change Control Process.

1. Project Plan
2. Project Schedule
3. BRD and SRS
4. Requirements Development and Management Plan
5. SDD
6. Data Migration Plan
7. Configuration Document

Contractor must provide to the EPMO Project Manager within five business days of entering this phase, which is identified in the Project Schedule, the following documents:

1. Training Plan detailing the outline of who will deliver training and when and where the training will occur. It must include training material and tools used to provide training.
2. User Acceptance Testing (UAT) detailing the testing required for real scenarios, according to specifications.
3. Pilot Plan that details the feasibility study or experimental trial of the project. The Pilot Plan will be conducted on a smaller-scale, for a shorter period of time to allow DPS to learn how the project might work in practice.
4. Go-Live Plan that details the first day the system will be in production.
5. Implementation Plan that details the execution of the system to include the method, design, model, specification, standard, or policy for implementing the system.
6. Validation Plan that defines how the system was tested and the results of the testing.
7. Rollback Plan that defines the plan and process to return to the original state before the system was put into production.
8. Release Notes that define any updates or changes to the system.
9. Operations Support Manual that defines the operating procedures for DPS.

### D. EPMO DELIVERABLES DURING THE CLOSEOUT PHASE

The closeout phase, for each of the four identified phases, is where the EPMO Project Manager will accept the final deliverables and the Project Manager will provide final acceptance of the system. Acceptance is based upon the success criteria defined in the planning phase of the project.

Contractor must provide to the EPMO Project Manager within five business days of entering this phase, which is identified in the schedule, the documents listed below.

1. Lessons Learned
   * 1. Details the knowledge gained during the project and reflects how the events were addressed or should be addressed in the future with the purpose of improving future performance
2. List of outstanding items that detail activities that will be carried out at a later date
3. List of all project defects identified during the project phases and closed
4. Final Acceptance Form, Package 4, which is the formal acceptance of the completed project