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INTRODUCTION

Executive Summary

The United States Agency for International Development (USAID) is an independent federal agency whose purpose is to promote peace and stability by fostering economic growth, protecting human health, providing emergency humanitarian assistance, and enhancing democracy in developing countries. USAID provides support in four regions of the world, including Asia and the Near East (ANE), a vast and diverse region facing significant challenges including terrorism, instability, and natural disasters like the 2004 Asian tsunami.

USAID/ANE recognizes the power of managing information as a critical means of tackling these challenges. Booz Allen Hamilton has been contracted by USAID to support the development of a pilot demonstration that will help USAID/ANE manage its large quantity of information. Booz Allen's responsibilities include a user and stakeholder needs assessment resulting in the design and demonstration of a standardized Bureau-wide Management Information System/Geographic Information System (MIS/GIS) Pilot to track information and graphically display programmatic interventions by USAID Missions and their partners.

This document, the ANE MIS/GIS Requirements Set (MGRS), contains the analytical output of a four month needs assessment across ANE Washington and its Missions. It is a “living” document, periodically updated over the lifecycle of the contract to capture not only the needs assessment results, but also the design, trade study results and other supporting documentation necessary for each stage-gate review. The initial version includes top-level user requirements and conceptual operational system workflows. Ultimately, it will capture the preliminary system functional design resulting from design-to-requirements analysis. Also included is a Community Model that will allow stakeholders to visualize how they fit into the USAID/ ANE community and how their concerns are being addressed within the MIS/GIS. Finally, Mission Process Maps and Capability Vignettes will allow stakeholders to visualize their “as-is” processes and then see how the MIS/GIS will allow them to accomplish their goals. The MGRS is the result of the combined efforts of USAID/ANE and Booz Allen to capture, synthesize, and represent the operational concepts and requirements for the MIS/GIS pilot.

MIS/GIS Pilot Support Program Vision, Goals and Objectives

Vision

Our vision for the end-state is to deliver a MIS/GIS pilot that will serve as a program management and strategic planning tool to enable perceptive and timely insight into ANE’s program status through access to and aggregation of Strategic Objective and Activity level financial, procurement, and program data. The integration of GIS will give important geographic context to understanding the ‘so what?’ of Bureau investments and to effectively tell the ANE story to key stakeholders and overseers. With an effective, integrated MIS/GIS, built and deployed using the results of our pilot system demonstration, the system will transform what previously required heroic efforts to collect, rollup, de-conflict and synthesize data for decision-makers, to a straightforward and repeatable approach. It will effectively mine the Agency’s data in order to powerfully and successfully argue its positions in Agency, interagency, Legislative, Executive, and international coordination.

Goals

To realize the vision, the MIS/GIS must satisfy seven distinct goals. The MIS/GIS must:

1. Improve access to information on the management and tracking of ongoing activities.
2. Provide a mechanism for field reporting and analysis, including the ability to identify patterns of problems and/or successes with a partner’s activities.
3. Help USAID better measure output and outcome results.
4. Assist USAID in summarizing and evaluating current programs.
5. Improve USAID’s ability to plan future programs.
6. Help USAID’s partners better plan and manage their programs.
7. Share information with donors in order to develop a complete picture of their common zones of activity.

All of these goals will be satisfied using both information management and geospatial visualization components.

Objectives

To accomplish this, the following objectives must be met:

1. Deliver a comprehensive Needs Assessment to deliver the “To-Be” system requirements for the MIS/GIS pilot.
2. Document the initial systems design for the MIS/GIS pilot using the requirements from the Needs Assessment phase. The systems design document will define an architecture that addresses functional application needs, hardware, network infrastructure, database design and configuration, interfaces, applicable standards, security, and integration of legacy applications.
3. Provide recommendations for appropriate standards and interoperability requirements for the MIS/GIS pilot.



Figure: The results of the Needs Assessment is the first major milestone for the AMG pilot demonstration.

4. Deliver a demonstration of the pilot system to ensure the systems design supports the needs of the Bureau users, including those in the Missions. The test bed supporting the Demonstration Project may be made available to USAID beyond the Demonstration Project to support the roll-out of the Bureau-wide MIS/GIS.
5. Provide training to the Bureau and the Missions on the use of the GIS technologies and the MIS/GIS pilot. Output from the Needs Assessment will help identify the important learning objectives for this activity.

How to Use the Book

This book contains the ANE MIS/GIS Requirements Set (MGRS) derived from the Needs Assessment phase. The MGRS is organized into six principal sections: The Introduction (what you are currently reading), the USAID Community, and the major System Segments (Mission Administration, Information Management, and Systems Administration) that concentrate on the core MIS/GIS system capabilities and their associated services and activities, and an Appendix.

The USAID Community

This section on the USAID Community contains several analytical presentations that will allow stakeholders to

visualize how they fit into the USAID/ANE community and how their current processes will be addressed within the MIS/GIS. This will be accomplished through a Community Model, an Enterprise Activity Roadmap (EAR), Mission Process Maps (MPM’s), and Capability Vignettes. These illustrations will help stakeholders understand how they should navigate through the three service segments (tabs III, IV, and V) included in the book.

The Community Model provides an overall enterprise view to capture, understand, and analyze the needs of the users in the context of the work activities they perform and the services the enterprise provides to them. The Community Model is graphically linked to the services in the EAR, which describe key system capabilities, and the activities, which describe key functional components within a service provided by the MIS/GIS (detailed in tabs III, IV, and V of this book). This association allows users to visualize how the MIS/GIS and its various services will integrate into their community. The MPMs are enterprise models that identify processes, organizational roles, and technology to help bridge the gap between the community, user business processes, and the MIS/GIS tools and technology. The MPMs are linked to the actors, services and activities in the EAR that are detailed in tabs three, four, and five. The capability vignettes, which are derived from the MPMs, show the

system-only workflow of how the MIS/GIS services and activities can be used to accomplish the goals described in the previous section.

Mission Administration, Information Management, and Systems Administration

The services in the EAR are grouped into three segments: Mission Administration, Information Management, and Systems Administration. The sections on the three service segments provide detailed goals and descriptions, further defining functional capabilities for the services and activities. Also included are Multi-Dimensional Requirements Views (MRVs), which show the operational, system, and data aspects of each activity as defined in the goals and descriptions, as well as the associated requirements. In these MRV sections, the reader will find the bulk of the ANE MIS/GIS requirements.

Appendix

The Appendix provides additional resources to further explain the system and user community. It contains a glossary of terms, a data model, its associated data dictionary, and a transaction inventory that details the business and data transactions between users, stakeholders and the MIS/GIS.

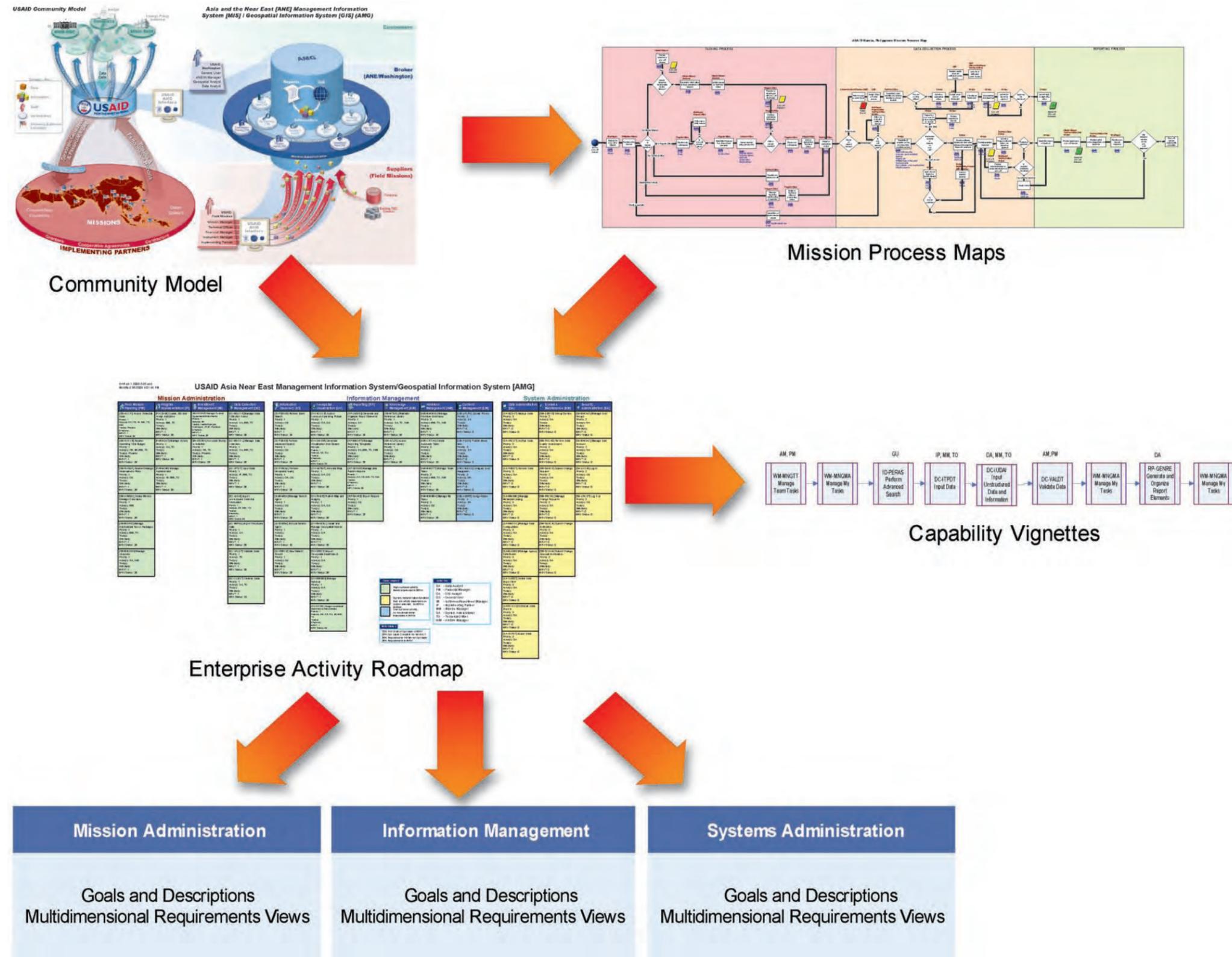


Figure: USAID Community

Overview of the Multi-dimensional Requirements View (MRV)

The Multi-dimensional Requirements View (MRV) is used to determine the needs to be designed from the users' perspective while simultaneously determining the requirements to be implemented by developers. Each MRV has five primary layers that detail the functions a user does to perform a specific activity. Each function within an activity has associated application and data behavior that when linked together, allow the user to complete the activity. Several optional layers may be added to the MRV to provide further clarity and understanding such as: security rules, business rules, risk analysis, and test notes to name a few. The primary layers are explained below:

Title Layer

The Title layer provides information about the illustrated activity and includes the service area, activity name, the unique identification code associated with the activity and service area, functional role(s) (if necessary), and actor(s). The team listed is responsible for the decomposition and implementation of the activity and information on the release of the software and/or the deployment of hardware necessary to support the activity. Finally, the activity's current decomposition business phase is shown, and a time and date stamp indicates the activity's last modification.

Operations Layer

The Operations layer, also referred to as the presentation layer, illustrates what the user sees and the actions the user takes to complete the activity. Conceptual or actual screen shots embedded in the diagram give the reader a better understanding of the workflow. The operations layer illustrates several types of screens such as web pages, operating system interfaces, command shells or commercial off-the-shelf (COTS) applications. Internal or external identifiers, applied to the screens clarify if the function is inside or outside the direct control of the implementers. By providing a clear visual scenario of user activity the operations layer translates into a Concept Visualization that the product manager or user community uses to test ideas or needs prior to custom development or the integration of COTS packages with legacy systems. In a more mature iteration, the more complete layers of the MRV translate into the

Requirements Visualization to show the actual GUI of the system

Application Layer

The Application or System layer logically illustrates all functions the applications perform in a conceptual manner by mapping system processes to data stores and operational steps. Sometimes there are activities with no user interface; only the system is performing the activity. With this layer in the MRV, the developer has greater insight into the user's needs and areas of risk. For example, between the data and system layers read indicators show a relationship between the data store and a specific system process that retrieves the data to display an operational screen. The inverse also applies. That same data entry screen leads to a set of system processes that store the data before manipulating it and outputting an XML file.

Data Layer

The Data layer holds the data elements associated with functions in an activity. This layer initially shows the data stores used by the system. The data created, read, updated, or deleted by the system is added after further analysis in subsequent iterations. If possible, lists of data element names and their relationships are recorded.

Description Layer

The Description layer is a text-only layer that explains the business rules, technical constraints, system requirements, functional requirements and data requirements that make up the entire system and maps them to the illustrated elements in the layers above.

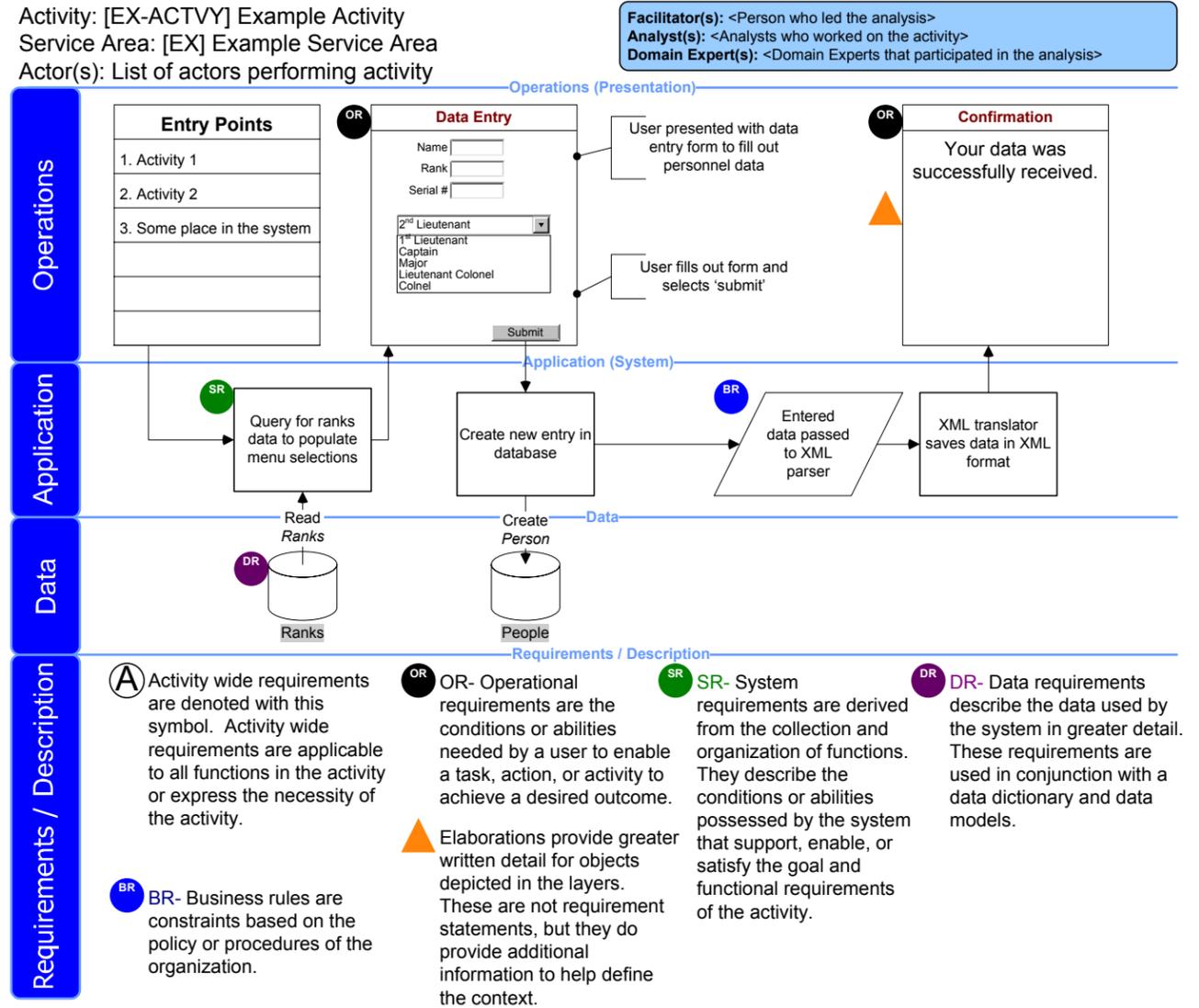
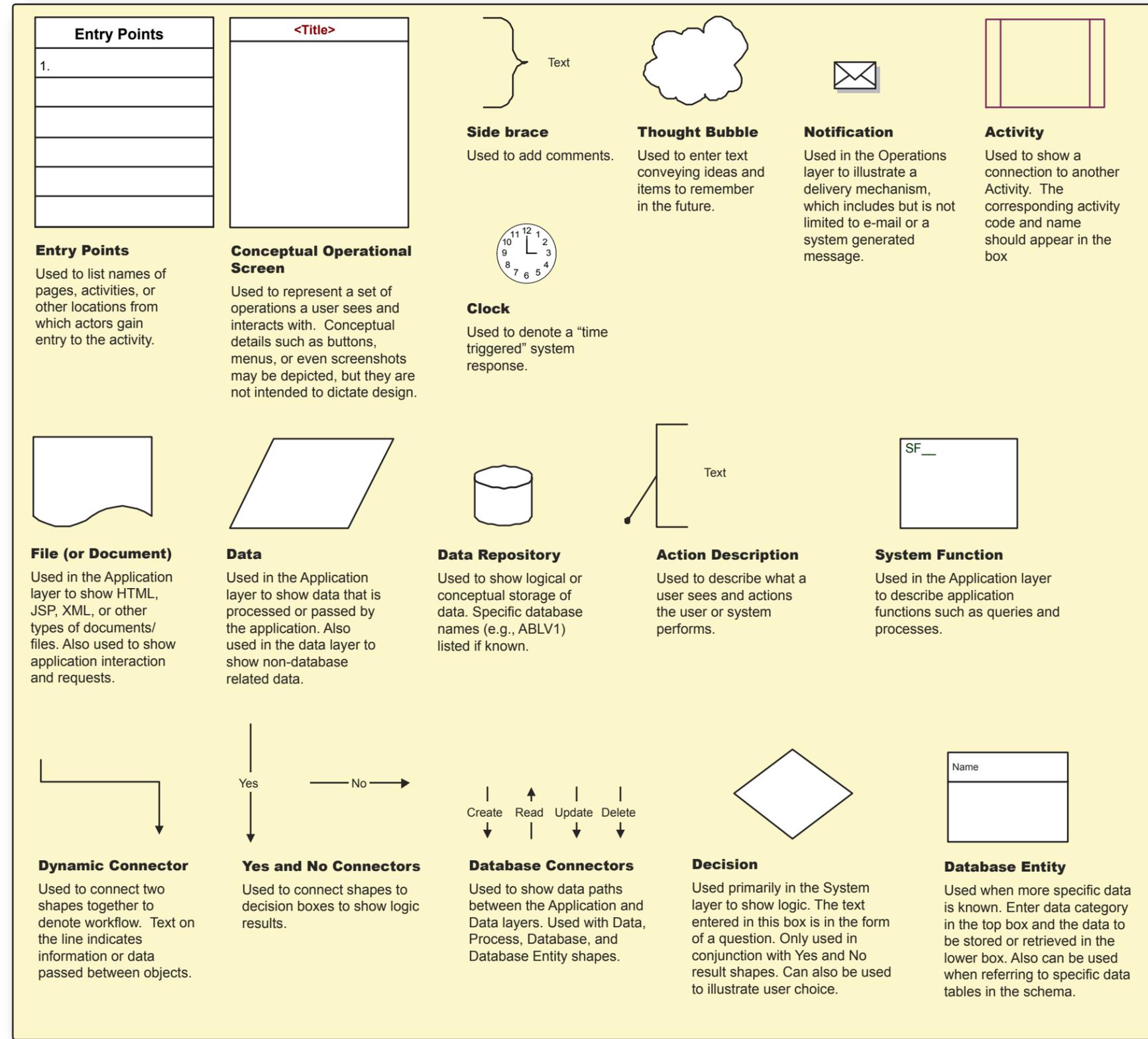


Figure: Example of a Multi-dimensional Requirements View (MRV)

Mission Analysis Modeling Language (MAML)



Last updated: 02/14/06

Description Text
Used to enter text describing functions and system requirements. Color coded by type.

Description Indicators
Used in the layers to relate Business Rules, System Requirements, Functional Requirements, and Data Requirements to their corresponding descriptive text.

Operational requirements are the conditions or abilities needed by a user to enable a task, action, or activity to achieve a desired outcome.

System requirements are shall statements derived from the collection and organization of functions. They describe the conditions or abilities possessed by the system that support, enable, and/or satisfy the goal and functional requirements of the activity.

Data requirements describe the data used by the system in greater detail. These requirements are used in conjunction with a data dictionary and data models.

Business rules are constraints based on the policy or procedures of the organization. If applicable, a notation is made in the appropriate layer to reference the business rule.

Activity Wide Requirements are requirements that apply to all functions within the activity or justify the need for the activity.

Elaborations provide greater written detail for objects depicted in the layers. These are not requirement statements, but they do provide additional information to help define the context.

Recycle Requirements are requirements that are re-used throughout a workflow. Since objects may be used multiple times in a workflow, but requirements must be unique, the recycle symbol and corresponding requirement number directs the reader to the originating requirement statement instead of re-stating the requirement.

OR

SR

DR

BR

A

▲

♻️

Conceptual Functional Illustrators

This group of conceptual functional elements are used to help developers, users, and stakeholders understand the desired function. It does not reflect that the particular element be used specifically. For example, a dropdown may be in a functional MRV, but the developer may choose to implement a javascript function or radio button instead.

Edit Box
Represents a space for the user to type in text.

Checkbox
Represents an AND function.

Radio Button
Represents an OR function.

Dropdown Box
Represents a Normalized OR selection. Note the single down arrow which differentiates from a multiselect box.

Multiselect box
Represents a Multiselect, Normalized AND selection. Note the double arrows which differentiates from a dropdown box.

Button
Represents a submission of a form or a navigational function.

Complex Multiselect
Represents a Complex Multiselect Normalized AND Function

Figure: MRV Key

NOTES

Introduction

USAID Community

Mission Administration

Information Management

Systems Administration

Appendix



USAID ENTERPRISE COMMUNITY AND PROCESSES

Community Model

Why Develop a “Community Model”?

When starting the analysis of the USAID/ANE enterprise, Booz Allen worked with USAID/ANE stakeholders in both Washington and field Missions to analyze the organization and mission in the context of the community being served. Through this analysis, the enterprise providers, customers, and partners, as well as the high-level system interfaces and transactional information flows between them were identified. To communicate the findings associated with this analysis, a Community Model, which serves to promote USAID/ANE’s involvement and understanding at both the technical and policy level, was developed. The purpose of the Community Model is to provide an overall enterprise view to capture, understand, and analyze the needs of the users in the context of the work activities they perform and the services the enterprise provides to them.

Stakeholders are able to see how they fit into the “community” as a whole and how their concerns are being addressed within the MIS/GIS. The high level concepts depicted in the Community Model are specifically tailored to a business-level audience through the use of graphically rich diagrams. However,

the Community Model is also directly linked to more technical documents such as the Mission Process Maps (MPMs), the Enterprise Activity Roadmap (EAR), and the Multi-dimensional Requirements Views (MRVs), providing the unique ability to bridge the gap between technical and policy audiences. Ideally, the Community Model will serve as an icon for the overall USAID/ ANE MIS/GIS effort that will spark questions and conversations about the work being performed while building the MIS/GIS pilot.

The Community Model is not intended to replace traditional conceptual or logical models of a system. These types of models provide a lower level of detail about the system being defined, including the common data stores, user interfaces, and applications and the relationships between these components. The Community Model abstracts these details and instead provides a high-level depiction of the community members and how they will interact with the system's services. Conceptual and logical architecture models are also very important in understanding the complexities of a service-oriented architecture and will be developed in the Design Phase of the pilot demonstration. These models should synchronize with the terminology and services defined in the Community Model so that a clear and concise picture of the architecture will be defined.

ANE MIS/GIS Community Model

The USAID ANE MIS/GIS Community Model is a graphical representation of the ANE MIS/GIS (AMG) system and how it interacts with the USAID community as a whole. The Community Model has two segments linked by the AMG Interface: the USAID community, and the AMG.

USAID Community

The USAID community segment, shown on the left side of the graphic, illustrates how USAID conducts its business. It is made up of Customers (depicted in green), USAID/Washington which serves as a broker (depicted in blue), and USAID Missions and Implementing Partners which serve as suppliers (depicted in red). The Customers, which include Congress, the Office of Management and Budget, and the State Department, supply USAID/Washington with budgets and foreign policy guidance and also submit information requests to USAID/Washington regarding Mission programs and activities. USAID/Washington, as the broker, disseminates the budgets and foreign

policy guidance to the Missions and also requests results data and performance reports from the Missions to help respond to the data requests from the customers.

AMG

The AMG system, shown on the right side of the graphic, illustrates how the AMG will support the business activities of a subset of the USAID community. More specifically, the AMG will facilitate the flow of program and results information from the Missions to USAID/Washington, and ultimately, to the customers. The AMG is connected to USAID/Washington and the Missions and Implementing Partners through the AMG Interface. Note that the Customers do not have direct access to the AMG. Missions and Implementing Partners use the Interface to feed program, instrument, and indicator data into the AMG. The AMG also receives financial data from Phoenix, and may receive data from other feeder systems that are yet to be determined. The core of the AMG transforms the supplied data into information, reports, and GIS through the various AMG services. The AMG Interface allows the Missions and Implementing Partners and USAID/ Washington to access these services.

The AMG has two service layers: a Mission Administration layer and an Information Management layer. The Mission Administration layer is primarily used by Missions and Implementing Partners to manage their missions, programs, data collection activities and investments. The Information Management layer is accessed by all AMG users. The services in this layer will allow users to transform the data in the AMG into meaningful reports and geospatial visualizations. Users can also perform data mining activities and search the reference library. The information, reports and visualizations can be used for internal purposes or can be sent to USAID customers in response to data calls.

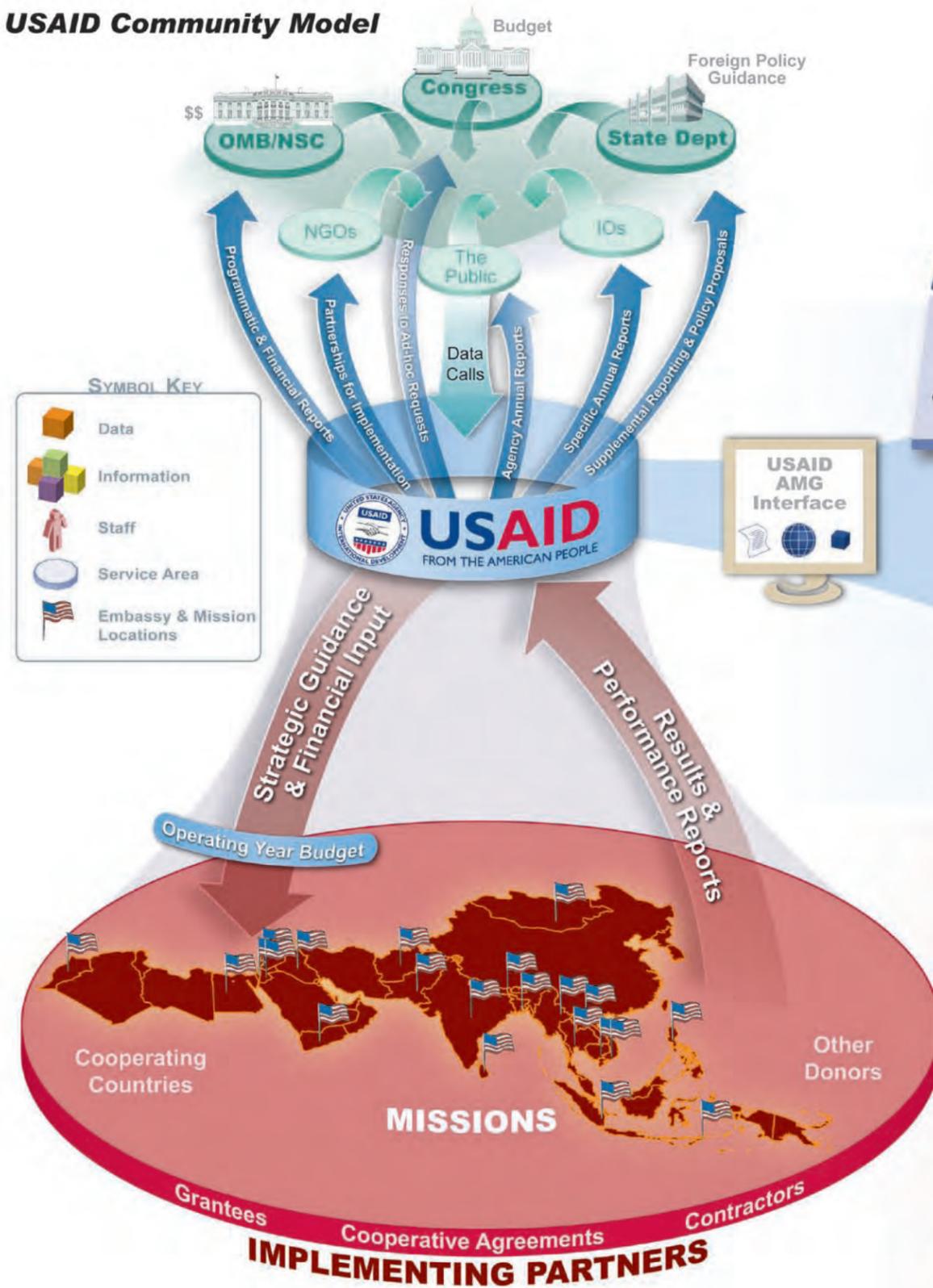
Actor Descriptions

Actors comprise the collective characteristics of the persons or systems that perform work within the enterprise. The staff that perform their work with and external to the AMG are characterized into the following Actor definitions. It is important to note that one human user of the system can and will take on multiple roles within the system.

Name	Code	Description
General User	GU	All people who will “read” data from the system. For example, General Users will be able to access Information Discovery Activities, view the Common Operating Picture, Generate Visualizations from Search results, Annotate Maps, Publish Maps and Imagery, and Access the Reference Library. These users will generally be the principal users at the Washington level.
ANE/W Manager	WM	Will have the ability to access the system to manage keywords from Washington. They will also have the ability to manage reports. They will have the ability to perform searches and perform queries in the system.
Data Analyst	DA	This user will have the ability to collect and input the data into the system. They would manage the creation, edits, and deletions of templates, reports, and all other data.
Geospatial Analyst	GA	This user would have the capability of creating and running advanced geospatial queries. The user will also have the ability to create, edit, import, and manipulate geospatial data.
Mission Manager (Director, Deputy Director and Mission Program Office staff)	MM	This user will have the ability to manage the creation, edition and deletion of implementers. They will also have the ability to input and manipulate data in the system along with creating and managing forms to collect data.
Technical Officer (users in a Strategic Objective Office at the Mission level)	TO	This user type uses the AMG to plan Strategic Objectives (SO) for how a particular mission gets carried out. The Technical Officer will use the system to register their Mission specific SO’s with the AMG utilizing interfaces that allow for the definition of their project Results Framework. Additionally they will have the ability to manage the data collection, forms, schedule the input of data, and report management.
Instrument Manager	IM	This user manages instruments (contracts, grants, cooperative agreements and SOAGs) by creating, reviewing, editing, and/or deleting them. Has the ability to assign them to an implementing partner. They will also have the ability to periodically update Mission Activities with instrument information.
Financial Manager	FM	This user would have the ability to review financial and strategic plans provided by Mission Managers and AID/W Managers. They would have the ability to manage reports and input all financial data.
Implementing Partner	IP	This user would have the ability to input data into the system as well as view reports that they have been given access to.
Systems Administrator	SA	This user has the responsibility to maintain the system by providing any necessary updates, performing routine maintenance and by managing access to the system.

Figure: Actor Descriptions

USAID Community Model



Asia and the Near East [ANE] Management Information System [MIS] | Geospatial Information System [GIS] (AMG)

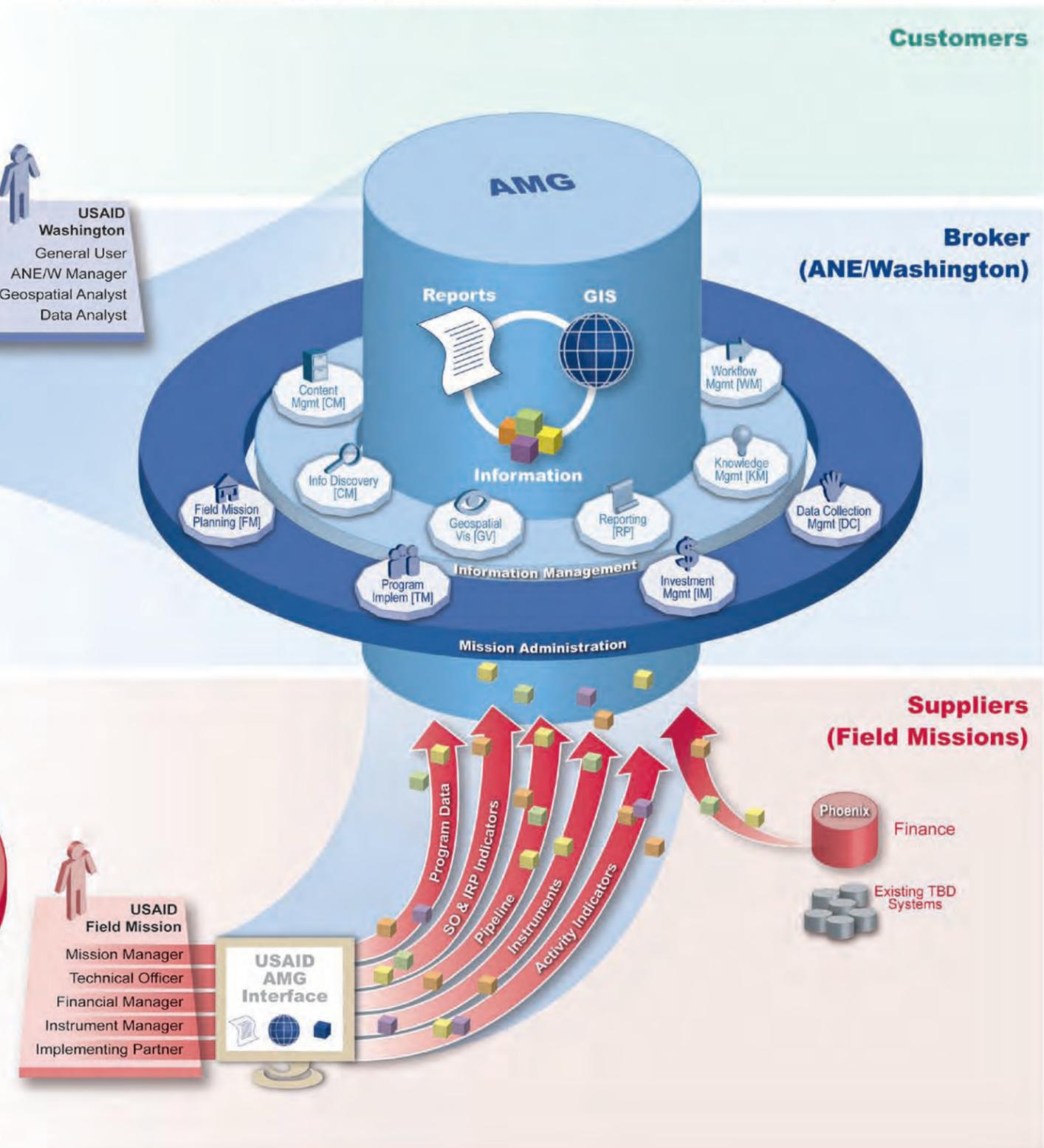


Figure: Community Model

Mission Process Maps

The Need for Mission Process Maps

Mission Process Maps (MPMs) are an organized, visual approach to illustrate ‘business-technical’ requirements to system integrators, as well as a communication agent for senior executives to understand business operations.

Enterprise models are created identifying processes, organizational roles, and technology to help bridge the gap between business process and system/software integration activities. MPMs leverages existing business process analysis, and enhance it by explicitly linking process steps to people, technology and functional activities, identify data objects and state changes, and provide user context to system requirements to design, develop, integrate and deliver to the user community.

Mission Process Maps define business process activities organizationally, at a higher, strategic level, down to the individual task level. These individual business process tasks with links to technology derive and validate the aggregate tasks (services) identified in the Community Model and discrete tasks (activities) in the Enterprise Activity Roadmap (EAR).

ANE MIS/GIS Mission Process Map

The USAID ANE MIS/GIS As-Is Mission Process Map documents the triggers, activities, and decisions necessary to create and complete a response to an ad-hoc data call request. Actor roles and technologies supporting these captured activities illustrate the resources required to perform the appropriate response.

An MPM is created for each Mission Field Office visited by the Needs Assessment team. The central process focus, the ad-hoc data request process, is organized in three process phases; Tasking process, Data Collection process, and Reporting process. Each phase documents the collected inputs and outputs compiled to generate a response to the ad-hoc request, USAID staff (titles) responsible for tasking, researching, gathering, compiling, calculating, formulating, reporting, reviewing, and approving the response, and the technology used to report, disseminate, and share information.

During the next iteration of this book the As-Is MPM will be analyzed to examine the impact of technology insertion into the business process. The result of this analysis is a To-Be process which will link Enterprise Activity Roadmap services and activities to relevant process steps.

USAID MPM Report

SCOPE OF WORK

Purpose and Objectives

The USAID Asia/Near East (ANE) Bureau recognizes the power of managing information as a critical development tool. Sharing information and communicating success is critical to managing a development program. The ANE Bureau has begun an effort to develop and pilot a Bureau-wide Management Information System (MIS) and Geographic Information System (GIS). The objective of this pilot project is to design and demonstrate standardized Bureau-wide MIS/GIS, tailored locally, to track information needs and graphically display programmatic interventions by USAID and its partners in prioritized Missions.

The project will begin by outlining ways in which Mission personnel, and other organizations working in the field along side the Mission, can organize information from the activity level. Once organized, this information can be used for reporting, demonstrating performance results and tracking earmarked funds by other personnel inside the Mission and across the Bureau. The end result of this organizational project will be to allow everyone to understand “who is doing what where.”

The USAID MIS/GIS Needs Assessment Team conducted information gathering and facilitation sessions in visits to three Mission field offices from 22 January to 8 February 2006. The purpose of these visits was to document a subset of the tasking, data collection, and reporting processes as they pertain to ad-hoc data call requests from Washington D.C. and to evaluate MIS/GIS functional requirements. The objectives of this visit included the following:

- To understand and accurately document the daily processes, decisions, and employed methodologies utilized in responding to ad-hoc data call requests.
- To elicit and document information management and geospatial functional requirements.
- To accurately map and document the as-is workflow and business processes utilizing currently available tools and technologies.

Data Captured Within the Mission Process Map

Mission Process Mapping (MPM) builds enterprise models identifying processes, organizational roles, and

technology to help bridge the gap between business process and system/software integration activities. MPMs elicit understanding of, and leverage, existing business process analysis and enhance it by explicitly linking process steps to people, technology and functional activities, identifies data entities and state changes, and provides user context to system requirements to design, develop, integrate and deliver to the user community.

Mission Process Maps define business process activities organizationally, at a higher, strategic level, down to the individual task level. These process activities are assessed as aggregate tasks - or services, or distributed tasks through the association to the Enterprise Activity Roadmap (EAR).

The process maps, developed as a deliverable from this analysis, captured the following data items:

- Activity steps (square)
- Decisions (diamonds)
- Role(s) performing the step (words above square)
- Technology supporting each step (words below square)
- Object exchanged throughout workflow (entity below appropriate square)

APPROACH

In Brief and Introduction

The USAID MIS/GIS Needs Assessment Team provided an informal in brief to Mission Directors and/or Deputy Directors at the beginning of the scheduled visit to express the intent of the task and seek guidance from senior leadership.

Information Discovery and Facilitation

The USAID MIS/GIS Needs Assessment Team met with senior leadership with representation from each component of the Mission to identify generic, process, or technology related concerns. This exercise helped to pinpoint critical user needs at each Mission.

Following the critical needs exercise the team captured technical, functional and business process data using a facilitated, structured process. The team interviewed the Program Office, Strategic Offices, Financial & Contracting Offices, and implementing partners (Bangladesh only). The team collected and recorded data to create as-is process maps, an Enterprise Activity

MPM LEGEND

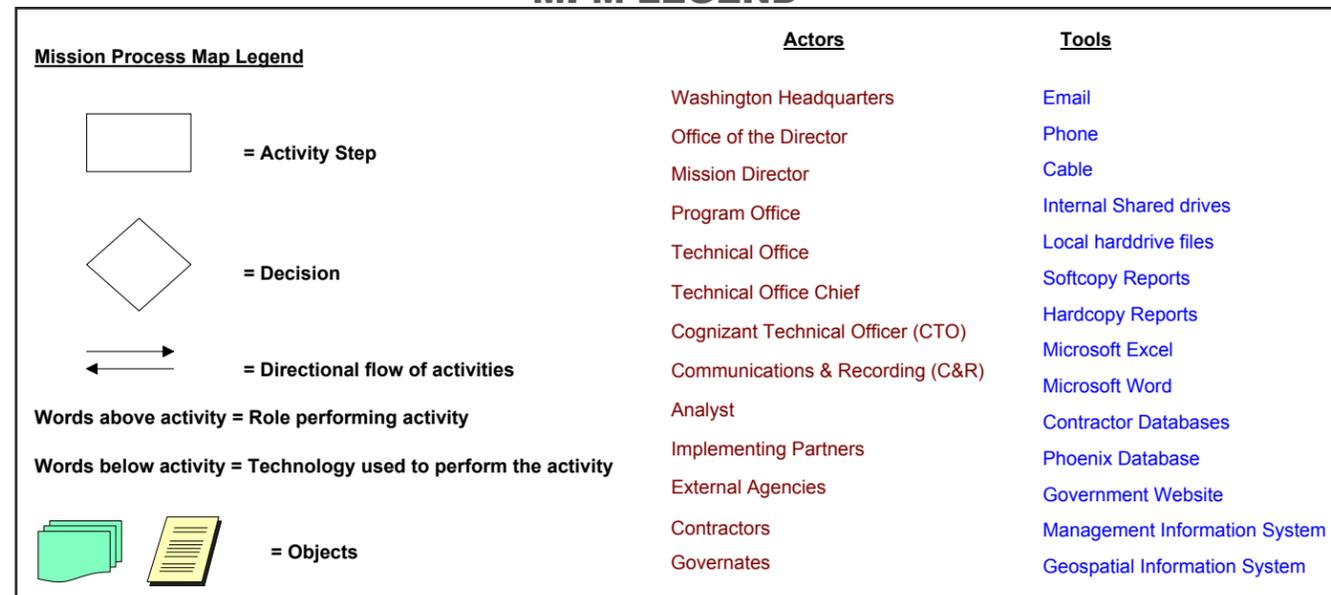


Figure: USAID Mission Process Map Legend

Roadmap (EAR), and Multidimensional Requirements Views (MRVs).

Out Brief and Findings

The USAID MIS/GIS Needs Assessment Team provided an informal out brief to Mission Directors and/or Deputy Directors at the end of the scheduled visit to deliver initial findings and conclusions.

BUSINESS PROCESS ANALYSIS

Mission Process Mapping Definition

The following is a definition of Mission Process Mapping:

A structured methodology to obtain the desired level of detail in gathering user and system requirements, process roles/actors, technology information (systems, databases, applications, tools), and relating it to the business process. A method to build animated and simulated scenarios and what-if threads to provide validation and supporting requirement analysis by ensuring the linkage between business and technical processes and information flow. Mission Process Mapping creates a visual communication agent for senior executives as well as technical developers.

Artifacts created from this methodology segue and support the need for the Mission Engineering methodology through relationships in the EAR and MRVs.

As-Is Mission Process Map Procedures (Appendix A–Appendix C)

The As-Is Mission Process Map (MPM) documents the triggers, activities, and decisions necessary to create and complete a response to an ad-hoc data call request. Roles and technologies supporting these captured activities illustrate the resources required to perform the appropriate response.

The As-Is MPM depicts the current processes and related information of the needs assessment Mission Field Office participants which will be further analyzed for process improvement through technology insertion. This analysis creates a baseline in developing a To-Be process to identify standard business processes and technologies across the ANE Bureau. The To-Be process will be incorporated into the design of the MIS/GIS pilot.

Analysis of the As-Is process steps produced the following natural groupings: Tasking, Data Collection and Reporting.

Tasking Process

Actors:

- Washington
- Mission Director
- Program Office
- Cognizant Technical Officer (CTO)

Tools:

- Email
- Phone
- Cable
- Shared Drives
- Softcopy reports
- Hardcopy reports
- Microsoft Excel
- Microsoft Word

Procedures:

The Tasking phase is triggered by ad-hoc data call requests received from Washington D.C.; typically Washington Headquarters. Data call requests can be received by a Mission in a number of ways: a request directly to the Mission Director, the Program Office, a Technical Office, or a specialist within a Technical Office.

If the Mission Director can answer the request a response is provided. Otherwise, the request is routed to the appropriate Technical Office.

Requests submitted directly to the Program Office are reviewed, examined for clarity, and assessed to determine if a direct answer can be provided. Clear requests that can be met by the Program Office are delivered to Washington via email or a formal letter.

Data call requests not answered by the Mission Director or the Program Office are routed and assigned to an analyst within the appropriate Technical Office. In some cases Washington may have direct communication with an analyst and requests may be directly sent to that analyst.

Data Collection Process

Roles:

- Washington
- Program Office
- Technical Office
- Analyst

- Communications & Recording (C&R)
- Implementing Partners
- Office of the Director
- GRP Agencies

Tools:

- Email
- Phone
- Internal Shared Drives
- Local harddrive files
- Softcopy reports
- Hardcopy reports (Government statistics)
- Phoenix Database
- Microsoft Excel
- Microsoft Word
- Contractor Databases
- Government Website
- Management Information Systems
- Geospatial Information Systems

Procedures:

The Data Collection process begins when an assigned analyst is provided direction or seeks clarity for the data call request. The analyst can immediately respond to the request if the information resides on internal, available sources. However, if an immediate response to a request is not available, an analyst begins the Data Collection process through contact with other Office or external sources (i.e. implementing partners; contractors, grantees). The information received from this outreach is collected and formulated into a response typically using Microsoft Word or Excel formats. The response is submitted to the Technical Office lead for review and approval. If the question is deemed to not adequately answer the data call request, information is not accurate, or formatting is required the response is returned to the analyst for modification.

The Data Collection process includes the responsibility of the Communications and Records (C&R) section within Executive Office for putting documents into action boards. These action boards are monitored by C&R to ensure that data call requests are acted upon within the required period. On a weekly basis, the C&R sends a list of delinquent action boards (i.e., those with outstanding action whose response date is past due) to the offices and to the Office of the Director.

Documents that find their way into the action boards are received directly by C&R for purposes of routing to the appropriate Technical Office or received by offices requesting documents be placed into an action board.

Action board assignments follow the process to collect information, formulate a response to data calls, and obtain clearance approval.

Reporting Process

Roles:

- Washington
- Mission Director
- Technical Office Chief
- Analyst

Tools:

- Phone
- Email

Procedures:

The Reporting phase consists of determining the means of initial request – which dictates who should respond and reporting information to answer the data call request. Requests routed through the Mission Director are responded to via a formal letter or email from the Office of the Director. In most cases the analyst or responsible Technical Office supplies the response via email.

The response clarification which occurs during the Tasking and Data Collection phases is realized when Washington receives the information replying to the data call request. If the original task is not clearly understood it is necessary to revise the response and collaboration with the analyst to seek additional information is required. This process is cyclical until Washington is satisfied by the received information.

SUMMARY

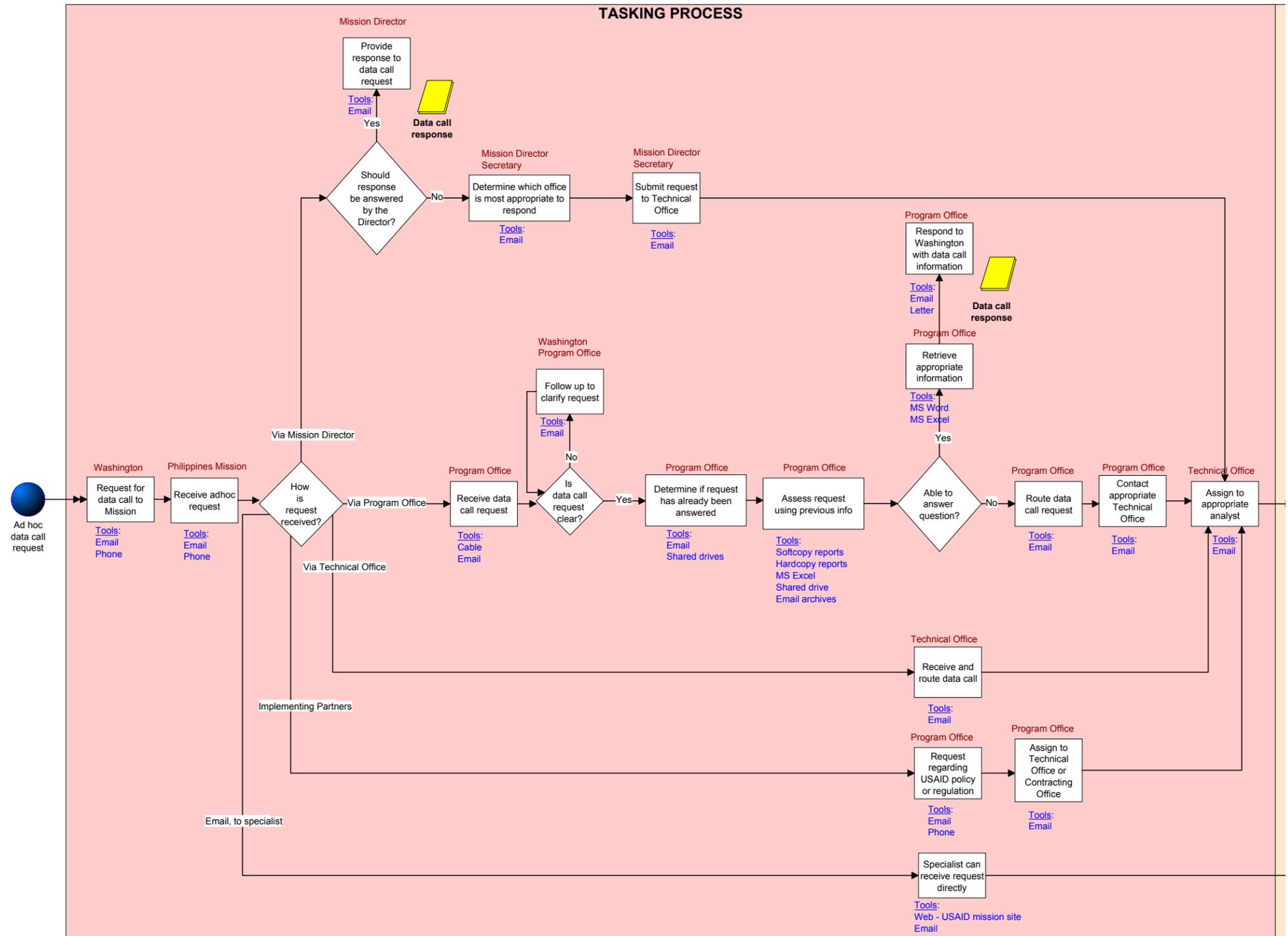
The focus of the USAID Needs Assessment Team was on information gathering to support the development of a Management Information and Geospatial Information System. Our approach was to first understand how Missions conducted business in response to ad-hoc data call requests from Washington Headquarters.

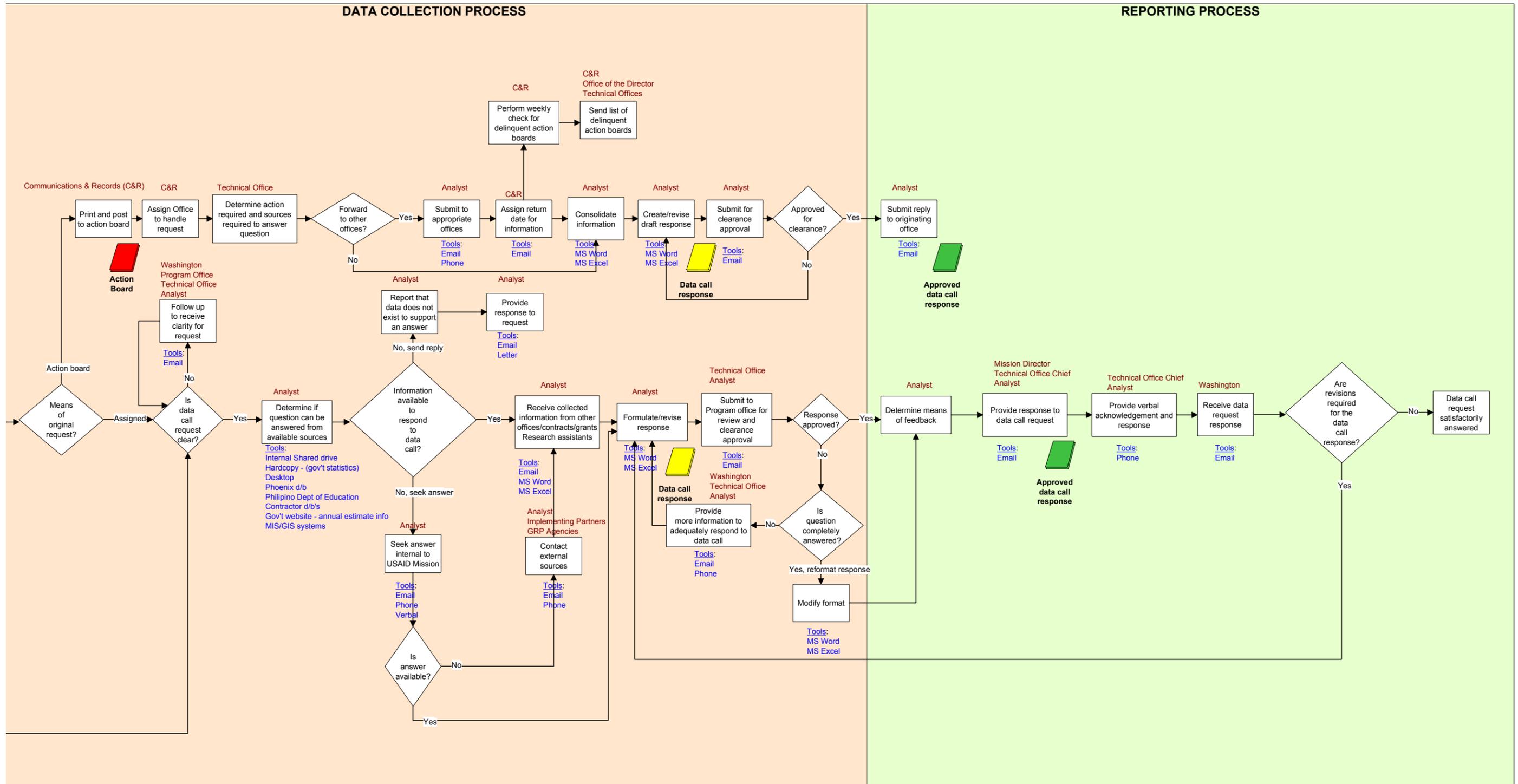
The focus of the Business Process Analysis was to interview system users to capture and document current business operations and technology uses in understanding how information is collected, organized, and accessed to formulate replies to ad-hoc data tasks.

Analysis from the Tasking, Data Collection, and Reporting phases will be assessed against the MIS/GIS pilot and mapped to system requirements to derive additional system needs and assess the impact in integrating business operations and technology.

USAID Manila Philippines Mission Process Map

- Introduction
- USAID Community
- Mission Administration
- Information Management
- Systems Administration
- Appendix





USAID Dhaka Bangladesh Mission Process Map

Introduction

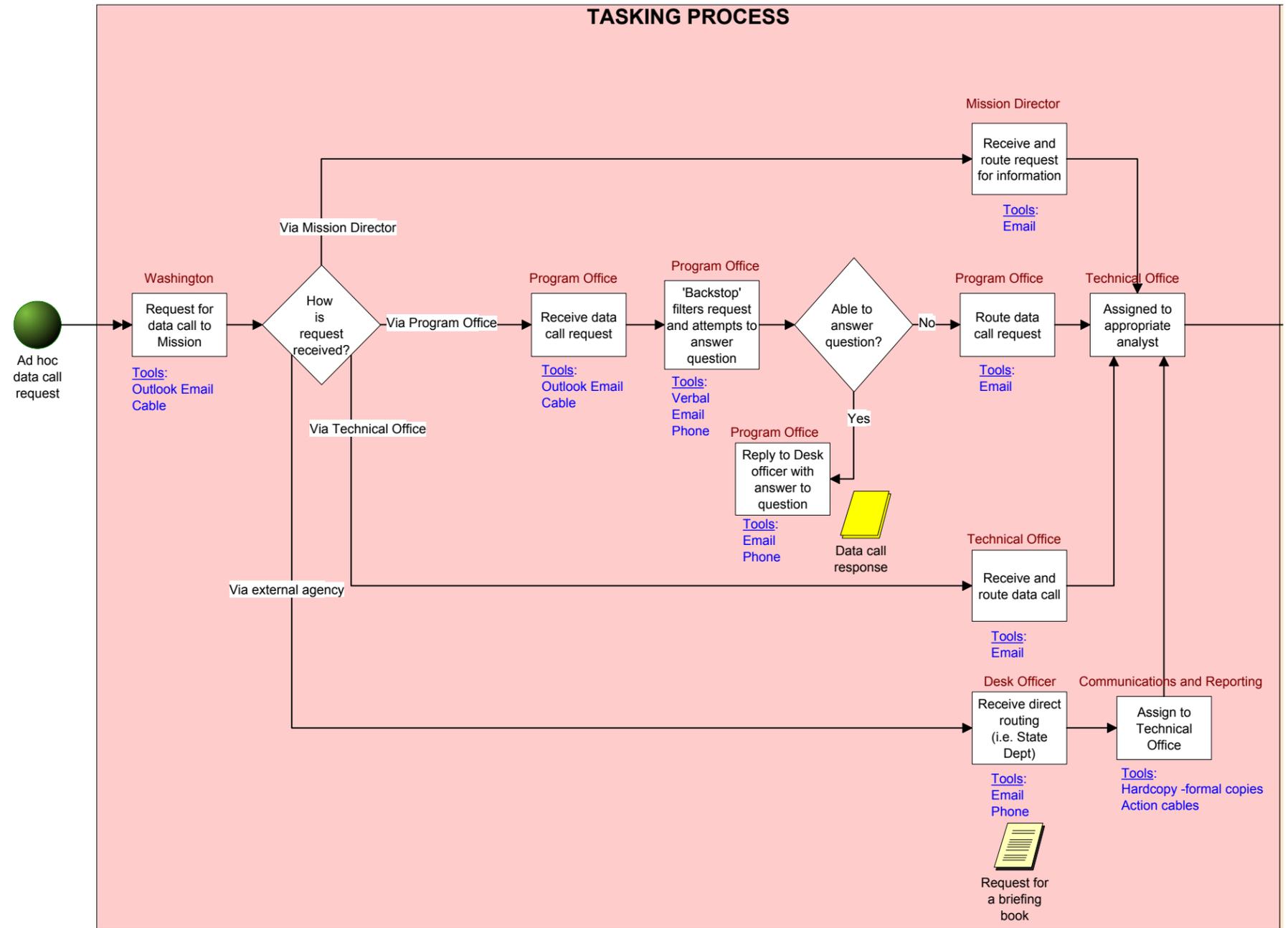
USAID Community

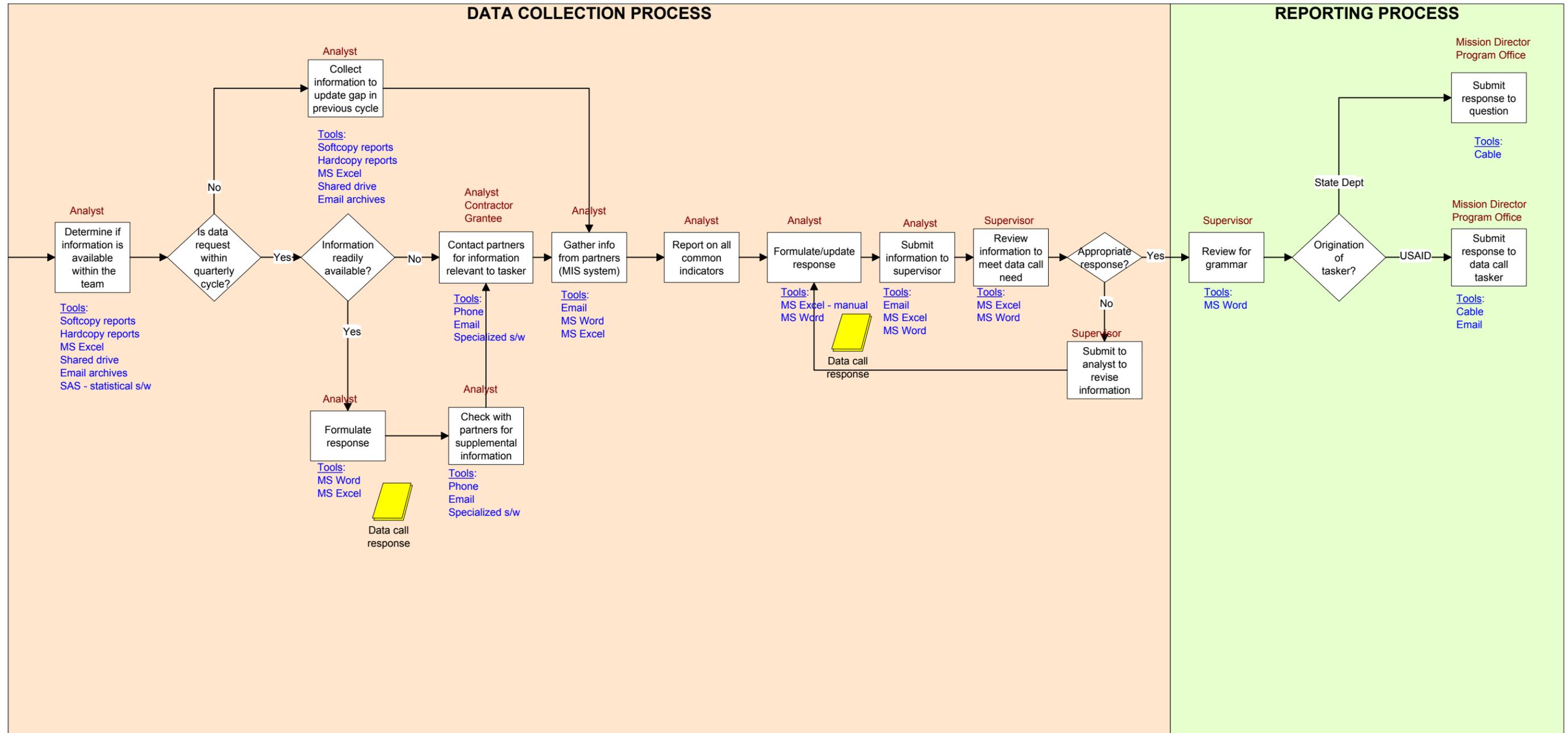
Mission Administration

Information Management

Systems Administration

Appendix





USAID Cairo Egypt Mission Process Map

Introduction

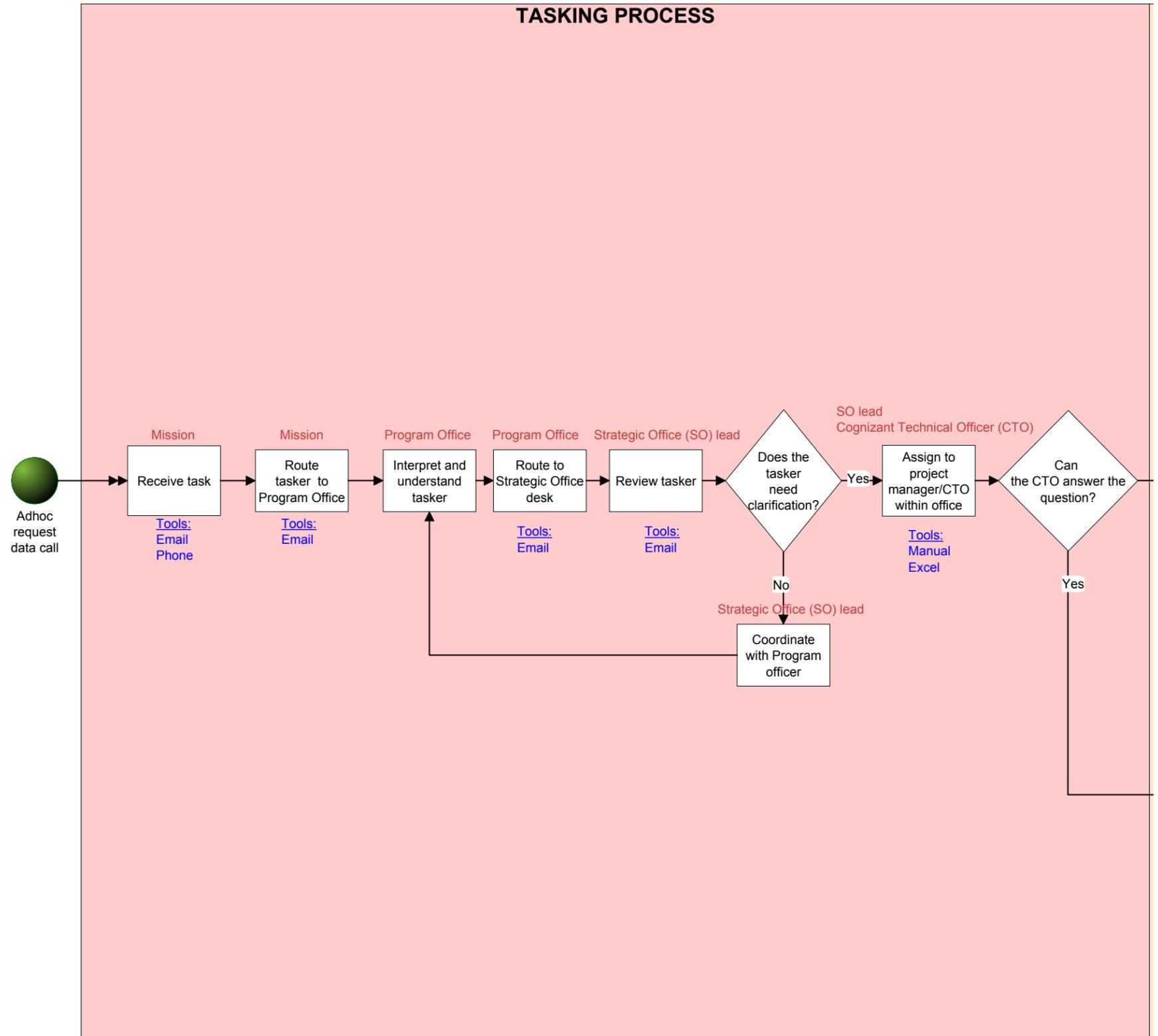
USAID Community

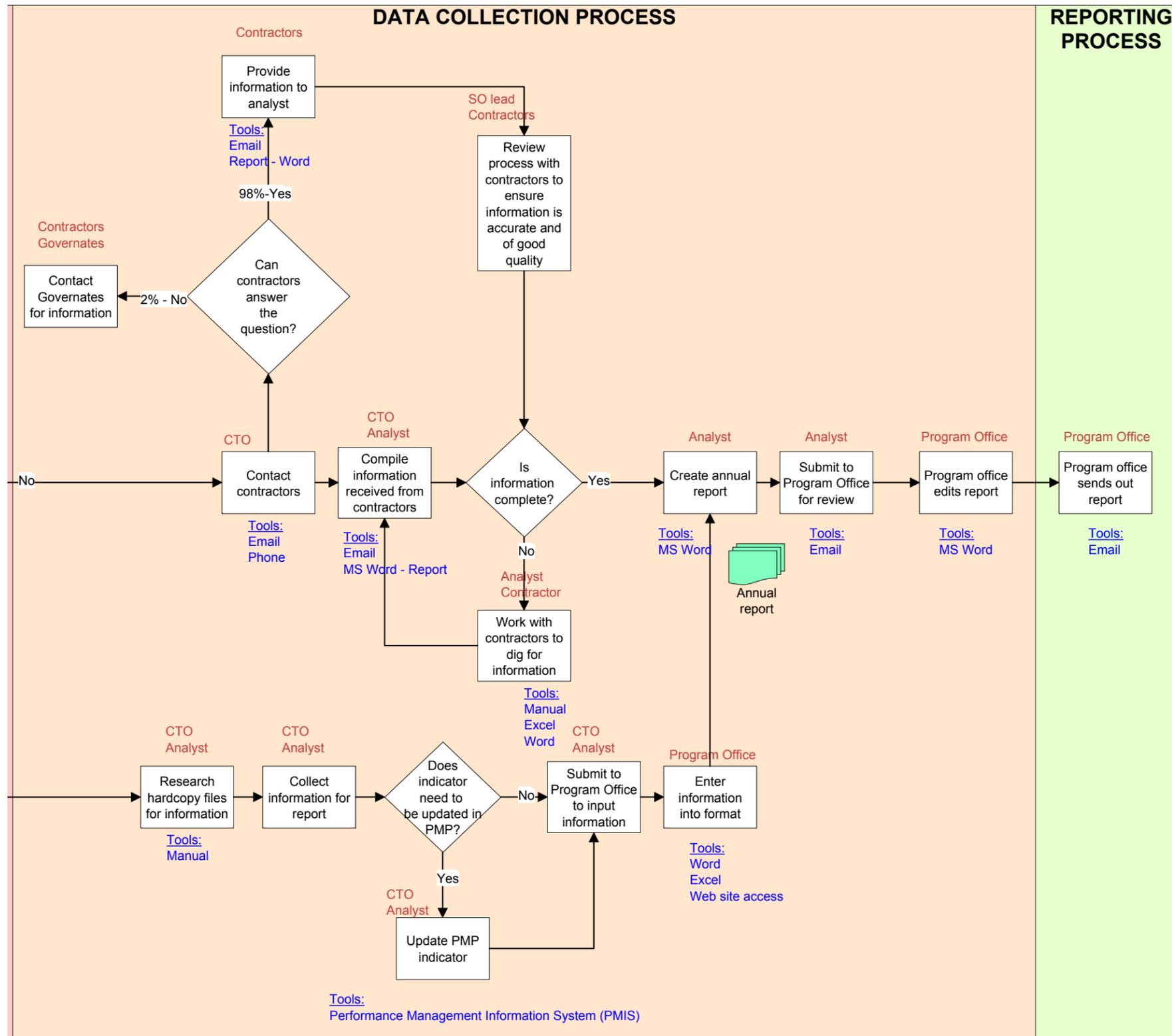
Mission Administration

Information Management

Systems Administration

Appendix





Enterprise Activity Roadmap

The Enterprise Activity Roadmap (EAR) captures the outputs of the MPM analysis effort, identifying the business process activities that will be performed within the scope of the ‘to be’ developed system. The EAR provides an index that fully defines the scope of activities, mapped to enterprise services, that need to be supported by developed (or purchased) application functions as well as legacy systems, architecture elements and data needs. Activities within each service area are the component work processes that will be done on the new system when complete. Each activity is made up of people (actors), process (workflow) and technologies (tools used within the workflow). The EAR also further identifies and maps additional actors who perform work within each activity, thus enabling user representatives to verify that the system correctly supports their user roles. This roadmap provides a basis for identifying potential functional redundancies, which create opportunities for service sharing and consolidation. Finally, the EAR provides a crucial, initial snapshot of security issues and possible risk areas that will need to be addressed by the program office. In short, the EAR plays an extremely important role in ensuring that the stakeholders, users and developers, fully understand the activities required to support the new operational functions or business processes. Once this document has been completed, the program can begin a business valuation of each service area—prioritizing activities by program need, complexity and cost, to better determine what component activities should be allocated to each delivery iteration, spiral, or time box.

USAID Asia Near East Management Information System/Geospatial Information System [AMG]

Mission Administration

Field Mission Planning [FM]	Program Implementation [PI]	Investment Management [IM]	Data Collection Management [DC]
[FM-ACCFI] Access Financial Data Priority: 1 Actor(s): DA, FM, IM, MM, TO, WM Tool(s): Phoenix Effectivity: MRV?: 1 MRV Status: 35	[PI-CEAIN] Create, Edit and Assign Indicators Priority: 1 Actor(s): MM, TO Tool(s): Effectivity: MRV?: 1 MRV Status: 35	[IM-VVAVD] Manage Awards/Agreements/Instruments Priority: 1 Actor(s): IM Tool(s): FedBizOps.gov, Grants.gov, PCIP, ProDocs Effectivity: MRV?: 1 MRV Status: 35	[DC-MDCFR] Manage Data Collection Forms Priority: 1 Actor(s): DA, MM, TO Tool(s): Effectivity: MRV?: 1 MRV Status: 35
[FM-RVOYB] Review Operating Year Budget Priority: 1 Actor(s): FM, IM, MM, TO Tool(s): Phoenix Effectivity: MRV?: 1 MRV Status: 35	[PI-MNGAT] Manage Activity Priority: 1 Actor(s): DA, TO Tool(s): Effectivity: MRV?: 1 MRV Status: 35	[IM-ASCMA] Associate Money to Activities Priority: 1 Actor(s): FM, TO Tool(s): Phoenix Effectivity: MRV?: 1 MRV Status: 25	[DC-MDCOL] Manage Data Collection Priority: 1 Actor(s): DA, MM, TO Tool(s): Effectivity: MRV?: 1 MRV Status: 35
[FM-RVSDP] Review Strategic Development Plans Priority: 1 Actor(s): GU Tool(s): Effectivity: MRV?: 1 MRV Status: 35	[PI-MNGIM] Manage Implementers Priority: 1 Actor(s): IM, MM, TO Tool(s): Effectivity: MRV?: 1 MRV Status: 35		[DC-IPTDT] Input Data Priority: 1 Actor(s): IP, MM, TO Tool(s): Effectivity: MRV?: 1 MRV Status: 35
[FM-DFMSO] Define Mission Strategic Objectives Priority: 1 Actor(s): MM Tool(s): Effectivity: MRV?: 1 MRV Status: 35			[DC-IUDA] Import Unstructured Data and Information Priority: 1 Actor(s): DA, MM, TO Tool(s): Effectivity: MRV?: 1 MRV Status: 35
[FM-MGIRP] Manage Intermediate Result Packages Priority: 1 Actor(s): MM, TO Tool(s): Effectivity: MRV?: 1 MRV Status: 35			[DC-IMPSD] Import Structured Data Priority: 1 Actor(s): DA Tool(s): Effectivity: MRV?: 1 MRV Status: 35
[FM-MNGKW] Manage Keywords Priority: 1 Actor(s): DA, WM Tool(s): Effectivity: MRV?: 1 MRV Status: 35			[DC-VALDT] Validate Data Priority: 1 Actor(s): TO Tool(s): Effectivity: MRV?: 1 MRV Status: 35
			[DC-CLNDT] Cleanse Data Priority: 1 Actor(s): DA, TO Tool(s): Effectivity: MRV?: 1 MRV Status: 10

Information Management

Information Discovery [ID]	Geospatial Visualization [GV]	Reporting [RP]	Knowledge Management [KM]	Workflow Management [WM]	Content Management [CM]
[ID-PEKWS] Perform Basic Search Priority: 1 Actor(s): GU Tool(s): Effectivity: MRV?: 1 MRV Status: 35	[GV-ACCOP] Access Common Operating Picture Priority: 1 Actor(s): GA, GU Tool(s): Effectivity: MRV?: 1 MRV Status: 35	[RP-GENRE] Generate and Organize Report Elements Priority: 1 Actor(s): DA Tool(s): Effectivity: MRV?: 1 MRV Status: 35	[KM-MTNRL] Maintain Reference Library Priority: 1 Actor(s): DA, TO, WM Tool(s): Effectivity: MRV?: 1 MRV Status: 35	[WM-MNGWD] Manage Workflow Definitions Priority: 3 Actor(s): MM, TO, WM Tool(s): Effectivity: MRV?: 1 MRV Status: 35	[CM-UPLPH] Upload Photos Priority: 3 Actor(s): DA Tool(s): Effectivity: MRV?: 0 MRV Status: 0
[ID-PERAS] Perform Advanced Search Priority: 1 Actor(s): GU Tool(s): Effectivity: MRV?: 1 MRV Status: 35	[GV-GNVSR] Generate Visualization from Search Results Priority: 1 Actor(s): GA, GU Tool(s): Effectivity: MRV?: 1 MRV Status: 35	[RP-MNGRT] Manage Reporting Templates Priority: 1 Actor(s): DA, MM, TO, WM Tool(s): Effectivity: MRV?: 1 MRV Status: 35	[KM-ACLPI] Access Reference Library Priority: 1 Actor(s): GU Tool(s): Effectivity: MRV?: 1 MRV Status: 35	[WM-CRTAA] Create Automatic Tasks Priority: 3 Actor(s): Tool(s): Effectivity: MRV?: 1 MRV Status: 10	[CM-PUBNI] Publish News Item Priority: 3 Actor(s): DA Tool(s): Effectivity: MRV?: 0 MRV Status: 0
[ID-PFMGQ] Perform Geospatial Query Priority: 1 Actor(s): GA, GU Tool(s): Effectivity: MRV?: 1 MRV Status: 35	[GV-ANTMP] Annotate Map Priority: 1 Actor(s): GA, GU Tool(s): Effectivity: MRV?: 1 MRV Status: 35	[RP-EDREP] Manage and Publish Reports Priority: 1 Actor(s): DA, FM, MM, TO, WM Tool(s): Effectivity: MRV?: 1 MRV Status: 35		[WM-MNGTT] Manage Team Tasks Priority: 3 Actor(s): MM, TO, WM Tool(s): Effectivity: MRV?: 1 MRV Status: 35	[CM-CNNAV] Configure User Navigation Priority: 3 Actor(s): SA Tool(s): Effectivity: MRV?: 0 MRV Status: 0
[ID-MANSA] Manage Search Agent Priority: 1 Actor(s): GU Tool(s): Effectivity: MRV?: 1 MRV Status: 35	[GV-PUBPI] Publish Map and Imagery Priority: 1 Actor(s): GA, GU Tool(s): Effectivity: MRV?: 1 MRV Status: 35	[RP-SAVRE] Export Reports Priority: 1 Actor(s): GU Tool(s): Effectivity: MRV?: 1 MRV Status: 35		[WM-MNGMA] Manage My Tasks Priority: 3 Actor(s): GU Tool(s): Effectivity: MRV?: 1 MRV Status: 35	[CM-DESST] Design Styles Priority: 3 Actor(s): SA Tool(s): Effectivity: MRV?: 0 MRV Status: 0
[ID-EXESA] Execute Search Agent Priority: 1 Actor(s): Tool(s): Effectivity: MRV?: 1 MRV Status: 10	[GV-MANGO] Create and Manage Geospatial Objects Priority: 1 Actor(s): GA Tool(s): Effectivity: MRV?: 1 MRV Status: 35				
[ID-VSRCH] View Search Results Priority: 1 Actor(s): GU Tool(s): Effectivity: MRV?: 1 MRV Status: 35	[GV-IGSCD] Import Geospatial Data/Objects Priority: 1 Actor(s): GA Tool(s): Effectivity: MRV?: 1 MRV Status: 35				
	[GV-MNSMB] Manage Symbols Priority: 1 Actor(s): GA Tool(s): Effectivity: MRV?: 1 MRV Status: 35				
	[GV-ASCDE] Assign Locational Identifiers to Data Entities Priority: 1 Actor(s): FM, GA, GU, IM, MM, TO Tool(s): Effectivity: MRV?: 1 MRV Status: 35				

Color Legend

- High customer priority. Needs expressed in MRVs
- System Administration functions that are wholly dependent on toolset selected. No MRVs defined.
- Low customer priority, no functional needs elaborated in MRVs

MRV Status

- 10% First Draft of Ops layer of MRV
- 25% Ops Layer Complete for Version 1
- 30% Requirements Written for Ops layer
- 35% Requirements in MRV

Actor Key

- DA - Data Analyst
- FM - Financial Manager
- GA - Geospatial Analyst
- GU - General User
- IM - Instrument/Investment Manager
- IP - Implementing Partner
- MM - Mission Manager
- SA - System Administrator
- TO - Technical Officer
- WM - ANE/W Manager

System Administration

Data Administration [DA]	Systems Maintenance [SM]	Security Administration [SA]
[DA-BUDAT] Backup Data Priority: 3 Actor(s): SA Tool(s): Effectivity: MRV?: 0 MRV Status: 0	[SM-DBSYS] Debug System Priority: 2 Actor(s): SA Tool(s): Effectivity: MRV?: 0 MRV Status: 0	[SA-MNGUG] Manage User Groups Priority: 2 Actor(s): SA Tool(s): Effectivity: MRV?: 0 MRV Status: 0
[DA-ARCDT] Archive Data Priority: 3 Actor(s): SA Tool(s): Effectivity: MRV?: 0 MRV Status: 0	[SM-PDQAS] Perform Data Quality Assessment Priority: 2 Actor(s): SA Tool(s): Effectivity: MRV?: 0 MRV Status: 0	[SA-MNGAC] Manage User Account Priority: 2 Actor(s): SA Tool(s): Effectivity: MRV?: 0 MRV Status: 0
[DA-RESDT] Restore Data Priority: 3 Actor(s): SA Tool(s): Effectivity: MRV?: 0 MRV Status: 0	[SM-SUBCR] Submit Change Request Priority: 2 Actor(s): SA Tool(s): Effectivity: MRV?: 0 MRV Status: 0	[SA-LOGIN] Log-In Priority: 2 Actor(s): GU Tool(s): Effectivity: MRV?: 0 MRV Status: 0
[DA-MNGMC] Manage Metadata Catalog Priority: 3 Actor(s): SA Tool(s): Effectivity: MRV?: 0 MRV Status: 0	[SM-PRCRQ] Manage Change Requests Priority: 2 Actor(s): SA Tool(s): Effectivity: MRV?: 0 MRV Status: 0	[SA-LGOUT] Log Out Priority: 2 Actor(s): GU Tool(s): Effectivity: MRV?: 0 MRV Status: 0
[DA-MNGDC] Manage Data Configuration Priority: 3 Actor(s): SA Tool(s): Effectivity: MRV?: 0 MRV Status: 0	[SM-SUBCN] Submit Change Notification Priority: 2 Actor(s): SA Tool(s): Effectivity: MRV?: 0 MRV Status: 0	
[DA-MADMD] Manage Agency Data Model Priority: 3 Actor(s): SA Tool(s): Effectivity: MRV?: 0 MRV Status: 0	[SM-SCHAN] Submit Change Approval Notification Priority: 2 Actor(s): SA Tool(s): Effectivity: MRV?: 0 MRV Status: 0	
[DA-DDEST] Define Data Export Sets Priority: 3 Actor(s): SA Tool(s): Effectivity: MRV?: 0 MRV Status: 0		
[DA-SCHDE] Schedule Data Exports Priority: 3 Actor(s): SA Tool(s): Effectivity: MRV?: 0 MRV Status: 0		
[DA-EXPDT] Export Data Priority: 3 Actor(s): SA Tool(s): Effectivity: MRV?: 0 MRV Status: 0		

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Capability Vignettes

Using Capability Vignettes

Capability vignettes are connected activities extracted from the Enterprise Activity Roadmap (EAR) to create a scenario. The workflows of linked system activities illustrate how a user can utilize the core system capabilities to perform essential future work tasks.

The capability vignettes provide another source of assessment and context to the system requirements. The Mission Process Map (MPM) and EAR associate business process workflow to system needs and capabilities. Capability vignettes tell a story from the user perspective, and provide context into the various ways the services and functional activities will enable users to complete their mission. Additional context and mapping exists by linking the capability vignettes to the MPM value chain phases. The steps of the vignette are derived from the MPM and are the same functional activities in the EAR ultimately there is traceability to the requirements.

ANE MIS/GIS Vignettes

The USAID ANE MIS/GIS Vignettes express USAID goals and common Mission situations through a system-only perspective. These scenarios illustrate how users would employ the MIS/GIS pilot functions to accomplish typical tasks and demonstrate innovative means to integrate isolated activities.

VIGNETTE LEGEND

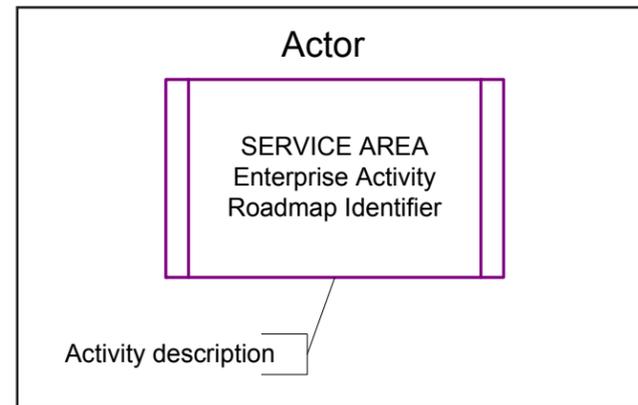


Figure: USAID Vignette Legend

Vignette: Configure Strategic Objective

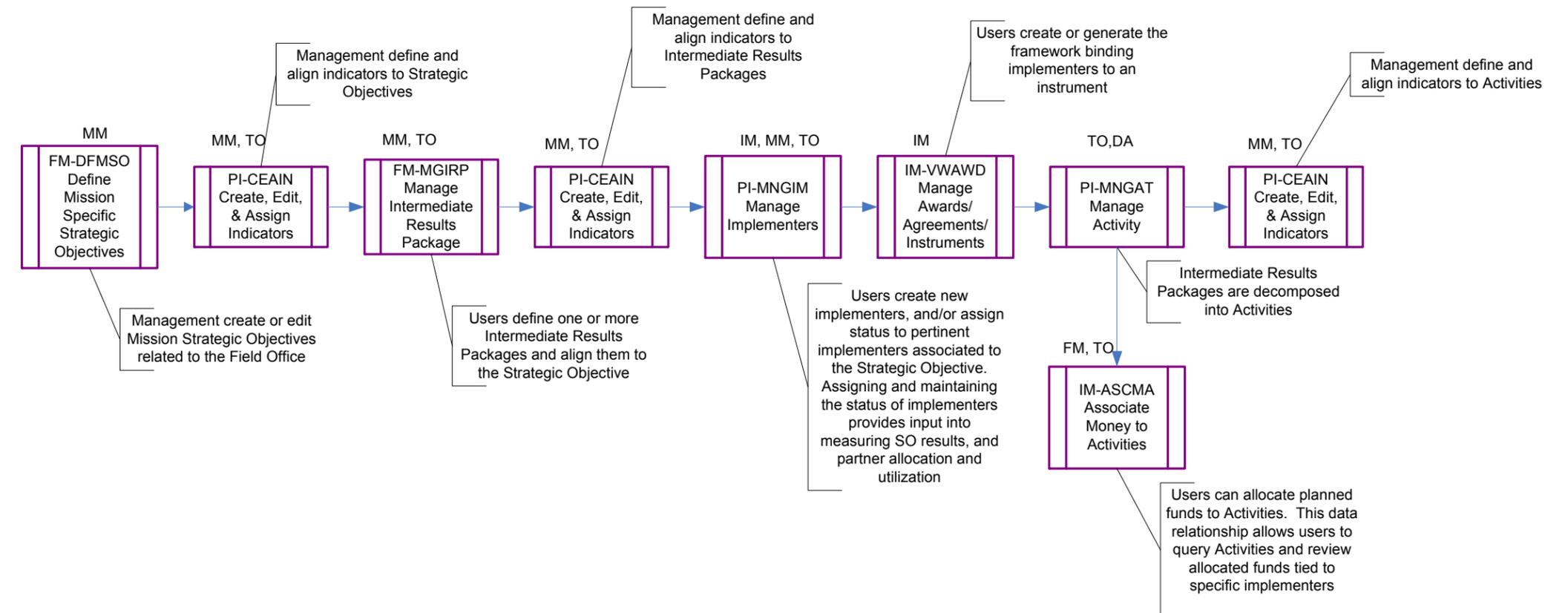
Goal: Help USAID organize and manage Strategic Framework Results components.

Enterprise Activity Roadmap Service Areas: PI, DC, RP

Enterprise Activity Roadmap Activities: PI-MNGAT, DC-MDCFR, DC-MDCOL, DC-IPTDT, DC-IUDAI, DC-IMPSP, DC-VALDT, RP-GENRE, RP-EDREP, RP-SAVRE

Actors: TO, DA, MM, IP, WM, FM, GU

Scenario Example:
 USAID Bureaus create a Strategic Results Framework consisting of Strategic Objectives (SO), Intermediate Results Packages (IRP) and Activities, and align each with indicators. The framework also includes Activity and implementer relationships to Instruments (a.k.a. Awards, Agreements).
 The following scenario consists of a core set of activities that occur as new Mission Strategic Objectives are created.
 In this capability vignette, the Mission creates and defines the Strategic Objective and relevant indicators. For example, the system provides the capability to select Basic Education from a Bureau-wide list. The user continues defining the framework by defining IRPs and Activities and relevant indicators. In the example the user will identify and define the information needed to be associated to Basic Education; how many new school programs are required, how many girls are enrolled in specific regions, and what are the completion rates of those students. The system provides the capability to manage the SO framework, as well as, the ability to create a list of implementing partners to support the collection of data for the SO.
 As SO frameworks are defined, instruments are awarded to implementing partners. The system provides the capability to generate the contract, grant, or cooperative agreement. The user also has read-only access to financial data associated to the Activities.
 The ability to define and associate links within the Strategic Results Framework, access correlated instruments, and view allocated Activity funds allows the user to organize Program components and ensures standard reporting.



Vignette: Collect Data

Goal: Enhance USAID’s data collection structure and production.

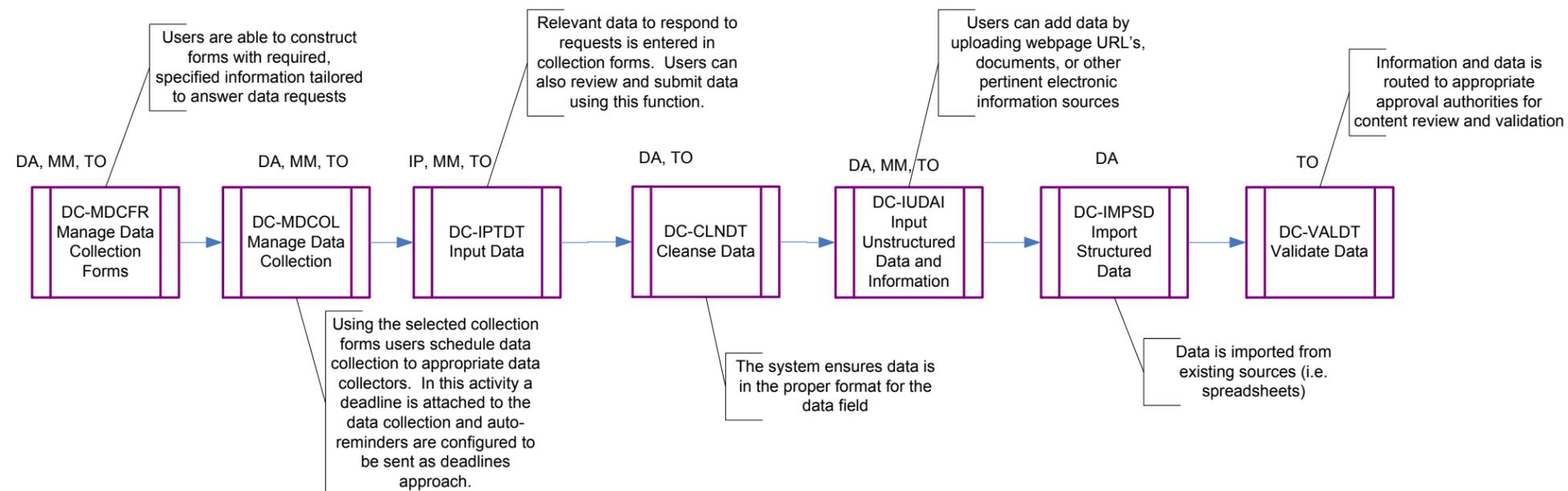
Enterprise Activity Roadmap Service Areas: DC

Enterprise Activity Roadmap Activities: DC-MDCFR, DC-MDCOL, DC-IPTDT, DC-CLNDT, DC-IUDAI, DC-IMPSPD, DC-VALDT,

Actors: DA, MM, TO, IP

Scenario Example:

Collecting data for reporting is a primary focus for USAID. Whether it be annually, quarterly, or on an ad-hoc basis, Mission Field Offices need to manage how information is collected, and organize what information is collected. The following scenario consists of a core set of activities that occur when data is collected. In this scenario the user accesses the system to create a data collection form with the data fields appropriate to meet the need of the Strategic Objective, Intermediate Results Package, and/or Activity. The user can select which implementing partners should be included on the distribution of the collection form, and provides a mechanism scheduling data collections. Users and implementing partners collect data in different manners they are able to input data in a variety of formats. To effectively capture geospatial data one user may utilize a GPS system and upload into an Excel spreadsheet. Another may have relevant information located on an intranet webpage. In either case, the system provides an import or input function to handle the data. Utilizing the workflow management function the user can submit input data, in the necessary template or report, to an approval authority. This validation step allows a management user the ability to review content for accuracy prior to becoming published.



Vignette: Visualize Information Relationships

Goal: Improve Ad-hoc data collection visualization.

Enterprise Activity Roadmap Service Areas: RP, GV, ID

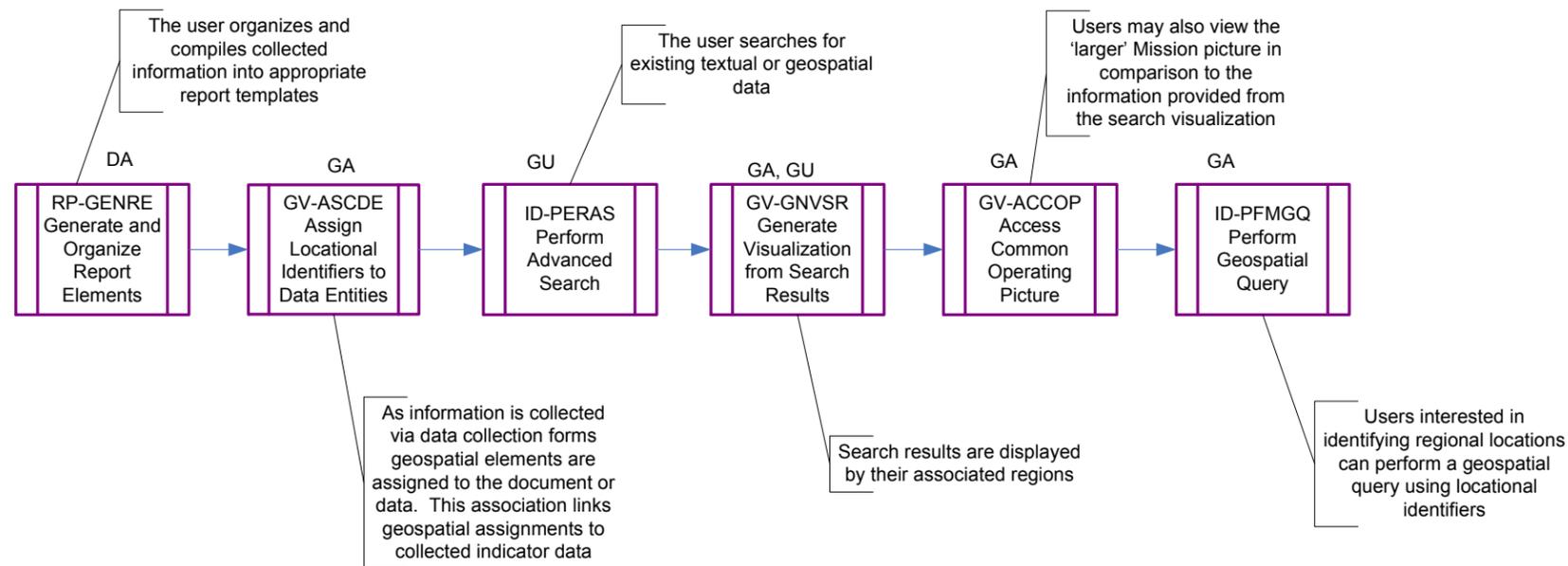
Enterprise Activity Roadmap Activities: RP-GENRE, GV-ASCDE, ID-PERAS, GV-GNVSR, GV-ACCOP, ID-PFMGQ

Actors: DA, GA, GU

Scenario Example:

The following scenario consists of a core set of activities that can be achieved by the system to search and visualize data. In this scenario the user can utilize the system to access and create reports and build visualizations of the collected data. For example, a user has collected water treatment data in a specific region of the country and locational identifiers have been assigned to that data. At a later point, any user can perform a search of the system to locate that data by textual (type: *water treatment in Cairo*) or by geospatial reference (type: *intersection of X Lat/Long and Y Lat/Long*). Returned search results are displayed on a map.

The system will allow the user to access the Common Operating Picture to further analyze the water treatment data (i.e. How many schools are in the region affected by non-treated water?) From the Common Operating Picture the user can highlight segments of interest on the map and narrow the focus of the inspection of data.



Vignette: Track Activity

Goal: Improve the management and tracking of ongoing activities

Enterprise Activity Roadmap Service Areas: FM, PI, GV, ID

Enterprise Activity Roadmap Activities: FM-DFMSO, PI-CEAIN, FM-MGIRP, PI-MNGAT, DC-IPTDT, GV-ASCDE, ID-PFMGQ, GV-GNVSR, GV-ACCOP, GV-PUBPI

Actors: MM, TO, IP, DA, GA, GU

Scenario Example:

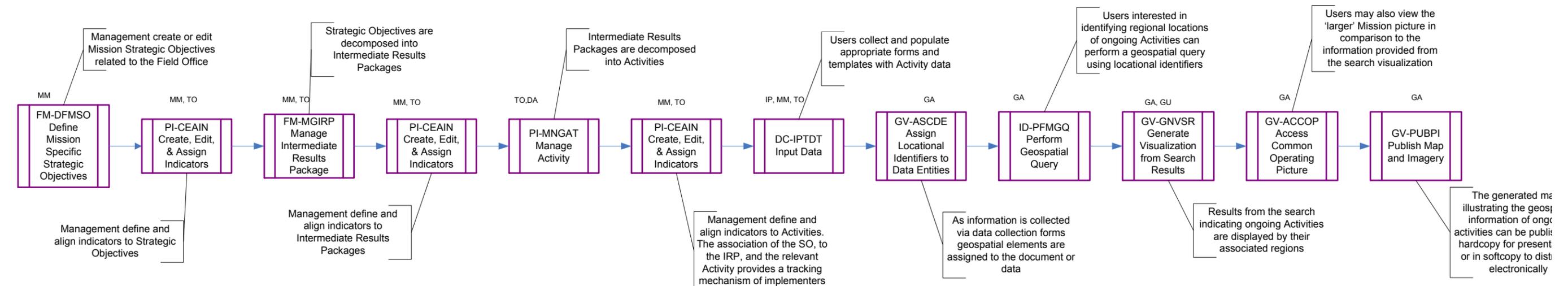
USAID Bureaus identify Strategic Objectives, Intermediate Results Packages and Activities and align each of them with indicators. Data collection is gathered and associated to corresponding indicators and managed, reported, and geospatially visualized.

In this scenario, Field Mission staff define Strategic Objectives, Intermediate Results Packages and Activities and assign indicators to each as a means to determine how to successfully collect information in meeting these guidelines.

The MIS/GIS Pilot system provides the capability to organize and manage indicators for the layers of these components. After the user manages the Activity to define the required collection data, and compiles information, locational identifiers are assigned to data entities linking the data to a geographic region. Building this relationship maps documents and data to appropriate Program components for future searching and GIS visualization.

The user can perform a geospatial query referencing SO, IRP, Activity or geospatial knowledge. The resulting search can visually be displayed indicating the boundaries or units of geography of current Mission Field activities.

The system allows for publication of the maps in hardcopy – in case a briefing is needed – or softcopy – if a copy of the results is needed to be electronically distributed.



Vignette: Identify Activity Patterns

Goal: Provide a mechanism for oversight visit reporting and analysis

Enterprise Activity Roadmap Service Areas: FM, PI, GV, ID

Enterprise Activity Roadmap Activities: FM-DFMSO, PI-CEAIN, FM-MGIRP, PI-MNGAT, GV-ASCDE, ID-PFMGQ, GV-GNVSR, GV-ACCOP, GV-PUBPI

Actors: MM, TO, DA, GA, GU

Scenario Example:

USAID Bureaus identify Strategic Objectives, Intermediate Results Packages and Activities and define each of them with indicators. Data collection is gathered and associated to corresponding indicators and managed, reported, and geospatially visualized.

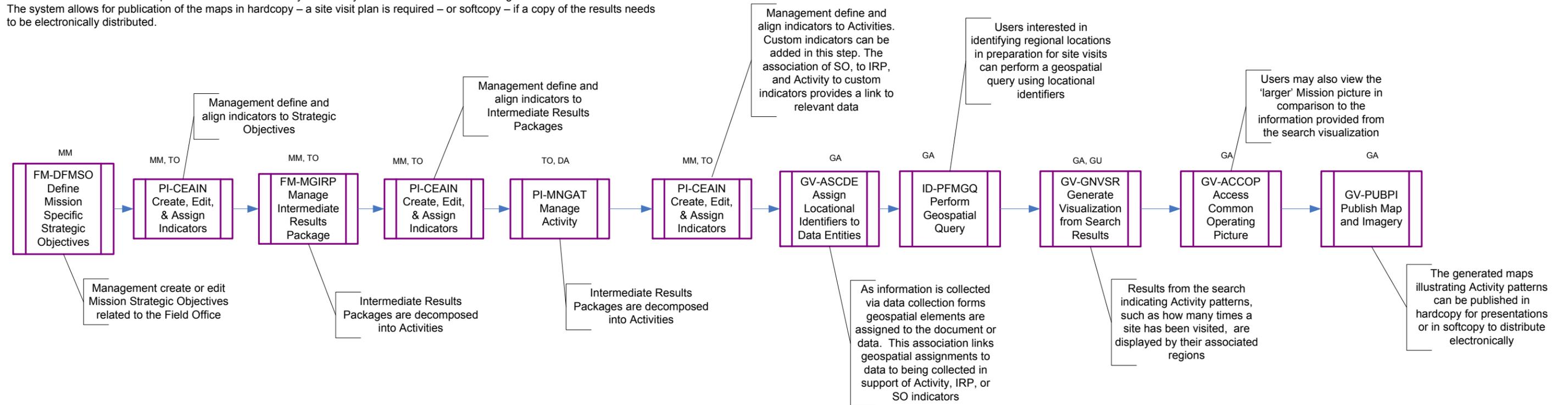
In this scenario, Field Mission staff define Strategic Objectives, Intermediate Results Packages and Activities and assign indicators to each as a means to determine how to successfully collect information in meeting these guidelines.

The MIS/GIS Pilot system provides the capability to organize and manage indicators for the layers of these components.

After the user manages the Activity to define the required collection data, and compiles site visit information, locational identifiers are assigned to data entities linking the data to a geographic region. Building this relationship maps documents and data to appropriate Program components for future searching and GIS visualization.

The user can perform a geospatial query referencing SO, IRP, Activity or geospatial knowledge. The resulting search can visually display past, current, and future Activity status in boundaries or units of geography with the Mission Field responsibility. From activity trends the user can visually assess how often sites have been visited and condition of the site for upcoming visits. Analysis can be done to determine multiple activities that are near-by which may be relevant to include in a single site visit.

The system allows for publication of the maps in hardcopy – a site visit plan is required – or softcopy – if a copy of the results needs to be electronically distributed.



Vignette: Measure Output Results

Goal: Help USAID better measure output results

Enterprise Activity Roadmap Service Areas: FM, PI, IM, ID, GV,

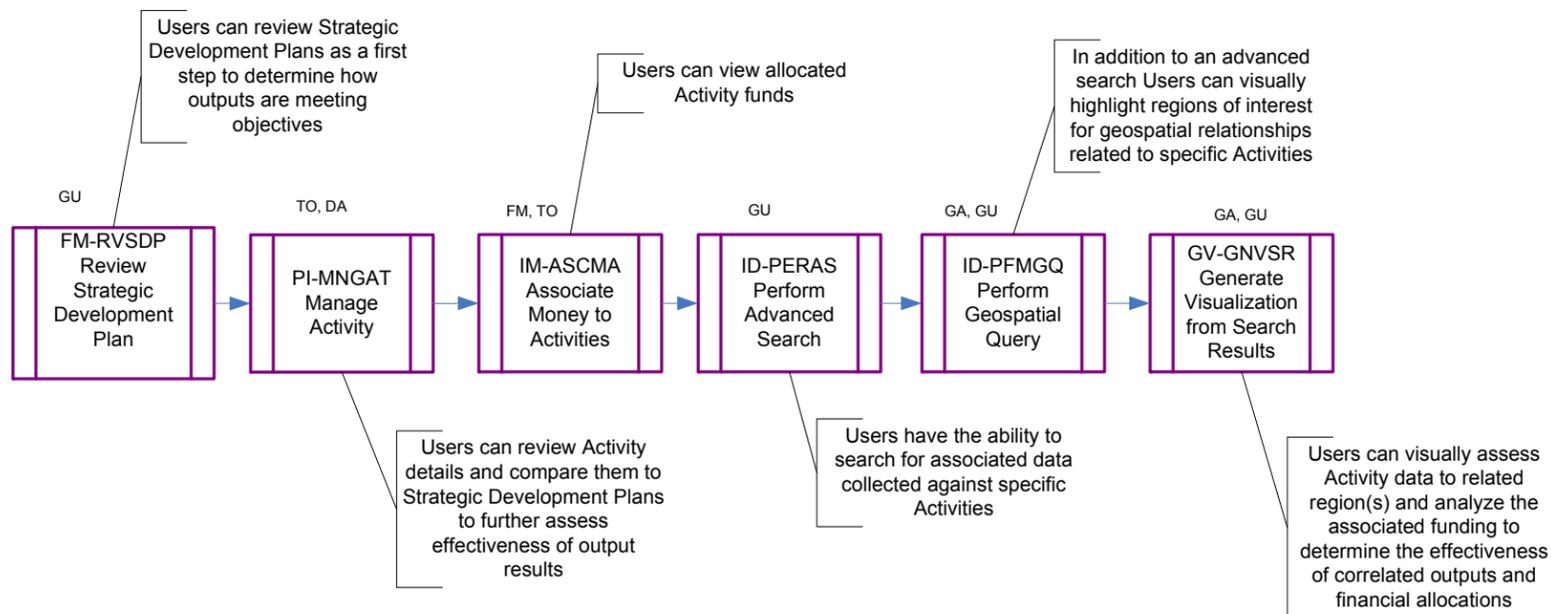
Enterprise Activity Roadmap Activities: FM-RVSDP, PI-MNGAT, IM-ASCMA, ID-PERAS, ID-PFMGQ, GV-GNVSR

Actors: GU, TO, DA, GA

Scenario Example:

USAID Bureaus and Mission Field Offices will be able to visually measure output results according to Activity and financial allocations. In this scenario, a user can review Strategic Development Plans and associated Activities to understand the required data intended to satisfy the specific need. And a search can be performed to view the allocated funds to that need (although this may be a link to Phoenix and the access is 'Read-Only', the information is available).

An advanced and geospatial search for data, information, and unstructured data collected for the activity is performed generating Activity facts. Based on the accumulation of the facts and invoking the geospatial visualization of the data the user ascertains if the existing data collection and related financial figures meet the initial purpose of the Strategic Objective and Activity. It also indicates the use of allocated Activity funds to ascertain appropriate financing.



Vignette: Evaluate Program

Goal: Assist USAID in summarizing and evaluating current programs

Enterprise Activity Roadmap Service Areas: FM, PI, DC, ID, GV

Enterprise Activity Roadmap Activities: FM-DFMSO, PI-CEAIN, PI-MNGAT, DC-IPTDT, DC-IUDAI, DC-VALDT, ID-PERAS, ID-PFMGQ, GV-GNVSR, GV-ACCOP

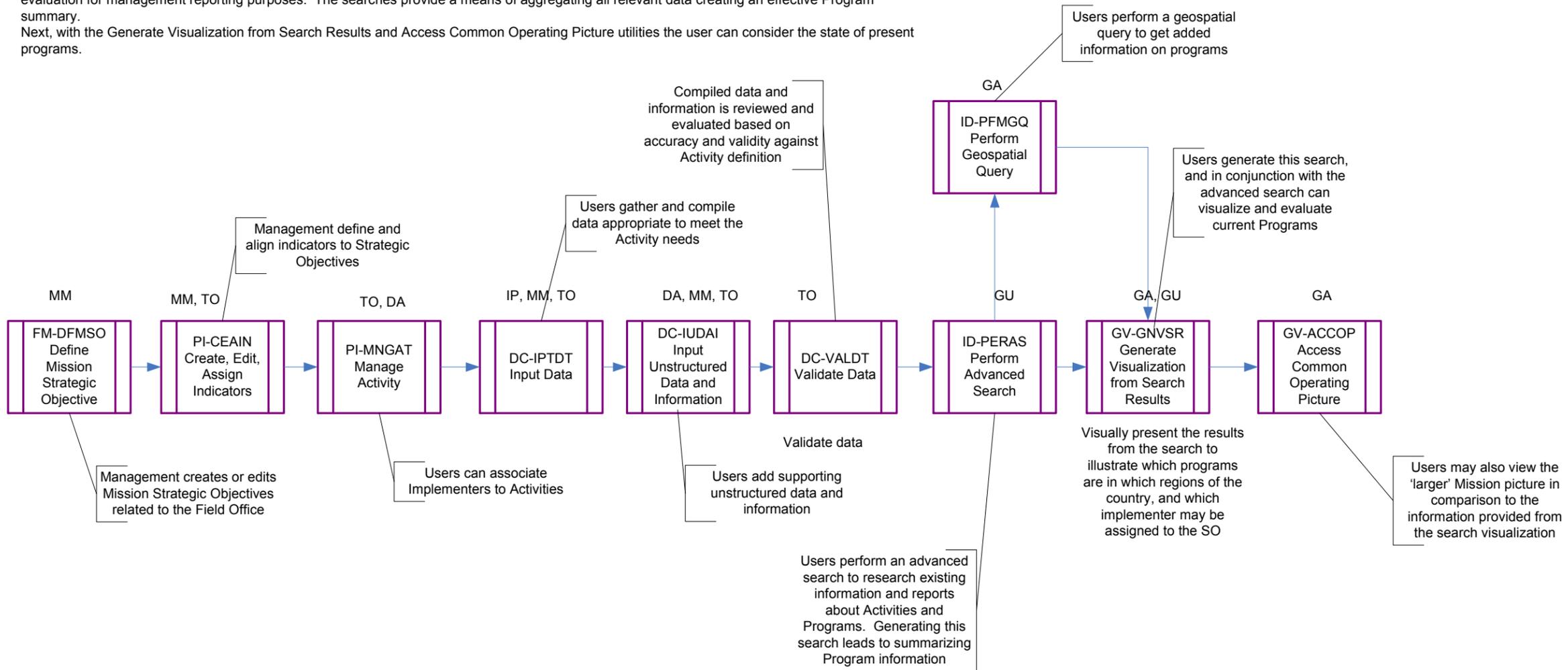
Actors: MM, TO, DA, IP, GA, GU

Scenario Example:

USAID Bureaus and Mission Field Offices will be able to define or review Strategic Objective, Activities, and indicators, determine collected data input, review summaries of the collected data, and visually display information to evaluate current programs.

A user can begin program evaluation during the SO lifecycle, or after the data collection phase. The user creates a Strategic Objective, aligns indicators, and Activity elements (which includes assigning responsible Implementers) to dictate the necessary structured and unstructured data and information. At this point, using the Perform Advanced Search and Perform Geospatial Query functions can be utilized. Since the reported information is tied to the SO and Activity indicators a user can evaluate if the SO is being met or if additional data is needed. These search and query capabilities can be executed at any point after data collection; users responsible for meeting SO and Activity goals, or users interested in program evaluation for management reporting purposes. The searches provide a means of aggregating all relevant data creating an effective Program summary.

Next, with the Generate Visualization from Search Results and Access Common Operating Picture utilities the user can consider the state of present programs.



Vignette: Plan Future Programs

Goal: Improve USAID's ability to plan future programs. Also as budget management tool.

Enterprise Activity Roadmap Service Areas: FM, PI, DC, ID, GV

Enterprise Activity Roadmap Activities: FM-DFMSO, PI-CEAIN, PI-MNGAT, DC-IPTDT, DC-IUDAI, DC-VALDT, ID-PERAS, ID-PFMGQ, GV-GNVSR, GV-ACCOP

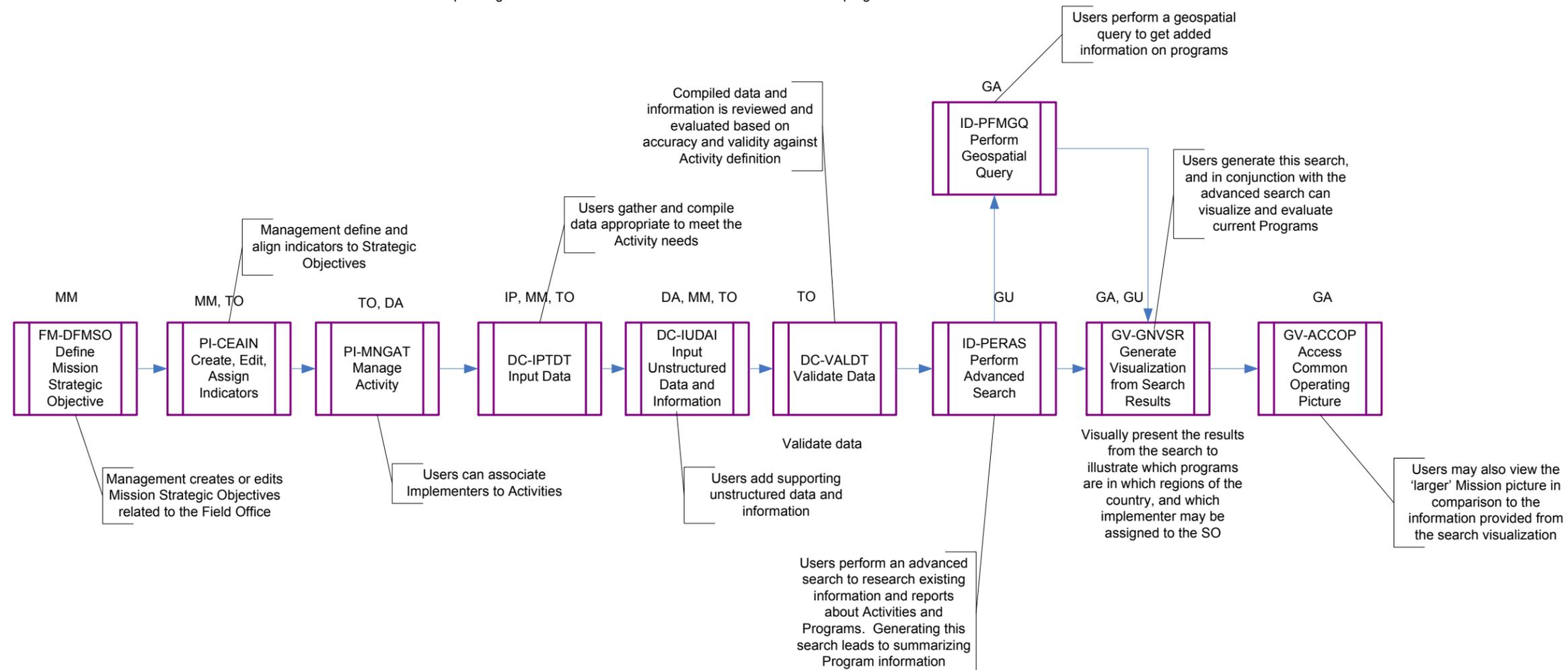
Actors: MM, TO, DA, IP, GA, GU

Scenario Example:

USAID Bureaus and Mission Field Offices will be able to define or review Strategic Objective, Activities, and indicators, determine collected data input, review summaries of the collected data, and visually display information to evaluate current programs.

A user can begin program evaluation during the SO lifecycle, or after the data collection phase. The user creates a Strategic Objective, aligns indicators, and Activity elements (which includes assigning responsible Implementers) to dictate the necessary structured and unstructured data and information. At this point, using the Perform Advanced Search and Perform Geospatial Query functions can be utilized. Since the reported information is tied to the SO and Activity indicators a user can evaluate if the SO is being met or if additional data is needed. These search and query capabilities can be executed at any point after data collection; users responsible for meeting SO and Activity goals, or users interested in program evaluation for management reporting purposes. The searches provide a means of aggregating all relevant data creating an effective Program summary.

Next, with the Generate Visualization from Search Results and Access Common Operating Picture utilities the user can consider the state of future programs.



Vignette: Assist Partners/Coordinate with Donors

Goal: Help USAID's partners better plan and manage their programs.

Share information with donors in order to develop a complete picture of their common zones of activities.

Enterprise Activity Roadmap Service Areas: FM, PI, DC, GV, ID, RP

Enterprise Activity Roadmap Activities: FM-RVSDP, PI-MNGAT, DC-IPTDT, DC-IUDAI, DC-IMPSD, GV-ASCDE, DC-VALDT, ID-PFMGQ, GV-GNVS, RP-GENRE, GV-PUBPI, RP-SAVRE

Actors: GU, DA, IP, MM, TO, GA,

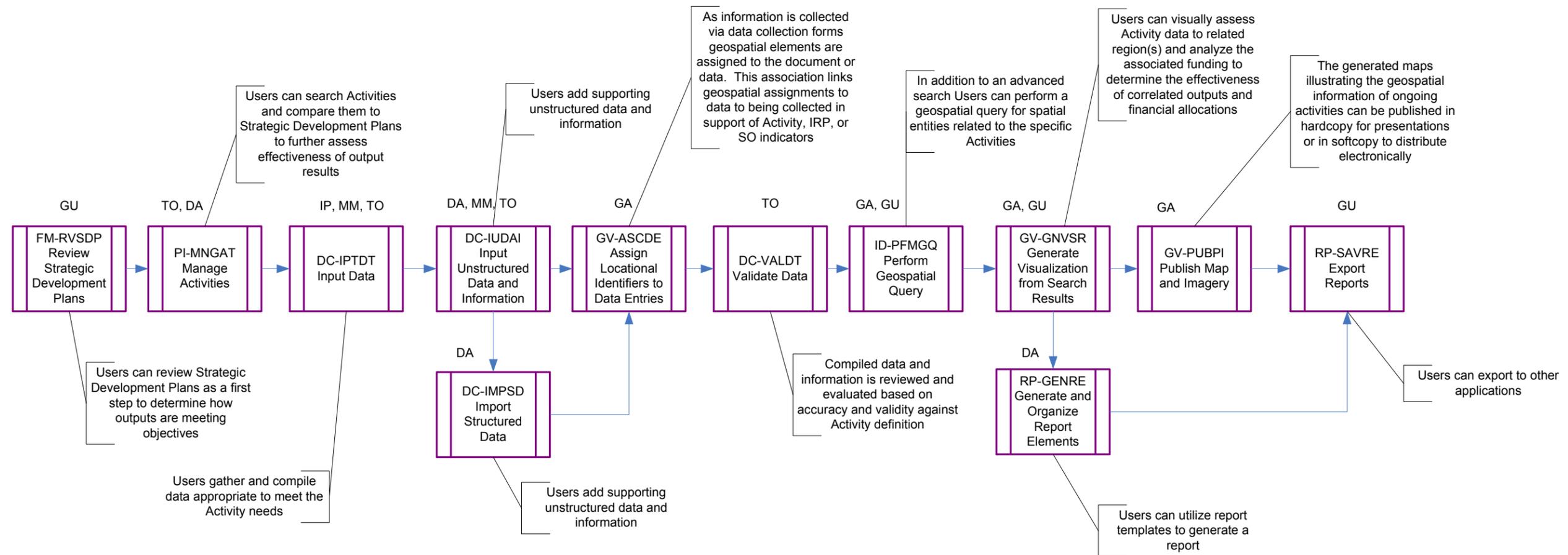
Scenario Example:

USAID Mission Field Offices will be able to utilize the capabilities employed to coordinate their programs to better manage and provide support to partners and donors.

In this scenario, a user can review Strategic Development Plans and associated Activities to understand the required data intended to satisfy the specific need.

The user manages the Activity to define the required structured and unstructured collection data, and compiles Activity information followed by a data validation function. Then locational identifiers are assigned to data entities linking USAID and partner data to a geographic region. A geospatial search is performed generating location-specific Activity data. The user can make use of data through geospatial visualization to identify areas of partner and donor participation.

Using the report template function the resulting information is organized and assembled into a customized report to be delivered in hardcopy or softcopy format. The information is a USAID illustration of partner and donor commitments and provides an assessment of interaction between organizations. In cases where partners are limited by software applications the report can be exported to more commonly used standards, such as Microsoft Word or Excel.



Vignette: Respond to Ad-hoc Data Request

Goal: Support USAID’s data collection and organization to improve ad-hoc data request responses.

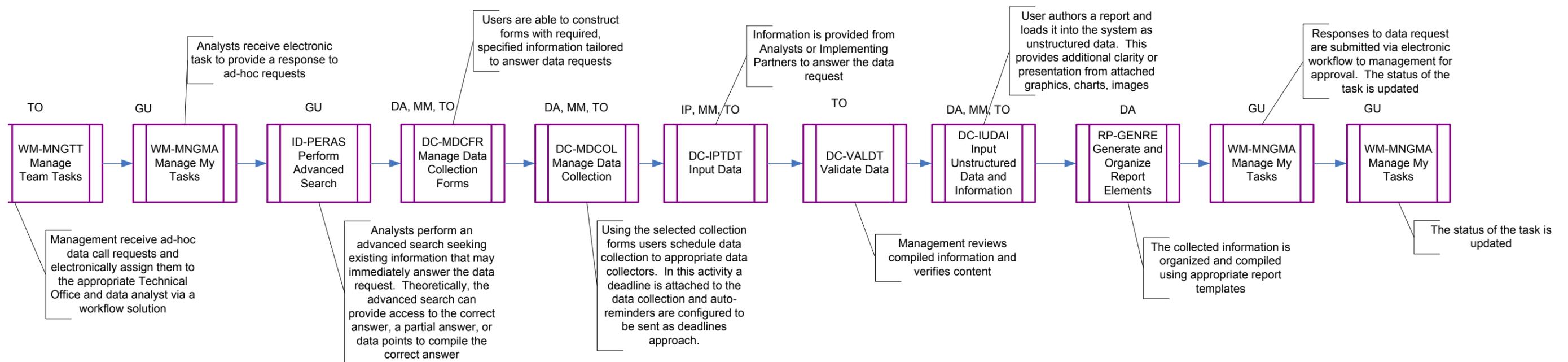
Enterprise Activity Roadmap Service Areas: WM, ID, DC, RP

Enterprise Activity Roadmap Activities: WM-MNGTT, WM-MNGMA, ID-PERAS, DC-MDCFR, DC-MDCOL, DC-IPTDT, DC-VALDT, DC-IUDAI, RP-GENRE

Actors: TO, GU, IP, MM, DA,

Scenario Example:

USAID Mission Field Offices receive ad-hoc data requests for information regarding Strategic Objectives or aligned Activities. In this scenario, an assumption is made that an ad-hoc request has been received by the Mission and routed to the appropriate Technical Office. Users can route tasks via the workflow management function. This method of routing tasks provides management the ability to view the status of the task as it progresses towards completion, and also provides insight into staffing loads (i.e. Who is available to handle the task?). The task is assigned to a user who uses the same workflow function. The user views the task, accepts it, and notes the associated deadlines to submit a response and complete the task. Ad-hoc data requests often correlate to data collected during typical Mission reports. Using the system a user can search for existing data appropriate to respond to ad-hoc requests. For data and information outside the construct of standard templates and routine reporting not returned by searches, a user can create a customized template and define data necessary to meet the ad-hoc needs. If the ad-hoc requests evolves into a ‘regular’ request the template and information can be incorporated into scheduled reporting cycles. The customized template can be submitted to other Technical Offices and Implementing partners to allow structured and unstructured data to be amassed. The accumulated components are received by the user to organize the data and populate the report. Again, the user can utilize the workflow management function to provide the draft report to approval authority for review and comments. The workflow function updates the task progress and assigns supervisors responsibility for the task. Supervisors review the ad-hoc data request response to validate the collected content. Based on management’s recommendation the response can be submitted to the original requesting party, or returned to the data analyst for supplementary input. If further data is required the workflow management tool is helpful to assign and notify the proper staff. Once the report is approved the task can be updated and marked complete via the workflow management function.



Vignette: Create Quarterly/Annual Report

Goal: Enhance USAID's data collection and reporting cycles.

Enterprise Activity Roadmap Service Areas: PI, DC, RP

Enterprise Activity Roadmap Activities: PI-MNGAT, DC-MDCFR, DC-MDCOL, DC-IPTDT, DC-IUDAI, DC-IMPSPD, DC-VALDT, RP-GENRE, RP-EDREP, RP-SAVRE

Actors: TO, DA, MM, IP, WM, FM, GU

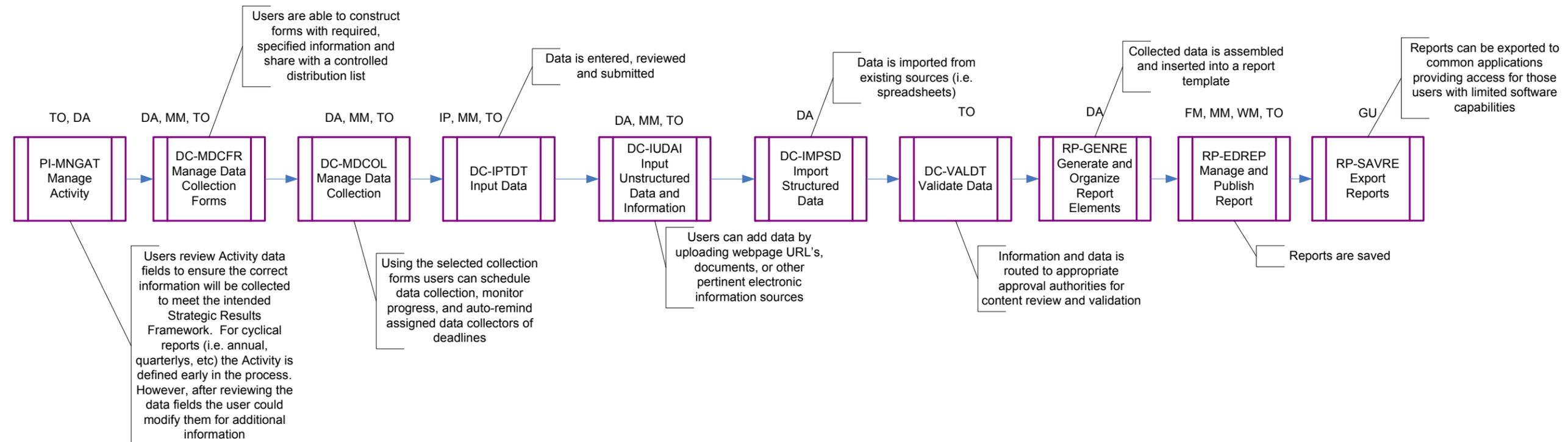
Scenario Example:

USAID Mission Field Offices will be able to define, manage, and collect data and information and organize and manage templates to create and disseminate reports.

In this scenario, a user can define, review, or edit data required to be incorporated in common reports (e.g. annual or quarterly reports). Furthermore, users have control of the data forms utilizing standard data gathering entities and who should provide input to the data collections. This ability to define, then distribute, and monitor data collection ensures users gather the appropriate information, but also better organize information as it is received. Additionally, responsible data providers are auto-reminded of data collection requests as deadlines approach.

Mission data is collected in many different ways. Utilizing the Input Data, Input Unstructured Data and Information, and Import Structured Data capabilities a user can accumulate common text, web page information, reports, Microsoft Office documents (Word, Excel), tables, and charts via manual entry or import function. Data gathered in this manner will make use of the system workflow management component and be routed to the appropriate approval authority for validation.

Users can view approved, collected data and organize and create data relationships to create the desired report. The system provides save and publish capabilities, and finally an export function to allow users to generate annual or quarterly reports in commonly used applications internally and externally to the Mission Field Office.





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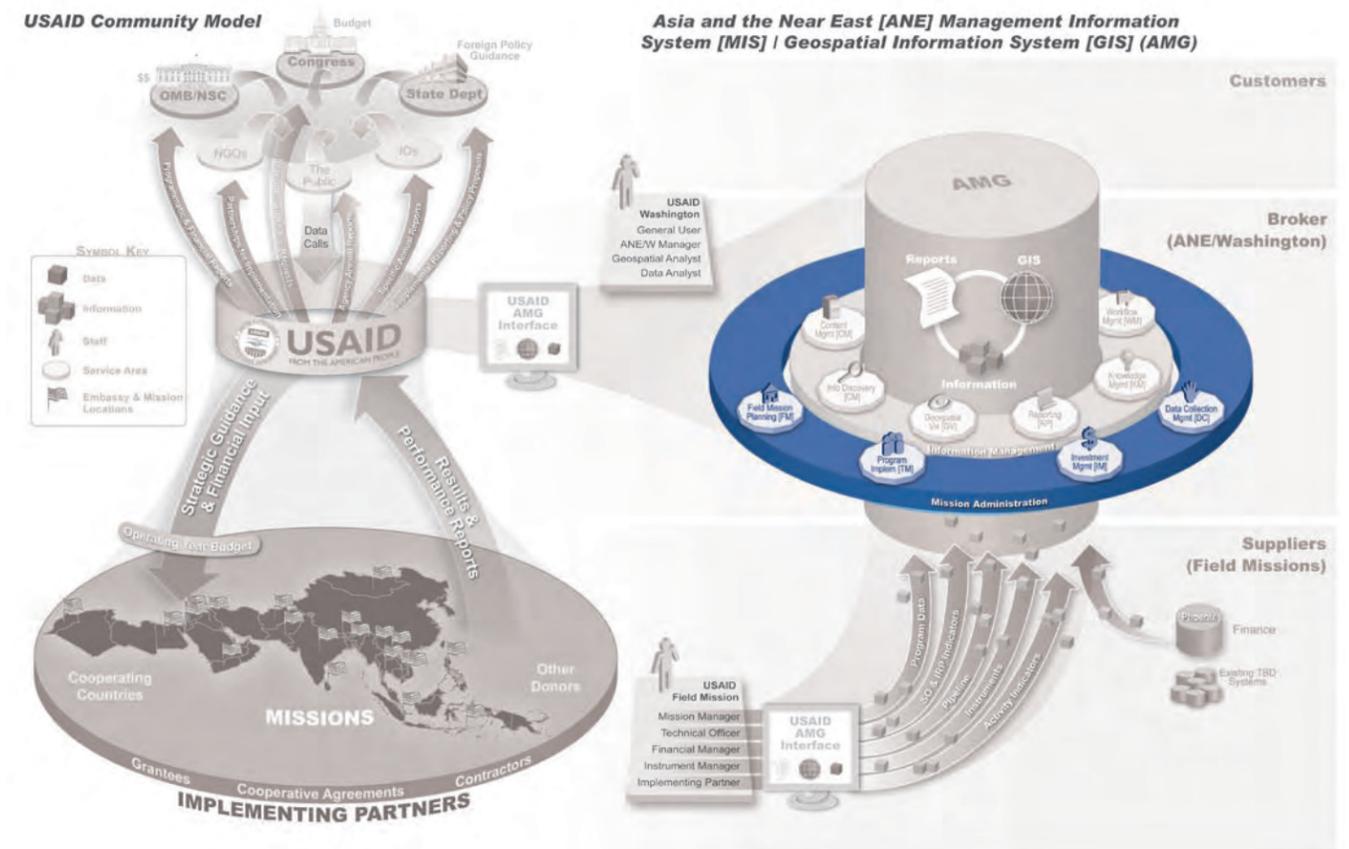
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MISSION ADMINISTRATION SERVICE AREA

Field Mission Planning [FM]

This service area will provide access to Phoenix data, budgets, and strategic development plans to help Missions plan their programs and activities. This service area will also allow Missions to develop their Results Frameworks and allow them to define a set of keywords that can be tagged to data elements in other activities.

[FM-ACCFI] Access Financial Data

Service Area: Field Mission Planning

Actor(s): DA, FM, IM, MM, TO, WM

Tool(s): Phoenix

Goal:

Provide the capability to access information gathered and stored in financial organizational tools (Phoenix, Field Support, etc.).

Description:

Users will be able to view financial data specific to their Missions that is stored in Phoenix, Field Support, and other financial systems. Users will have read-only access and will not be able to manipulate the data.

Functions:

View Phoenix Data

View Field Support Data

Assumptions:

This could be as simple as launching a window to Phoenix, or as complex as embedding Phoenix data into the MIS/GIS interface seamlessly.

Questions:

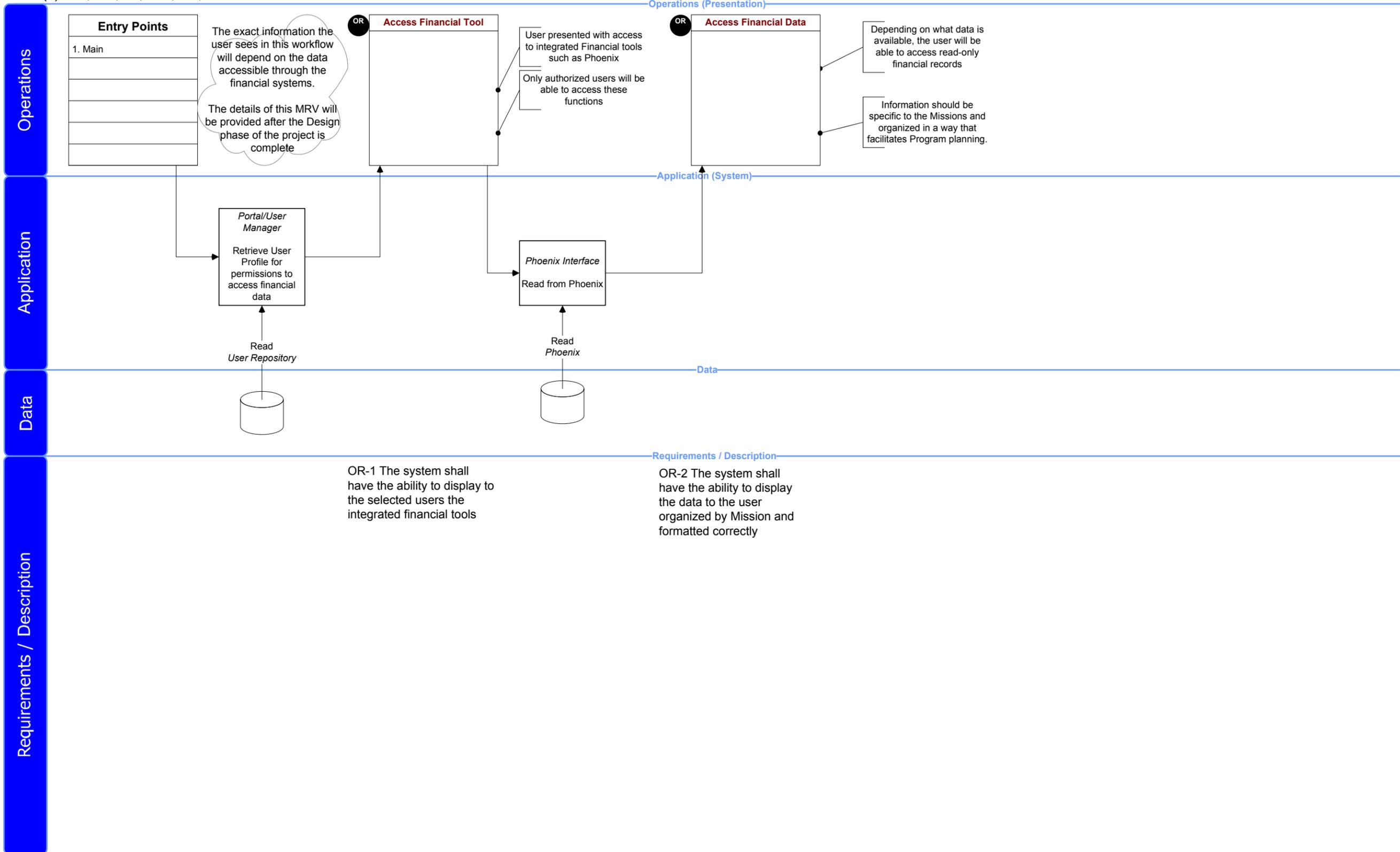
Notes:

Activity: [FM-ACCFI] Access Financial Data; Page-1
 Service Area: FM Field Mission Planning
 Actor(s): DA, FM, IM, MM, SP, TO

Facilitator: Steve Tulk
Analyst: Jamil Smart
Domain Expert:

Developer: Mark Tobias

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[FM-RVOYB] Review Operating Year Budget

Service Area: Field Mission Planning

Actor(s): FM, IM, MM, TO

Tool(s): Phoenix

Goal:

Provide the capability to access the Operating Year Budget from past to present dates.

Description:

Users will be able to view the Operating Year Budget (OYB) for their Mission from the past to present. Users will have read-only access and will not be able to manipulate the data in this activity. This will help the user better organize the allocation and obligation of funds to activities.

Functions:

View OYB

Assumptions:

Questions:

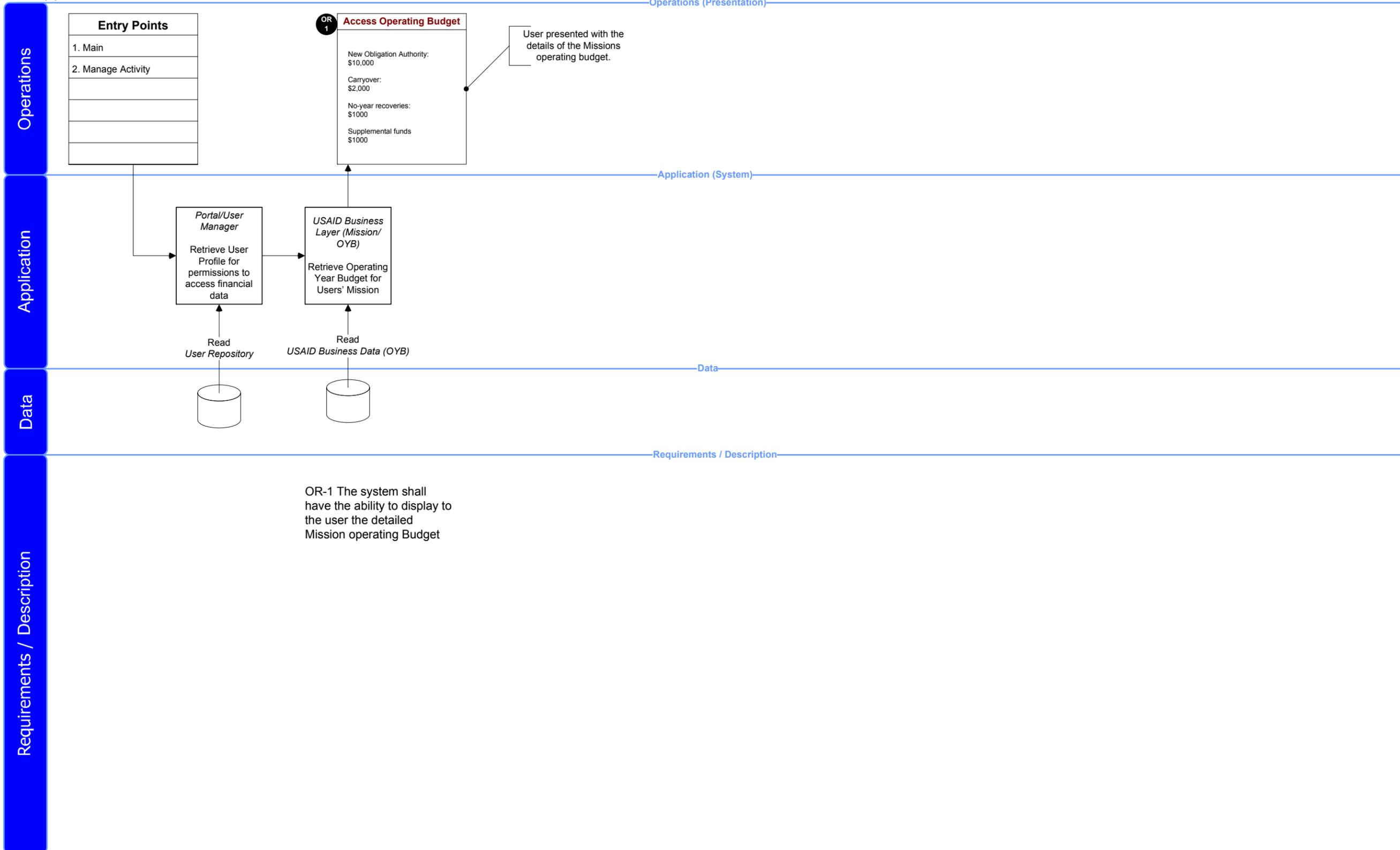
How far back will we archive this data?

Notes:

Activity: [FM-RVOYB] Review Operating Year Budget; Page-1
 Service Area: FM Field Mission Planning
 Actor(s): FM, IM, MM, TO

Facilitator: Steve Tulk
Analyst: Jamil Smart
Domain Expert: Tish Butler

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[FM-RVSDP] Review Strategic Development Plans

Service Area: Field Mission Planning

Actor(s): GU

Tool(s):

Goal:

Provide the capability to access Strategic Development Plans for Field Missions within the Bureau.

Description:

Users will be able to view Strategic Development plans for their Mission and Bureau. Users will have read-only access and will not be able to manipulate the data.

Functions:

View Mission Strategic Development Plan

View ANE Strategic Development Plan

View Sector Strategic Development Plan

Assumptions:

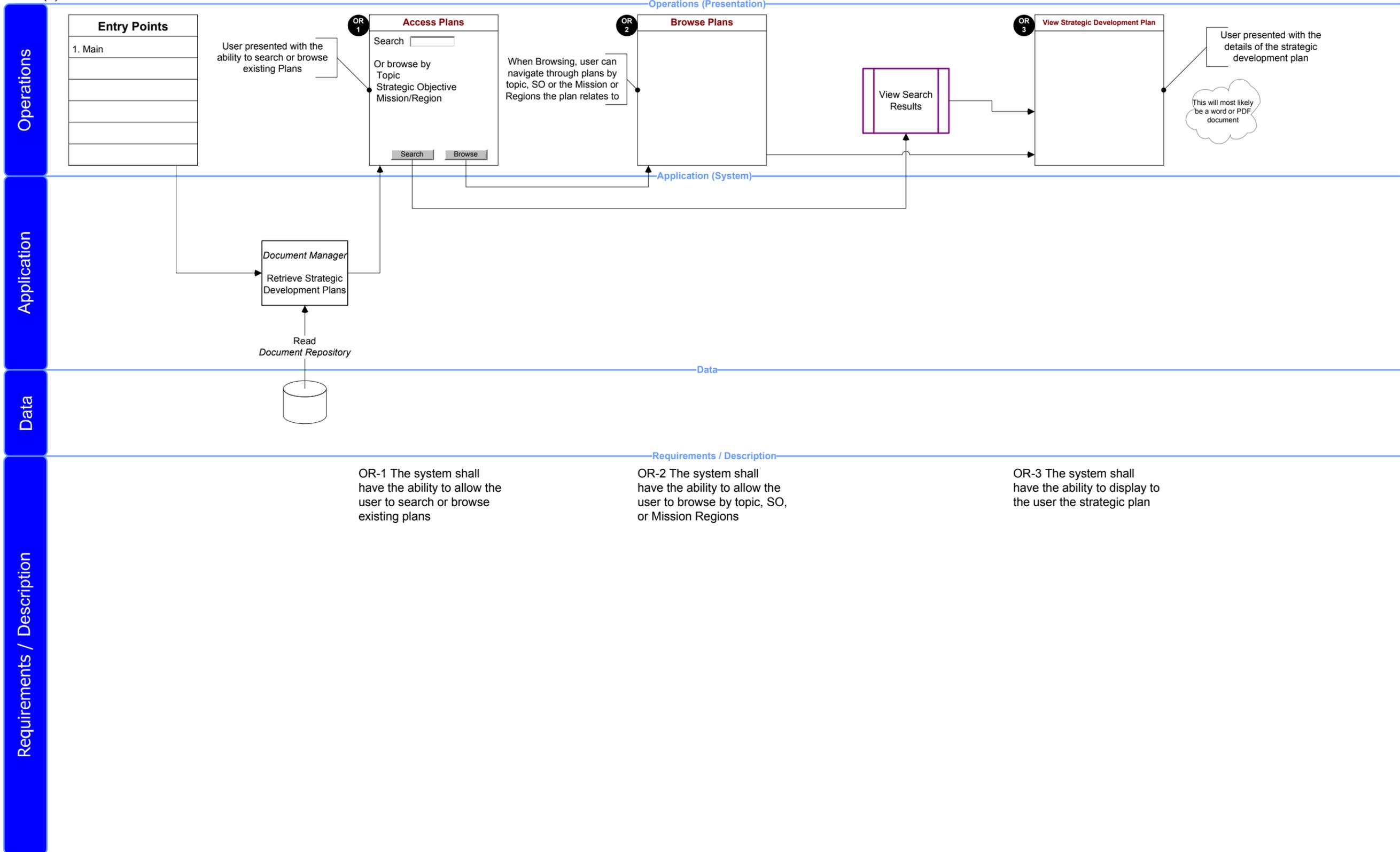
Questions:

Notes:

Activity: [FM-RVSDP] Review Strategic Development Plans; Page-1
 Service Area: FM Field Mission Planning
 Actor(s): GU

Facilitator: Steve Tulk
Analyst: Jamil Smart
Domain Expert: Tish Butler

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[FM-DFMSO] Define Mission Strategic Objectives

Service Area: Field Mission Planning

Actor(s): MM

Tool(s):

Goal:

Provide the capability to select agency-wide Strategic Objectives and define them for applicability at a specific Mission.

Description:

Users will have the ability to select from the standard bureau-wide list of Strategic Objectives and then enter a definition for the SO at their Mission. Users will then access the “Create, Edit and Assign Indicators” activity to define and associate the Strategic Objective Indicators for the selected SO. Users should also have the ability to select the responsible Technical Office representative(s) responsible for the particular SO.

Along with the Strategic Objective definition entry, the user should be able to review the Goal, and description of the Goal associated with the selected SO.

Completion of this activity begins the process of registration for the relationships that SO’s have to IRPs.

Functions:

Access SO

Define SO

Assign Technical office to SO

Assumptions:

Questions:

Notes:

This activity could be performed as part of a “Mission set-up wizard” that stepped the user through each element (Define Mission Strategic Objectives -> Define SO Indicator(s) -> Manage Intermediate Result Packages -> Define IRP Indicator(s) -> Manage Implementers -> Manage Activities -> Define Activity Indicator(s))

[FM-MGIRP] Manage Intermediate Result Packages

Service Area: Field Mission Planning

Actor(s): MM, TO

Tool(s):

Goal:

Provide the capability to define one or more Intermediate Results Packages associated with a single Strategic Objective at the Mission level.

Description:

Either as part of a set-up wizard or by creating one from scratch, users will have the ability to define one or more Intermediate Result Packages (IRP) for a single Strategic Objective within a Mission. An IRP contains one or more Indicators at the Intermediate Result level which are defined in the “Create, Edit and Assign Indicators” functional activity. Users will enter a name and description for the Intermediate Result Package overall and then proceed to the “Create, Edit and Assign Indicators” functional activity to define the indicators associated with the IRP.

Functions:

A measurement describes a result.

For example: I am tall (the result, or outcome of drinking lots of milk combined with genetics). My unit of measurement which describes my “tallness” is in feet and inches, and measure is 6’ 3”. The fact that I am Tall (based on being 6’3”), is not a measure, it is an outcome/output because it is in context of human beings. A 6’3” building would not be considered tall. Information is data that is put into context.

Assumptions:

Questions:

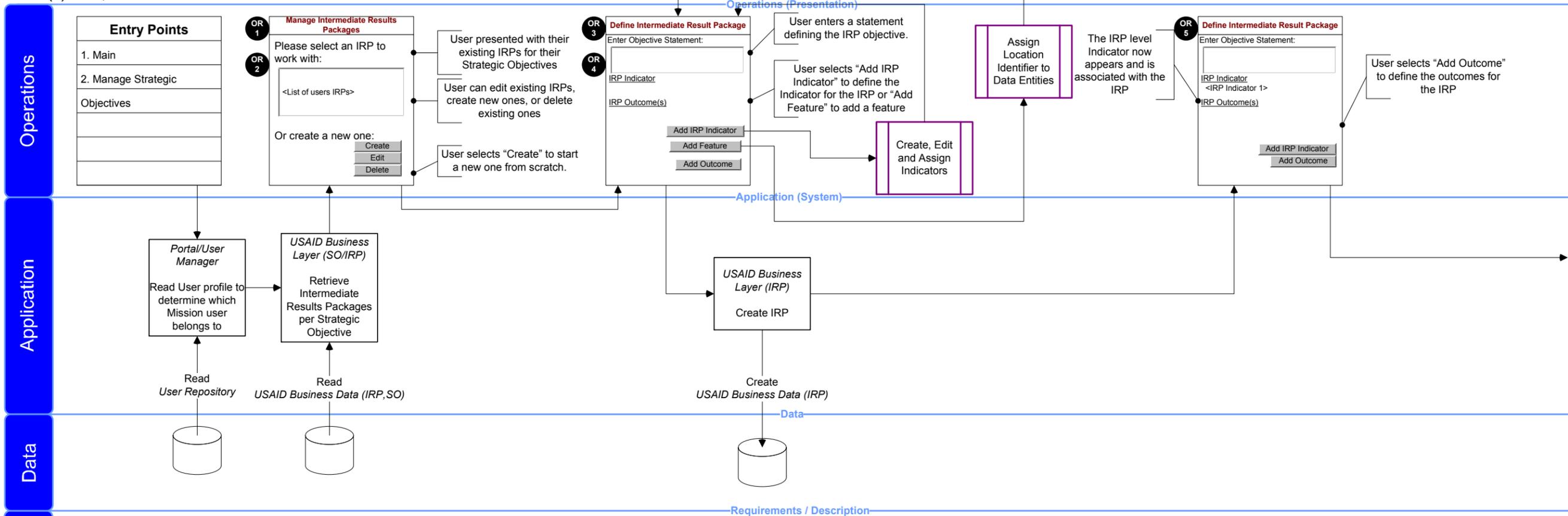
Notes:

This activity could be performed as part of a “Mission set-up wizard” that stepped the user through each element (Define Mission Strategic Objectives -> Define SO Indicator(s) -> Manage Intermediate Result Packages -> Define IRP Indicator(s) -> Manage Implementers -> Manage Activities -> Define Activity Indicator(s))

Activity: [FM-MGIRP] Manage Intermediate Result Packages; Page-1
 Service Area: FM Field Mission Planning
 Actor(s): MM, TO

Facilitator: Steve Tulk
Analyst: Mark Tobias, Jamil Smart
Domain Expert: Tish Butler

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Requirements / Description

OR-1 The system shall have the ability to display a list of the current user's IRPs

OR-2 The system shall have the ability to allow the user to create new, edit, or delete and IRP

OR-3 The system shall have the ability to allow the user to input IRP objective

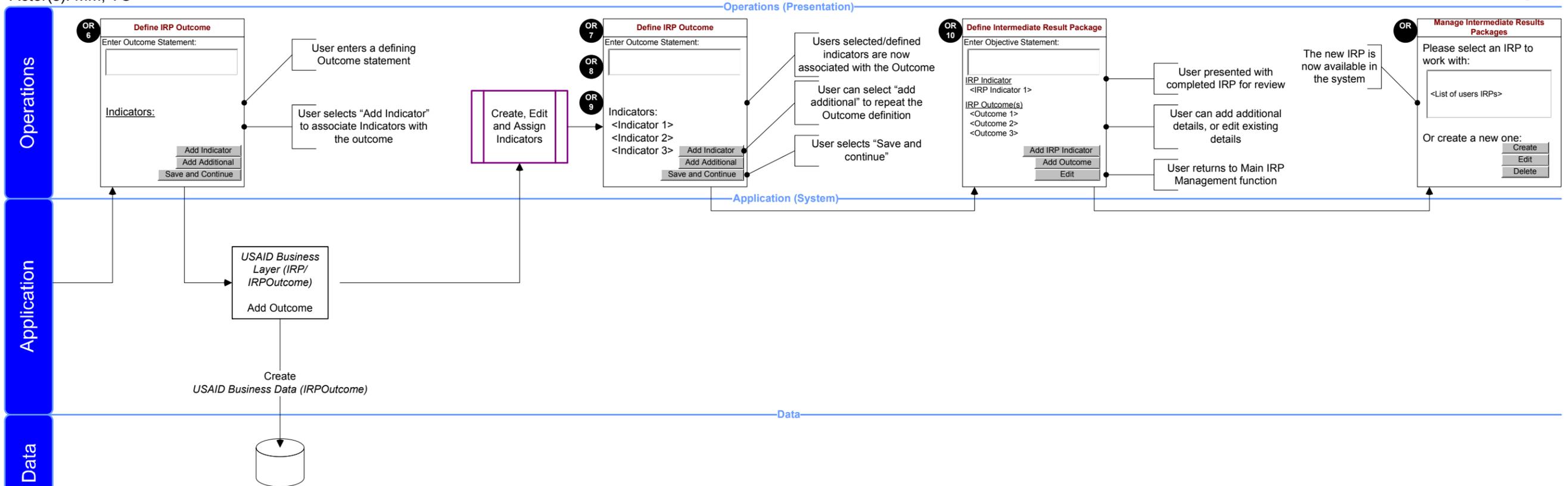
OR-4 The system shall have the ability to allow the user to select an IRP indicator or add outcomes

OR-5 The system shall have the ability to display "Define Intermediate Results Package" from with indicator that user has selected

Activity: [FM-MGIRP] Manage Intermediate Result Packages; Page-2
 Service Area: FM Field Mission Planning
 Actor(s): MM, TO

Facilitator: Steve Tulk
 Analyst: Mark Tobias, Jamil Smart
 Domain Expert: Tish Butler

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Requirements / Description
OR-6 The system shall have the ability to allow the user enter in outcome statement
OR-7 The system shall have the ability to allow the user to associate IRPs to outcomes
OR-8 The system shall have the ability to allow the user add additional outcomes
OR-9 The system shall have the ability to allow the user to save
OR-10 The system shall have the ability to display a completed IRP review to the user
OR-11 The system shall have the ability to allow the user to edit IRP.

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[FM-MNGKW] Manage Keywords

Service Area: Field Mission Planning

Actor(s): DA, WM

Tool(s):

Goal:

Provide the capability to enter normal, defined, bureau-wide keywords that can be associated to programs and/or activities

Description:

Users with appropriate access rights will be able to create and deactivate keywords to be associated to other data entities (e.g. Activities, Program Components, Contracts/Instruments, Implementing Partners, Indicators). Privileged users can opt to deactivate keywords that are no longer valid, therefore disabling the ability to assign that keyword to a data entity in the system. Keywords that are associated to data entities cannot be deleted to protect data integrity. Users have the ability to associate keywords to other keywords in parent/child relationships as well as synonyms.

Keyword additions and changes will be routed through the workflow system to the appropriate approval authority as necessary.

Functions:

Add Keyword

Deactivate Keyword

Activate Keyword

Associate Keywords

Delete Keywords

Assumptions:

Questions:

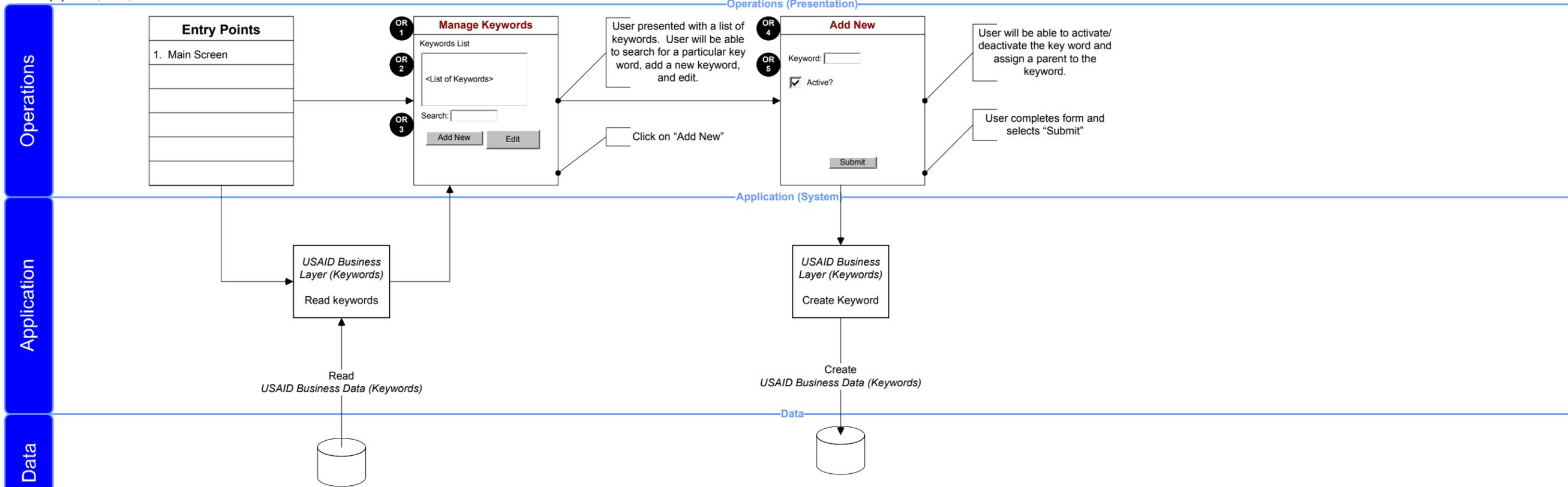
Notes:

Activity: [FM-MNGKW] Manage Keywords; Add New
 Service Area: FM Field Mission Planning
 Actor(s): DA, SP, TO

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

Technical Expert: Mark Tobias

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Requirements / Description

OR-1 The system shall have the ability to display a detailed list of keywords

OR-2 The system shall have the ability to allow the user to add new keywords

OR-3 The system shall have the ability to allow the user to edit keywords

OR-4 The system shall have the ability to display to the user an "Add New" form to capture keyword name, active status, and parent relationship.

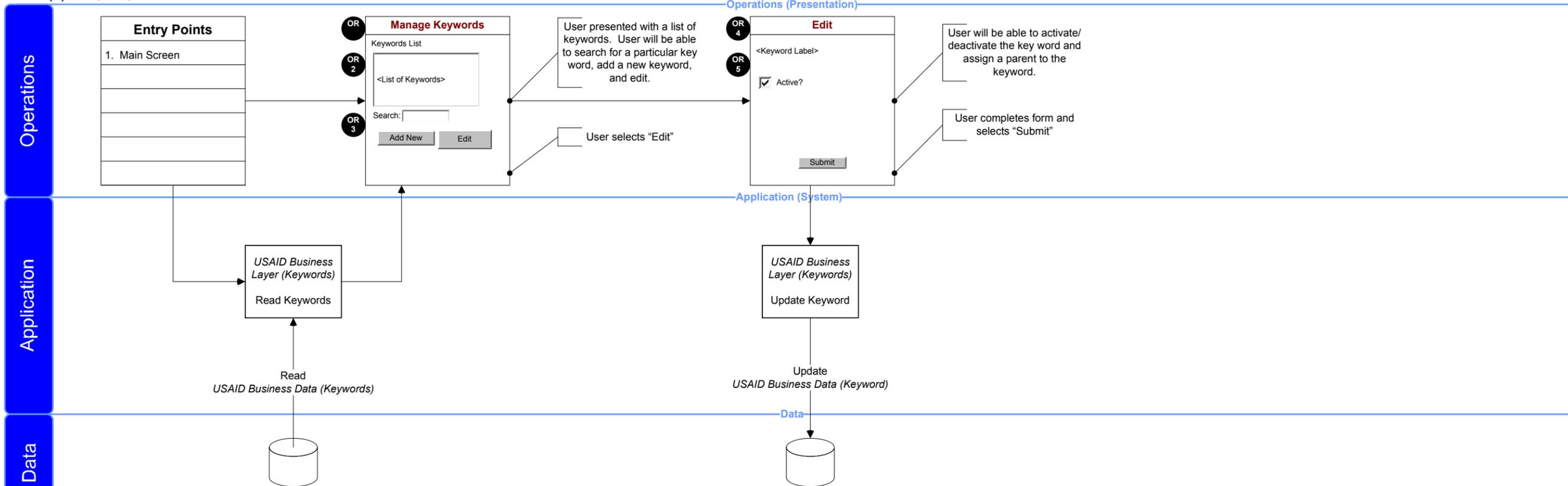
OR-5 The system shall have the ability to allow the user to submit form

Activity: [FM-MNGKW] Manage Keywords; Edit
 Service Area: FM Field Mission Planning
 Actor(s): DA, SP, TO

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

Technical Expert: Mark Tobias

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Requirements / Description
<p>OR-1 The system shall have the ability to display a detailed list of keywords</p> <p>OR-2 The system shall have the ability to allow the user to add new keywords</p> <p>OR-3 The system shall have the ability to allow the user to edit keywords</p>
<p>OR-4 The system shall have the ability to display to the user an "Edit" form.</p> <p>OR-5 The system shall have the ability to allow the user to activate or deactivate keyword and assign parent relationship</p> <p>OR-6 The system shall have the ability to allow the user to submit form</p>



MISSION ADMINISTRATION SERVICE AREA

Program Implementation [PI]

This service area will allow users to manage individual programs within their Mission. Users will be able to define information about implementing partners and indicators. They can also define activities and assign implementing partners, indicators, and money to the activities.

[PI-CEAIN] Create, Edit and Assign Indicators

Service Area: Program Implementation

Actor(s): MM, TO

Tool(s):

Goal:

Provide the capability to fully define an Indicator, its unit of measure and capture the association of the indicator to a Strategic Objective, Intermediate Results Package, an Activity or a parent Indicator (which could, in turn belong to an SO, IRP, Activity).

Notes:

Description:

The user will always begin this functional activity from another functional activity – “Define Mission Strategic Objectives”, “Manage Intermediate Results Package”, “Manage Activity” or even from within this activity (to create and assign sub-indicators).

The results of completing this activity and creating an Indicator will allow for users to build data collection forms utilizing the defined indicator and its associated measurement unit to indicate the measure of the parent Strategic Objective, IRP, Activity or Indicator.

Upon starting this activity, users will have the ability to select a common Indicator, or define their own custom indicator. Several options are available for indicators including the ability to associate the indicator to a geospatial location, associate the entry of an indicator to a date, tracking of planned and actual expenditures as well as any target measures.

Functions:

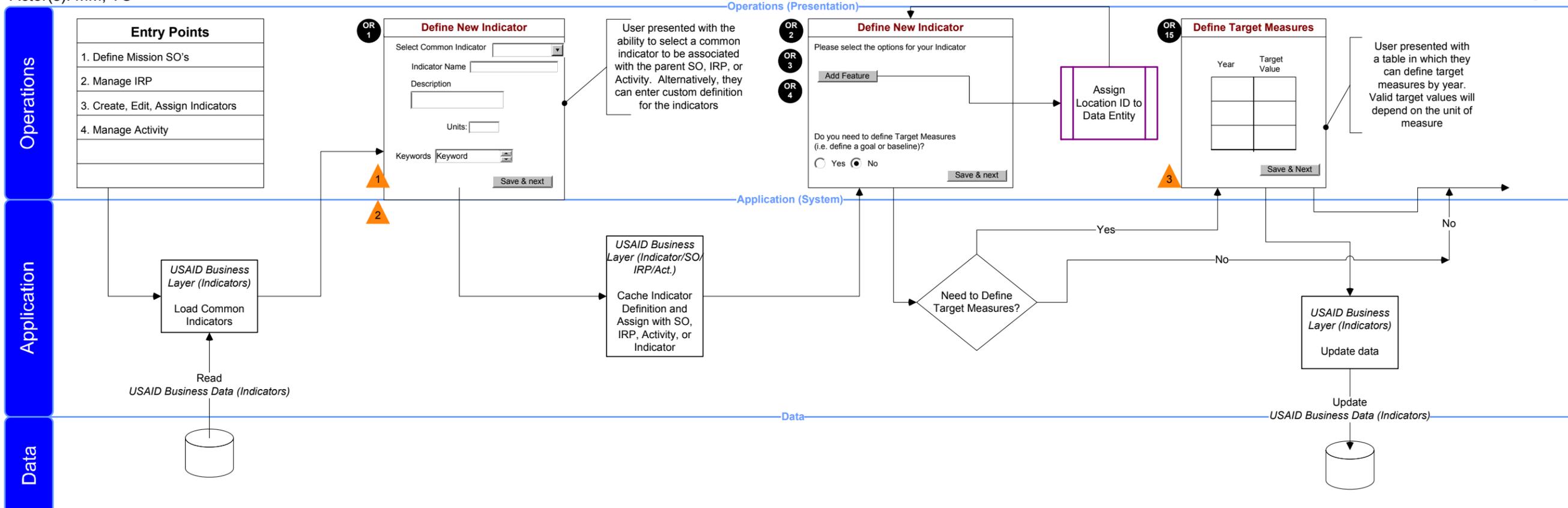
Assumptions:

Questions:

Activity: [PI-CEAIN] Create, Edit and Assign Indicators; Page-1
 Service Area: PI Program Implementation
 Actor(s): MM, TO

Facilitator: Steve Tulk
 Analyst: Mark Tobias, Jamil Smart
 Domain Expert: Tish Butler

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Operations

Application

Data

Requirements / Description

OR-1 The system shall have the ability to allow the user to select a common indicator from a list and also give them the option to customize the indicator's definition

EL-1 Indicator Name is what will be presented to the user when they record the value of the indicator

EL-2 A note on this version of this MRV. Prior to the feature model, Indicators were the data elements that drive reports. For that reason, we had numerous indicator types (ranking, quantity, etc.). However, that type of data is now captured in the attributes of specific feature types, and Indicators are now greatly simplified.

OR-2 The system shall have the ability to allow the user to define a new indicator

OR-3 The system shall have the ability to allow the user to preselect a location

OR-4 The system shall have the ability to save

EL-3 Valid target values will depend on the unit of measure for the indicator. Example: yes/no measures can only have a target value of yes. Ranking values can only have a target value that is within the range.

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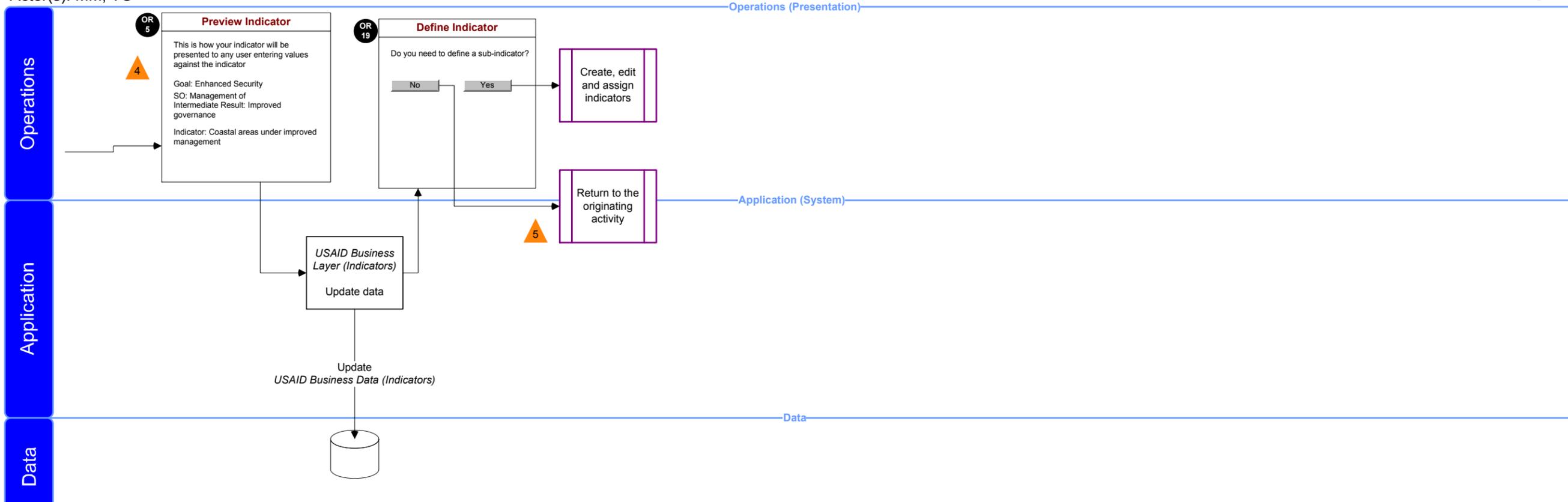
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Activity: [PI-CEAIN] Create, Edit and Assign Indicators; Page-2
 Service Area: PI Program Implementation
 Actor(s): MM, TO

Facilitator: Steve Tulk
 Analyst: Mark Tobias, Jamil Smart
 Domain Expert: Tish Butler

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OR-5 The system shall have the ability to display a preview of the indicator

OR-19 The system shall have the ability to allow the user to define a sub-location

EL-4 Preview contents depend on the type of indicator (SO, IRP, Activity, Sub-Indicator) Example is IRP

EL-5 Originating activities are the entry points to this activity

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[PI-MNGAT] Manage Activity

Service Area: Program Implementation

Actor(s): DA, TO

Tool(s):

Goal:

To define Mission Activities, users will enter data into normalized data fields. These fields include the name of the activity, description, and keywords chosen from a normalized catalog as well as selecting a geospatial location (i.e. point, poly, line). Users will also be able to edit Mission Activity data.

Description:

Users will have the capability to view, define, and edit Mission Activities. To define Mission Activities, users will enter data into normalized data fields. These fields include activity latitude, longitude, geographic area, name, description, and keywords chosen from a normalized catalog. Finally, users will be able to define and enter information against custom attributes for an activity.

To view activities, users will select the activity they wish to view. They will then be able to view activity data to include keywords, lat/long, custom attributes, and activity description.

Users will be able to edit activity data. They will be able to edit both normal and custom data for the activities.

Functions:

View Activity

Edit Activity

Create new Activity

Browse Activities

Search Activities

Assumptions:

As currently defined, it is assumed that Activities are directly associated with Instruments.

Questions:

Notes:

Until the logical data model for ANE is complete, all of the data attributes associated with a Activity are considered incomplete. For example if Activities/ Projects are directly associated with Strategic objectives, a selection of Strategic Objective needs to be part of the functionality of this Functional Activity.

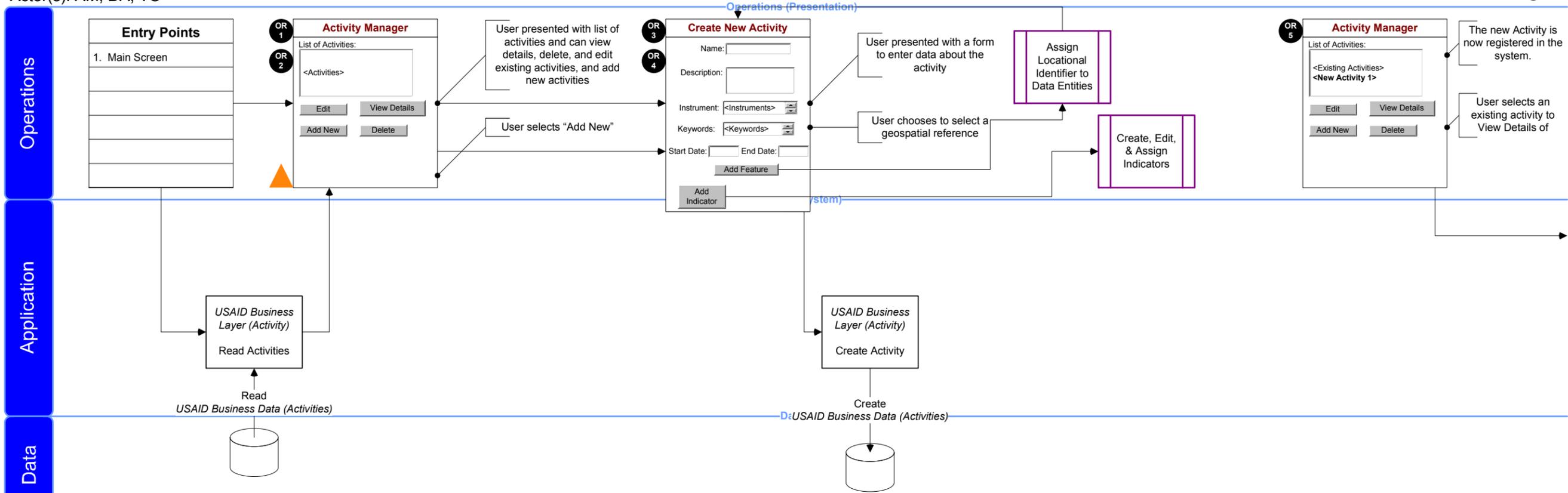
This activity defines the core attributes of a Activity, but NOT the relationships that an Activity might have.

This activity should also import data from any existing systems that have the capability to manage the data that is incorporated in this activity.

Activity: [PI-MNGAT] Manage Activity; Add New
 Service Area: PI Program Implementation
 Actor(s): AM, DA, TO

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

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Operations

Application

Data

Requirements / Description

EL-1 Activity List should be organized by Mission, SO

OR-1 The system shall display a list of all activities

OR-2 The system shall have the ability to allow the user to perform edits, add new, delete, and view functions

OR-3 The system shall present the user with a form to create new activities

OR-4 The system shall allow the user to select a Geospatial Reference

OR-5 The system shall display a list of all activities with the new activity that was created

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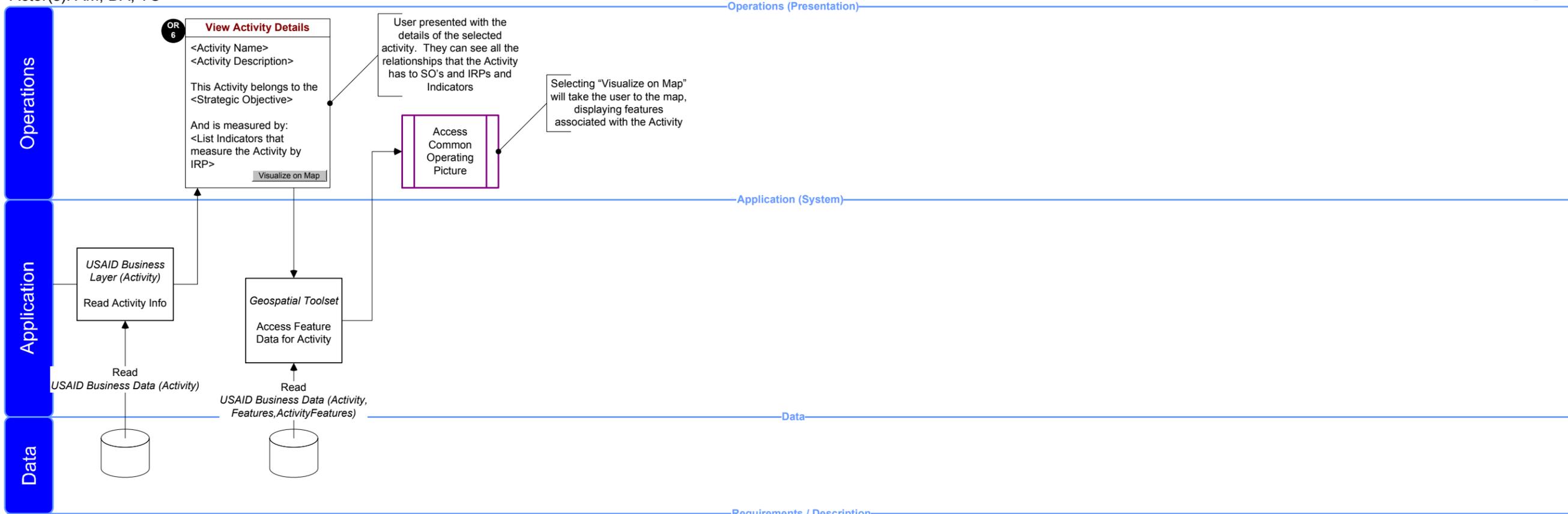
Appendix

Activity: [PI-MNGAT] Manage Activity; View Details
 Service Area: PI Program Implementation
 Actor(s): AM, DA, TO

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

Technical Expert: Mark Tobias

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OR-6 The system shall allow the user to view an activity and present them with option to visualize it on a map

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[PI-MNGIM] Manage Implementers

Service Area: Program Implementation

Actor(s): IM, MM, TO

Tool(s):

Goal:

Provide the capability to create, view, edit information and assign status about Implementing Partners (grantees, contractors, cooperative agreements).

Description:

Users will be able to create new implementers using the system. Users will enter information such as the name, description, geospatial location(s) (e.g. region(s) or specific lat/long coordinates) address, and Implementing Partner points of contacts to include first names, last name, address, multiple phone numbers for each individual, email address and notes. Users may also edit this information as necessary.

Users will be able to view a list of implementers and can search or browse a summarized list and view detailed information for each one.

Users will be able to deactivate an implementer if it is not associated with any Activities or contracts. Other restrictions such as technical data integrity may apply for deleting Implementing Partners.

Functions:

- View implementing partner
- Create implementing partner
- Edit implementing partner
- Delete implementing partner
- Browse implementing partners
- Search implementing partners

Assumptions:

Questions:

Notes:

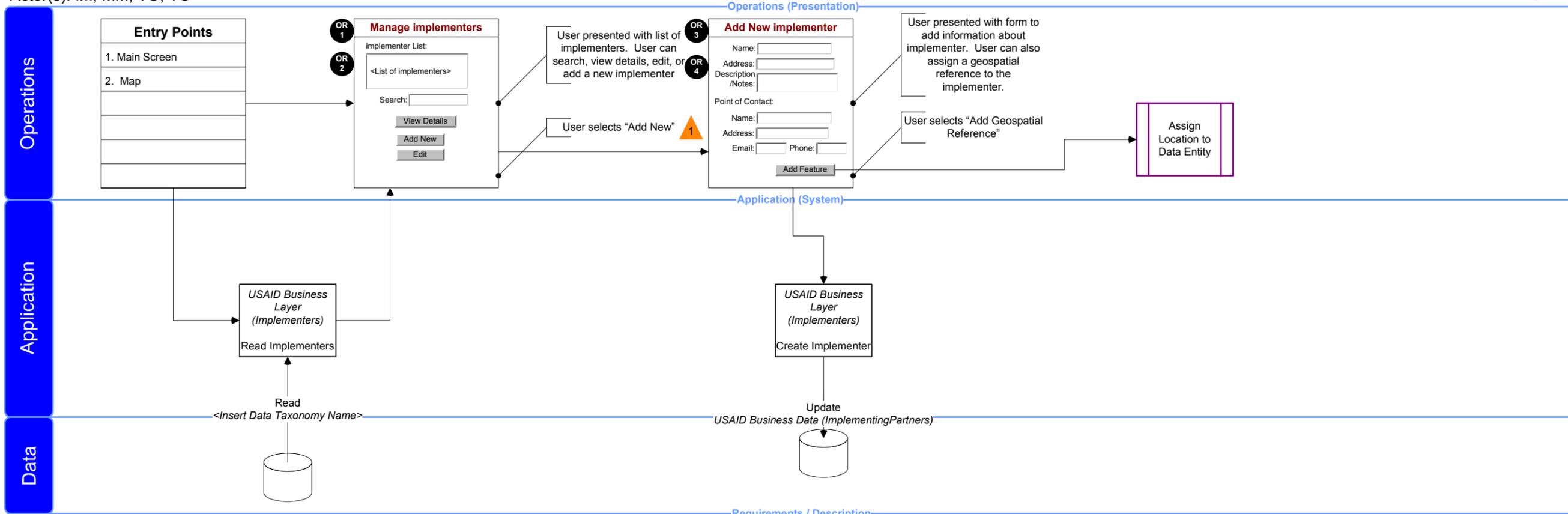
Specific data fields were not provided via the Needs Assessment interviews, creative license on behalf of the Design Team should be taken to be as inclusive as possible of the types of information managed in this functional activity. This is basically a contacts database, however it must have a geospatial component, as one of the top requests of the Missions was to be able to see where all the Implementing Partners were performing work on a map.

Activity: [PI-MNGIM] Manage Implementers; Add/Edit
 Service Area: PI Program Implementation
 Actor(s): IM, MM, TO, TO

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

Technical Expert: Mark Tobias

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Requirements / Description

OR-1 The system shall display a list of implementers

OR-2 The system shall allow the user to search, view details, add new, and edit an implementer

EL-1 User can enter information for multiple POCs

OR-3 The system shall display a form to the user to a new implementer

OR-4 The system shall allow the user to add geospatial references

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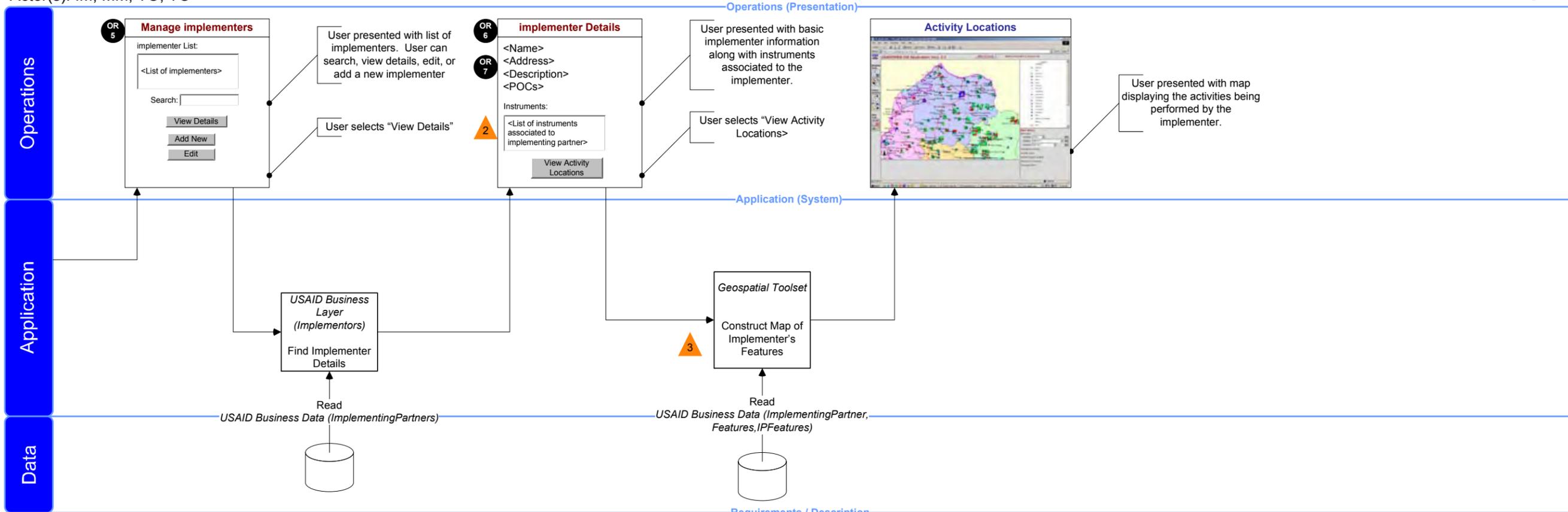
Appendix

Activity: [PI-MNGIM] Manage Implementers; View Details
 Service Area: PI Program Implementation
 Actor(s): IM, MM, TO, TO

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

Technical Expert: Mark Tobias

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OR-5 The system shall display a list of implementers

EL-2 The list of instruments should include the implementing partners status for the instrument (Bid, Bid-No award, Active, Completed)

EL-3 Since geospatial data is maintained only in features, displaying the location in which an Implementer performs work necessitates displaying all features associated with the Implementers.

OR-6 The system shall display a list of implementer details (name, address, description, etc...)

OR-7 The system shall have the ability to view activity locations



MISSION ADMINISTRATION SERVICE AREA

Investment Management [IM]

This service area will allow users to manage information about their instruments (contracts, co-operative agreements, and grants). Activities in this service area will also provide users with the capability to manage congressional earmarks, allocate these earmarks to instruments, and associated them to strategies, Missions, programs, and activities.

[IM-VWAWD] Manage Awards/Agreements/Instruments

Service Area: Investment Management

Actor(s): IM

Tool(s): FedBizOps.gov, Grants.gov, PSIP, ProDocs

Goal:

Provide the capability to create and manage information about Awards to Contractors, Grantees and Cooperative Agreements.

For the purposes of this functional activity the terms Award, Agreement, Instrument and are all interchangeable.

Description:

This activity provides the capability to create, review, edit, and delete information about Instruments given to implementing partners. The fidelity and details of the data will increase as the Instrument goes through its lifecycle. Initial data fields include: name, description, dollar amount (i.e. budget), associated Accounts (pull account data from Phoenix system), assign Strategic Objective(s), start date, end date, geospatial location (or coordinate). See the Notional Data Model for additional information

Users begin this functional activity by entering some basic information such as the name of the future Activity, the period of performance, anticipated value, the location(s) where the Activity will take place and then optionally associate one or more system Keywords (see the Manage Keywords functional activity). At this point in the process users will switch to the ProDocs or PSIP tool to generate a Contract, Grant or Cooperative Agreement. After that is complete, the users would return to this workflow to update the Activity with the specifics of the contract. Users will select the Word document and the system would parse that file and record all data in the document. Users will then be able to review what was imported, and then opt to save or cancel. Users will then select the Keywords to assign to the imported data set. Once the user selects save, the ideal situation would be that Contracts are automatically added to FedBizOps.gov and Grants to Grants.gov. However, this last function depends on the technical capability to interface with those external

government systems. Please see the Notes section for more information.

Instruments should be categorized as Contract, Grant or Cooperative Agreement and can have the following states: “Activity Design”, Pre-Award, Active/Current within Period of Performance, Close-out in progress, Closed. This activity should facilitate the categorization of Instruments as well as their state.

Functions:

Create/Design new Investment/Award/Instrument/Activity

Generate Instrument (Contract, Grant, Cooperative Agreement) with PCIP or ProDocs

Import ProDocs file

Review imported file

Save & Commit Instrument

Cancel addition of Instrument

Add Keywords to Instrument

Export Contract to FedBizOps.gov

Export Grant to Grants.gov

Delete Instrument (only available if the Instrument is in the Activity Design or Pre-Award states)

Assumptions:

FedBizOps.gov and Grants.gov are service-enabled and will allow for the seamless interface to import data in the word document.

Questions:

Is an Award also a Contract?

Notes:

The basic lifecycle for an Award at the Mission level is as follows:

“Activity Design”, Pre-Award, Active/Current within Period of Performance, Close-out in progress, Closed.

Activity Design – this is the precursor to a contract. Only basic information is available at this point .

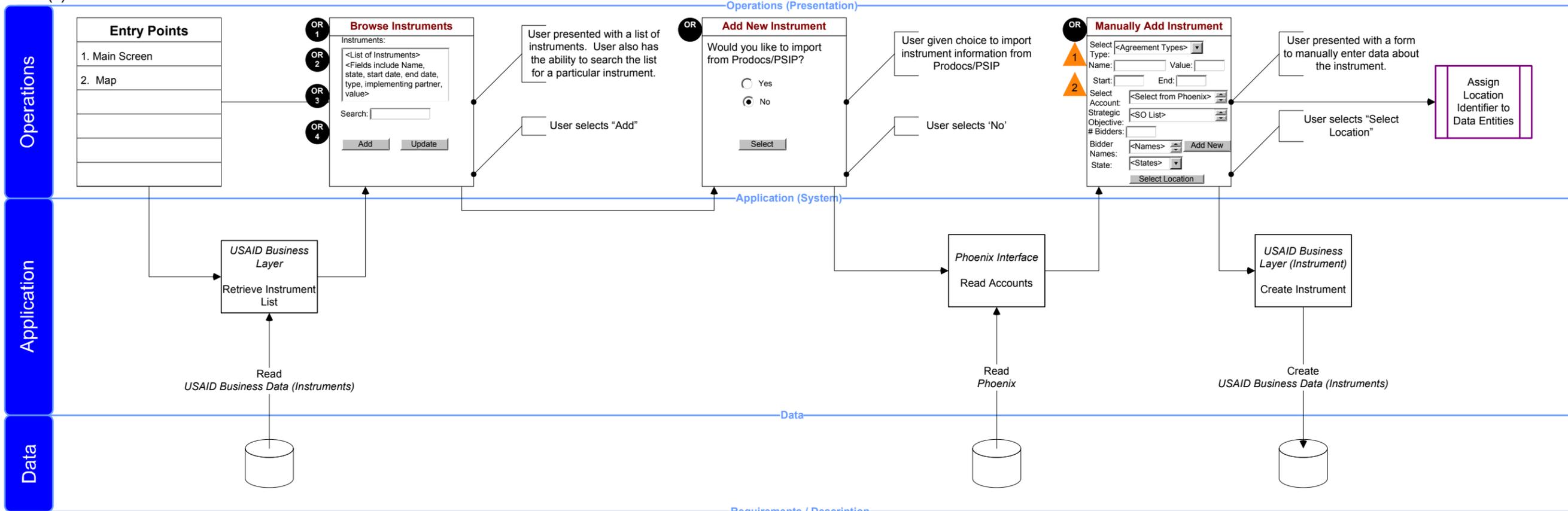
Pre-Award – this is when Contracts uses ProDocs to develop the RFP (if applicable), reviews bids (if applicable) and selects an Implementing Partner to award to and then lets the Contract, Grant or Cooperative Agreement to the Implementing Partner. The end result of this phase is a Word document that is the Contract, Grant or Cooperative Agreement. At this point the ANE MIS/GIS system would be used to either import all data in the Word document, or provide a user-interface to add information related to the Contract. See the Conceptual Data Model “Instrument” “Contract” “Grant” and “Cooperative Agreement” entities for information on the fields..

The Needs Assessment team collected examples from Dhaka on the contracts. These are the word documents that are generated from the ProDocs system and that would be used as the source data to import into the AMG. See the files “CPFFTO(COMPLETION)>doc”, “Sample Contract.doc”, “USNGOCA_DA.doc”, “USNGOGRANT1.doc”

Activity: [IM-VVAWD] Manage Awards/Agreements/Instruments; Manually Add
 Service Area: IM Investment Management
 Actor(s): IM

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

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Requirements / Description

OR-1 The system shall have the ability to display a list of instruments in order to allow the user to browse

OR-2 The system shall have the ability to allow the user to perform a search for a particular instrument

OR-3 The system shall have the ability to allow the user to add instruments

OR-4 The system shall have the ability to allow the user to update Instruments

OR-5 The system shall have the ability to present to the user an option to import an Instrument from Prodocs/PSIP

EL-1 Types include contract, grant or cooperative agreements

EL-2 States include activity design, pre-award, active, close out in progress, and closed

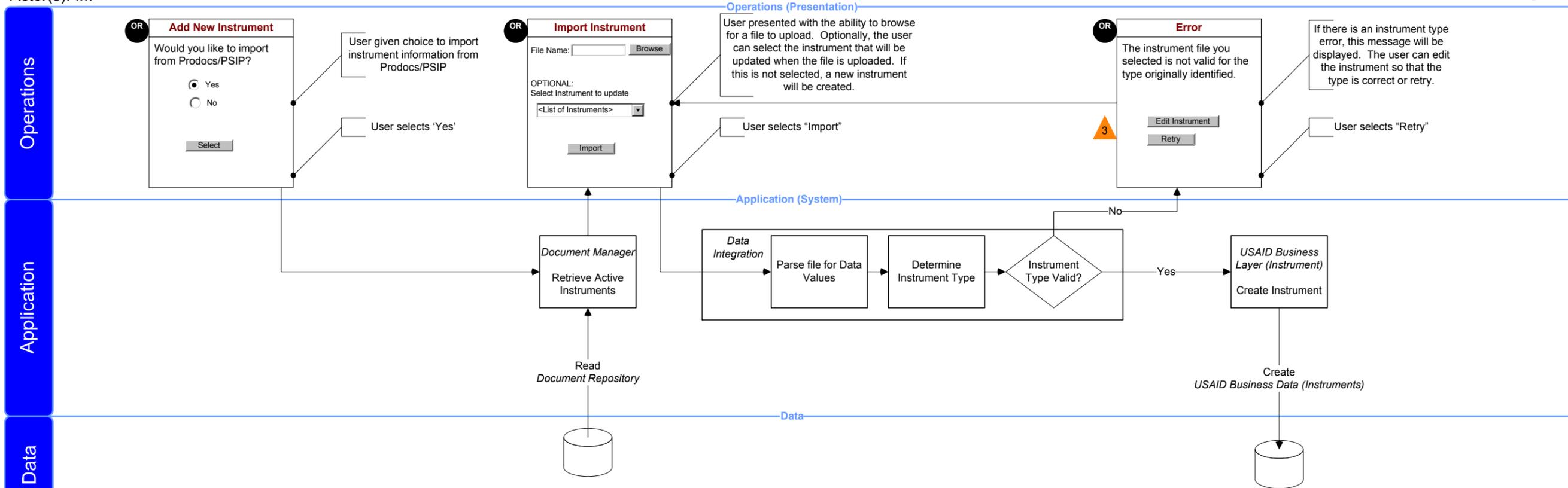
OR-5 The system shall have the ability to present the user with a manual form to enter the data about the instrument in.

Activity: [IM-VVAWD] Manage Awards/Agreements/Instruments; Import
 Service Area: IM Investment Management
 Actor(s): IM

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

Technical Expert: Mark Tobias

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OR-6 The system shall have the ability to present to the user an option to import an Instrument from Prodocs/PSIP

OR-7 The system shall have the ability to allow the user to browse and upload a file

EL-3 Edit instrument button will take you back to the manually add instrument screen

OR-7 The system shall have the ability to present to the user an error if the instrument that was selected is not valid

OR-8 The system shall have the ability to present to the user with an option to edit instrument

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[IM-ASCMA] Associate Money to Activities

Service Area: Investment Management

Actor(s): FM, TO

Tool(s): Phoenix

Goal:

Provide the capability to associate money planned, given, and spent to activities.

Description:

Users will be able to enter information regarding funding given, funding spent, and spending planned against specific activities.

Functions:

Input (sub)obligations to an activity

Input expenditures against an activity

Input planned expenditures against an activity

Assumptions:

Questions:

Notes:

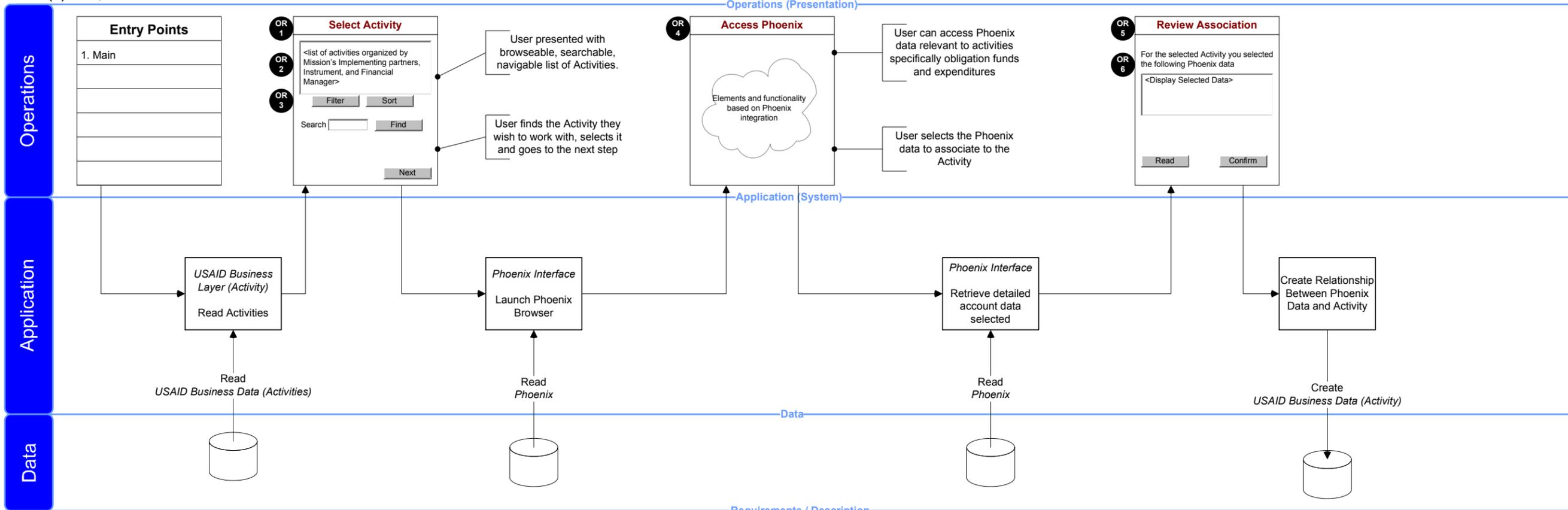
Potentially redundant, as this capability should be provided via Phoenix. There needs to be some way to associate money to Geospatial objects though. Perhaps this activity is it.

Activity: [IM-ASCMA] Associate Money to Activities; Page-1
 Service Area: IM Investment Management
 Actor(s): FM, TO

Facilitator: Steve Tulk
Analyst: Jamil Smart
Domain Expert: Tish Butler

Technical Expert: Mark Tobias

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Requirements / Description

OR-1 The system shall have the ability to list activities organized by Mission's Implementing Partners

OR-2 The system shall have the ability to allow the user to perform browse and search functions

OR-3 The system shall have the ability to allow the user to select activity

OR-4 The system shall have the ability to access Phoenix data related to the activity chosen

OR-5 The system shall have the ability to display to the user the Phoenix data and the activity chosen

OR-6 The system shall have the ability to allow the user to confirm that the relationship between the Phoenix data and Activity is correct

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MISSION ADMINISTRATION SERVICE AREA

Data Collection Management [DC]

This service area contains activities that allow for the collection of structured and unstructured data. These activities will give user the ability to create data collection forms, disseminate the forms to implementing partners, and input the collected data into the system. The activities will also allow users to import structured and unstructured data and reports into the system.

[DC-MDCFR] Manage Data Collection Forms

Service Area: Data Collection Management

Actor(s): DA, MM, TO

Tool(s):

Goal:

Provide the capability for users to access and manage (create, edit, update, delete) electronic data collection forms that are distributed to other users for data entry.

Description:

This activity allows users to access the available library of data collection forms, create their own data forms utilizing standard data gathering entities, select recipients of data collections, and schedule data collections.

Users will build data collection forms from a standard, structured survey construction elements. These elements should include:

1. ranking – e.g. scale of 1 to 10
2. yes/no selection
3. single selection – e.g. Which of the following best describes your progress?
4. Multi-selection – e.g. Please select all that apply
5. Percentage
6. Quantity
7. Monetary – i.e. cost/expenditure/value
8. Open or free-text
9. Date (to include date ranges)

Users should be able to select which data fields are optional. The default for all fields is mandatory.

Data collection form construction should allow the designers of the forms to allow the recipients of the forms to provide additional data based on their previous choices. For example, if a provider answered “Yes” to question 1, then they would be prompted to enter data

for question 1a, 1b and 1c. A “No” answer would not provide data input for 1a, 1b, 1c.

Once forms are designed, the user will have the ability to preview and test-drive the form to ensure that it is collecting the data in a way that the designer intended.

Users may also browse, search and filter the current available list of data collection forms.

By default all forms are considered “private” and available only to the creating user for edit, design, deletion and archiving. Users may opt to share their data collection forms and make them publicly available for all actors who perform this activity. Shared data collection forms are only editable by the originating user, however other users may copy shared forms and edit them for their own purposes. At that point, the copies of the forms revert to “private” status.

Owners of forms and administrators may also archive or delete data collection forms. Appropriate alerts and error messages should be displayed in the event that deletion of a form would cause data integrity issues with the system.

Functions:

View All Available Forms

View My Forms

Create New Form

Update Form

Preview Form

Copy Form

Delete Form

Archive Form

Share Form

Assumptions:

Questions:

Notes:

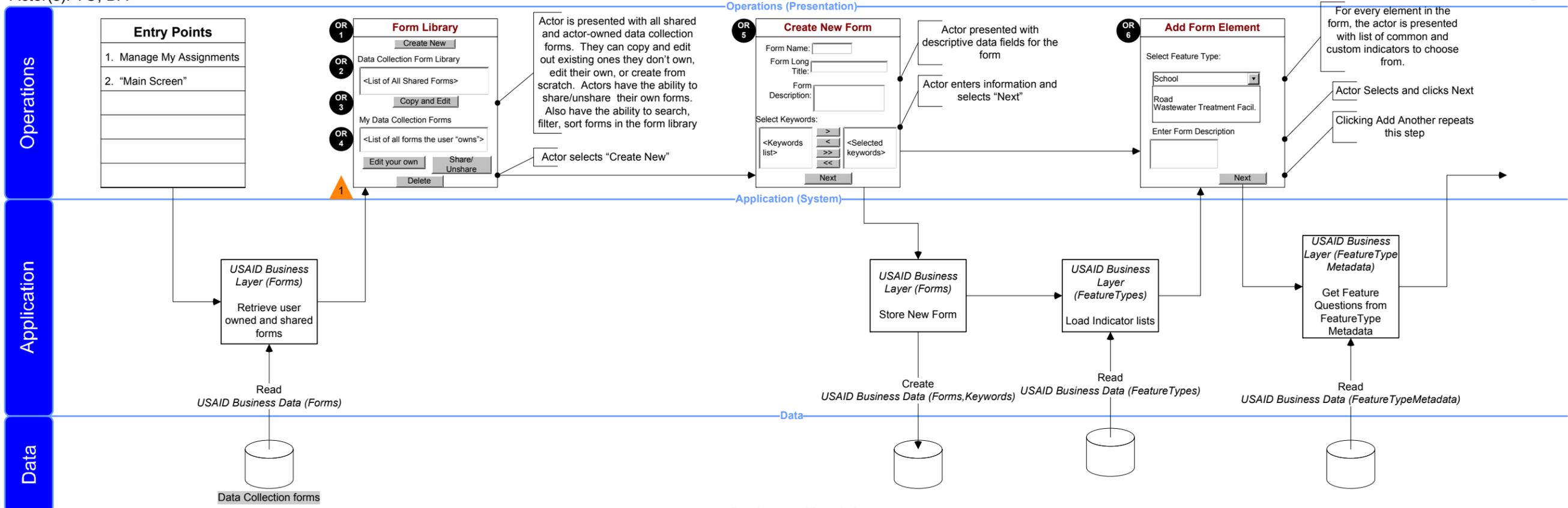
For a great example of the types of data surveys and forms needed see the “2004 Family Planning Survey” hardcopy publication.

A much simpler example is in the PMPs of the Missions. See for example page 6 Table2. SpO 18 Performance Data Table – Indicator Results and Findings of the “Final Revised FY2004 PerformanceMonitoringReport for SpO 182.doc”

Activity: [DC-MDCFR] Manage Data Collection Forms; Create New
 Service Area: DC Data Collection Management
 Actor(s): TO, DA

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

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 v1r1
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Requirements / Description

OR-1 The system shall have the ability to display to the user all shared and actor-owned data

OR-2 The system shall have the ability to create new forms

OR-3 The system shall have the ability to present the user with the ability to search, filter, and sort in the form library

OR-4 The system shall have the ability to share or unshare their forms

OR-5 The system shall have the ability to create new forms

OR-6 The system shall have the ability to display to the user a list of common and custom indicators to associate to element

Operations

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Requirements / Description

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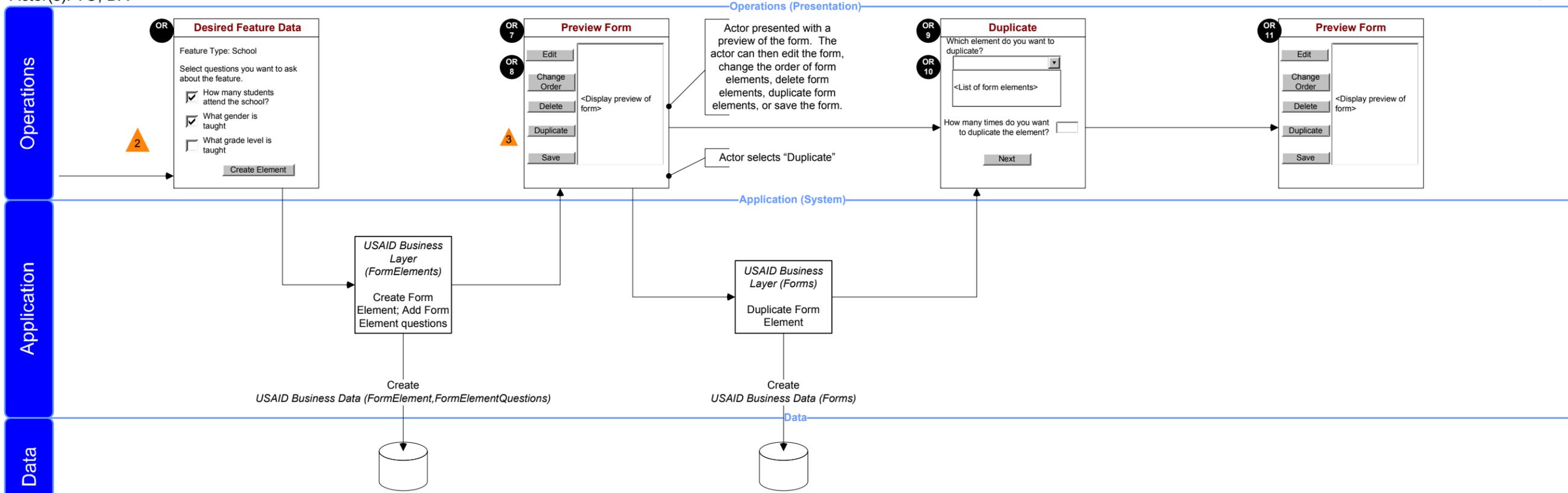
Activity: [DC-MDCFR] Manage Data Collection Forms; Page-2
 Service Area: DC Data Collection Management
 Actor(s): TO, DA

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

Technical Expert: Mark Tobias

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Operations (Presentation)

Application (System)

Requirements / Description

EL-2 The text of the questions is pulled from the attrDescription field of the FeatureTypeMetadata table. FormElementQuestions stores which data fields will be tracked for a given form element.

EL-3 The "Duplicate" button will allow an actor to duplicate form elements and display the duplicated elements on the form.

OR-7 The system shall have the ability to display a preview of the form to the user

OR-8 The system shall have the ability to allow the user to edit, delete, duplicate, change order, and save form

OR-9 The system shall have the ability to list element forms to the user in order select which element to duplicate

OR-10 The system shall have the ability to allow the user to select how many times to duplicate element.

OR-11 The system shall have the ability to display a preview of the form to the user

Operations

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Requirements / Description

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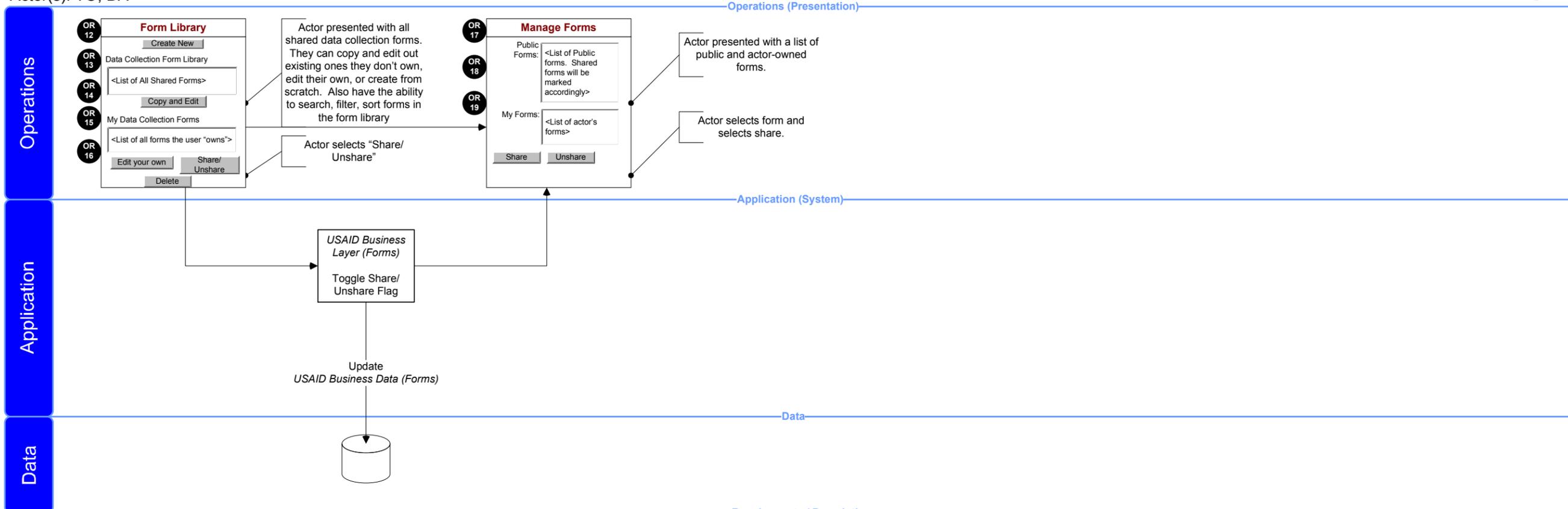
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Activity: [DC-MDCFR] Manage Data Collection Forms; Share/Unshare
 Service Area: DC Data Collection Management
 Actor(s): TO, DA

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

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 v1r1
 Modified on 06/30/06 @10:50



Requirements / Description

OR-12 The system shall have the ability to display to the user all shared data collection forms.

OR-13 The system shall have the ability to allow the user to copy and edit data collection forms that are not their own

OR-14 The system shall have the ability to display to the user all of their data collection forms (forms they own)

OR-15 The system shall have the ability to allow the user to edit their existing form, delete their form, share or unshare their form, or create a new form.

OR-16 The system shall have the ability to allow the user to search, filter, and sort forms in the library

OR-17 The system shall have the ability to list all public forms with a denotation of which forms are shared

OR-18 The system shall have the ability to list all of the user's forms.

OR-19 The system shall have the ability to allow the user to share or unshare form

Activity: [DC-MDCFR] Manage Data Collection Forms; Delete
 Service Area: DC Data Collection Management
 Actor(s): TO, DA

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

Technical Expert: Mark Tobias

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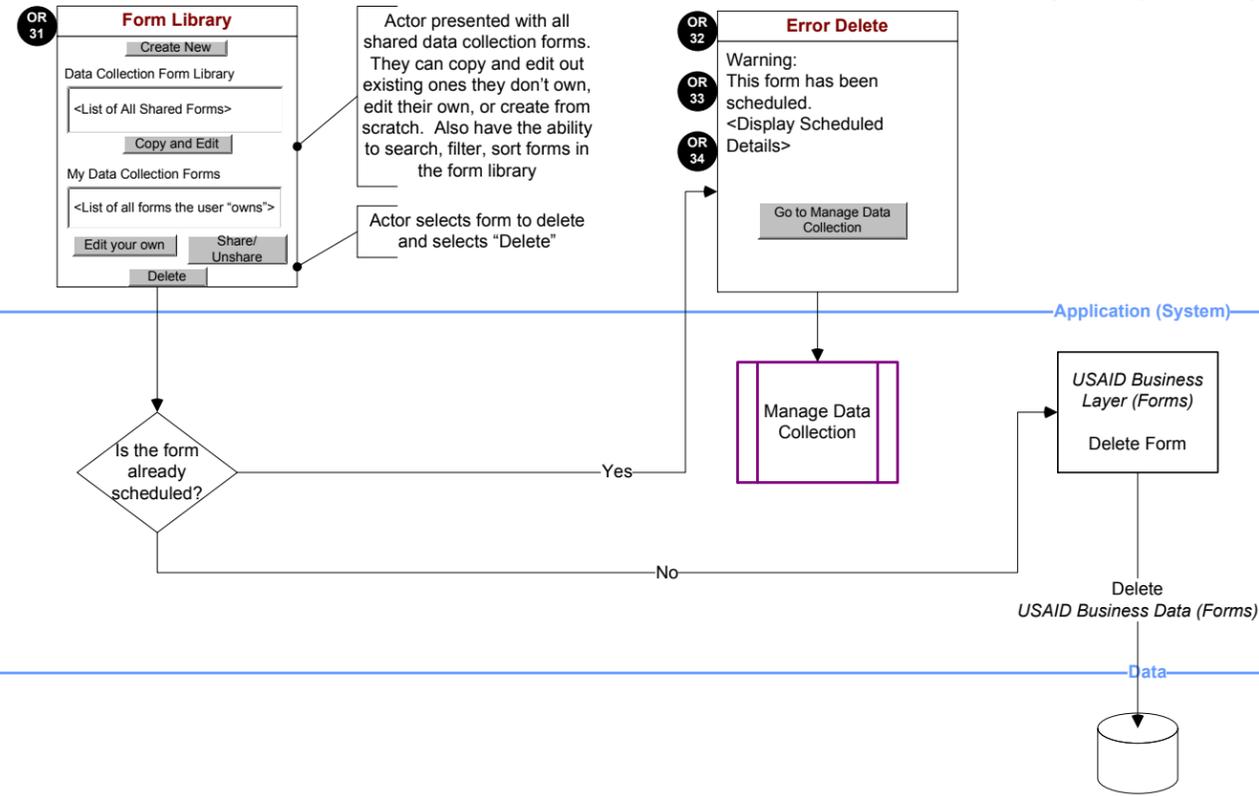
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Operations

Application

Data

Requirements / Description



OR-31 The system shall have the ability to allow the user to edit their existing form, delete their form, share or unshare their form, or create a new form.

OR-32 The system shall have the ability to delete forms selected by user

OR-33 The system shall have the ability to check if the selected form is scheduled and display a warning to the user if true

OR-34 The system shall have the ability to direct the user to the Manage Data Collection Activity

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Appendix

[DC-MDCOL] Manage Data Collection

Service Area: Data Collection Management

Actor(s): DA, MM, TO

Tool(s):

Goal:

Provide the capability to schedule, initiate (execute), monitor and track Data Collections.

Description:

This activity provides users the ability to distribute and monitor Data Collections based on pre-designed data collection forms (see the functional activity Manage Data Collection Forms).

Users begin this activity by browsing or searching and selecting a data collection form they wish to work with. The first step is to select the recipients of the data collection. Users will either select from a pre-defined list of recipients or enter email addresses of new recipients (which should then update the master list of recipients).

Users can select a due date, or timeframe (e.g. 30 days after initial request).

Users can set reminders to be sent to the data collection recipients. These reminders can be set to a specific date or timeframe and frequency (e.g. 10 days before due date, 5 days before due date, daily 5 days prior to due date). The system will automatically generate reminders and send them to recipients who have not responded.

Users can optionally send a manual reminder to recipients of data collection requests.

The next step is to schedule the data collection. Users can select a date, time and frequency (e.g. single, daily, weekly, monthly, bi-annually) for data collections to be automatically distributed to the recipients. Users can also opt to send out data collection requests manually and immediately.

Once data collections are scheduled and initiated the user will have the ability to track active data collections. Users will be able to see the status of each recipient in the data collection – if they have received the request,

if they have begun to enter data and the overall percent complete of the data collection.

Functions:

Select/enter data collection recipients

Schedule data collection

Establish data collection

Execute ad-hoc data collection (i.e. send data collection request immediately)

Track data collection progress

Auto-remind recipient of data collection request

Manually remind recipient of data collection request

Assumptions:

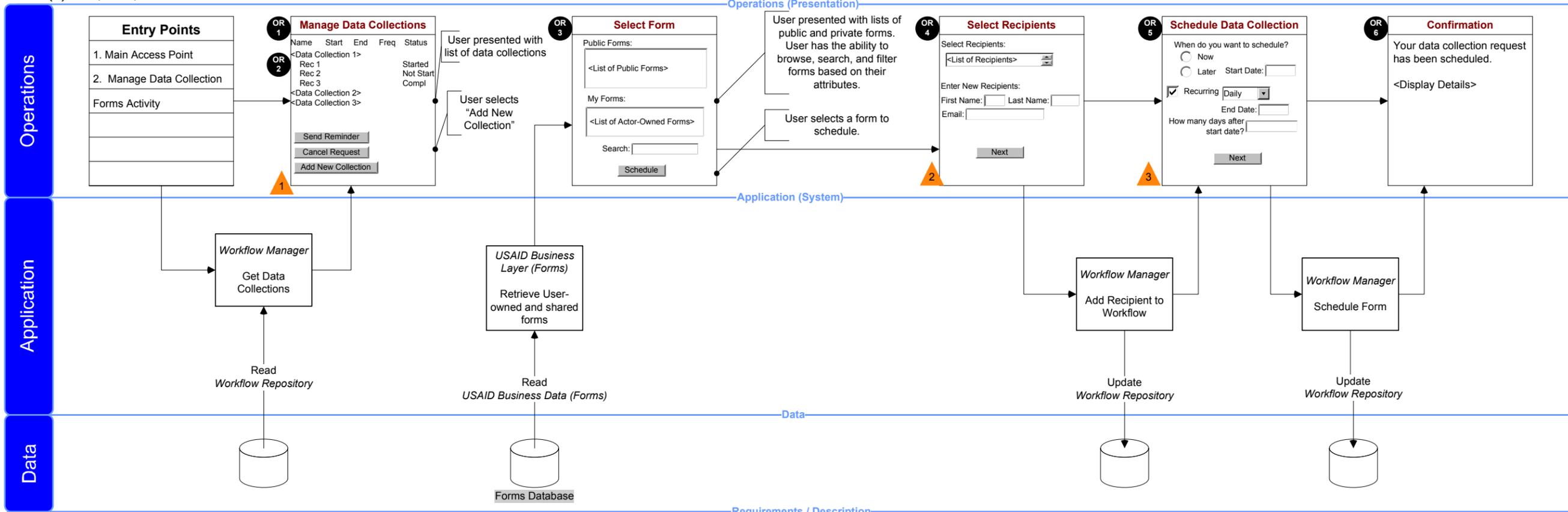
Questions:

Notes:

Activity: [DC-MDCOL] Manage Data Collection; Schedule New
 Service Area: DC Data Collection Management
 Actor(s): DA, MM, TO

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

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 v1r1
 Modified on 06/30/06 @10:51



Requirements / Description

EL-1 Provide ability to sort and filter this display. For example, sort/filter by active data collections, past data collections, data collections for entire Mission, Data collections actor initiated, etc.

OR-1 The system shall have the ability to list all data collection forms

OR-2 The system shall have the ability to add new collection

OR-3 System shall provide the capability to sort, search, browse the list of public and private forms to be used for data collection.

EL-2 If the intended recipient is not in the list, the user may add the recipient by entering his/her name and email. The recipient will then be added to the master list.

OR-4 The system shall have the ability to allow the user to schedule a form by selecting recipients or enter new recipients

EL-3 Recurrence is daily to annually to include bi-annually

OR-5 The system shall have the ability to allow the user to determine scheduling features

OR-6 The system shall have the ability to display a confirmation to the user that request has been scheduled

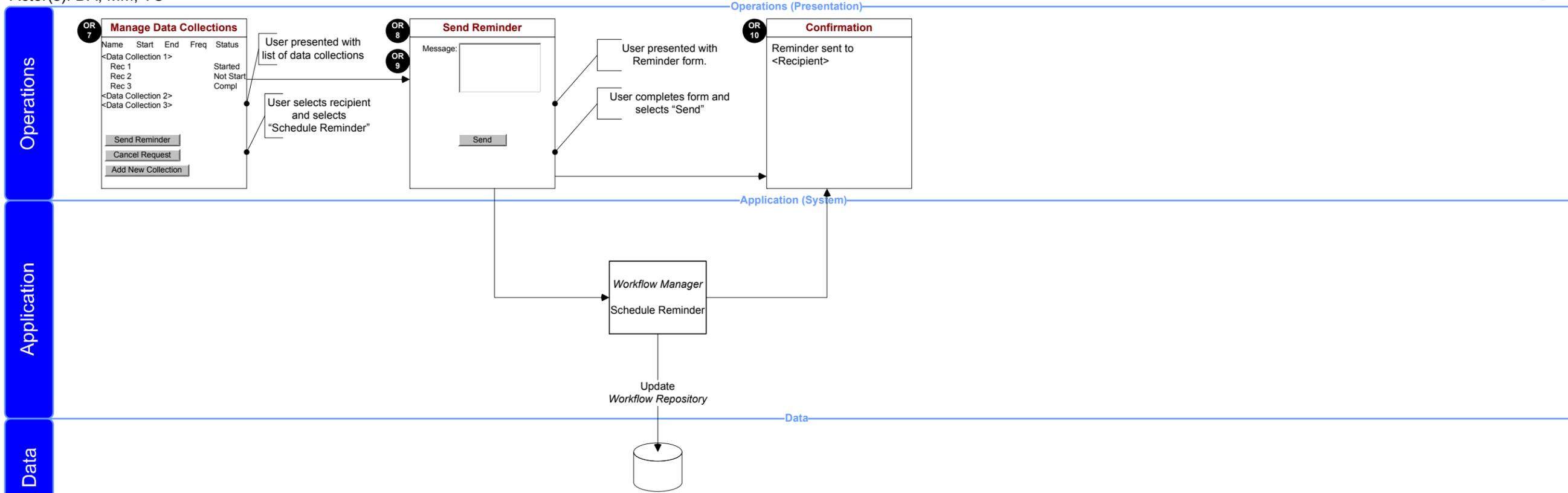
Activity: [DC-MDCOL] Manage Data Collection; Send Reminder
 Service Area: DC Data Collection Management
 Actor(s): DA, MM, TO

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

Technical Expert: Mark Tobias

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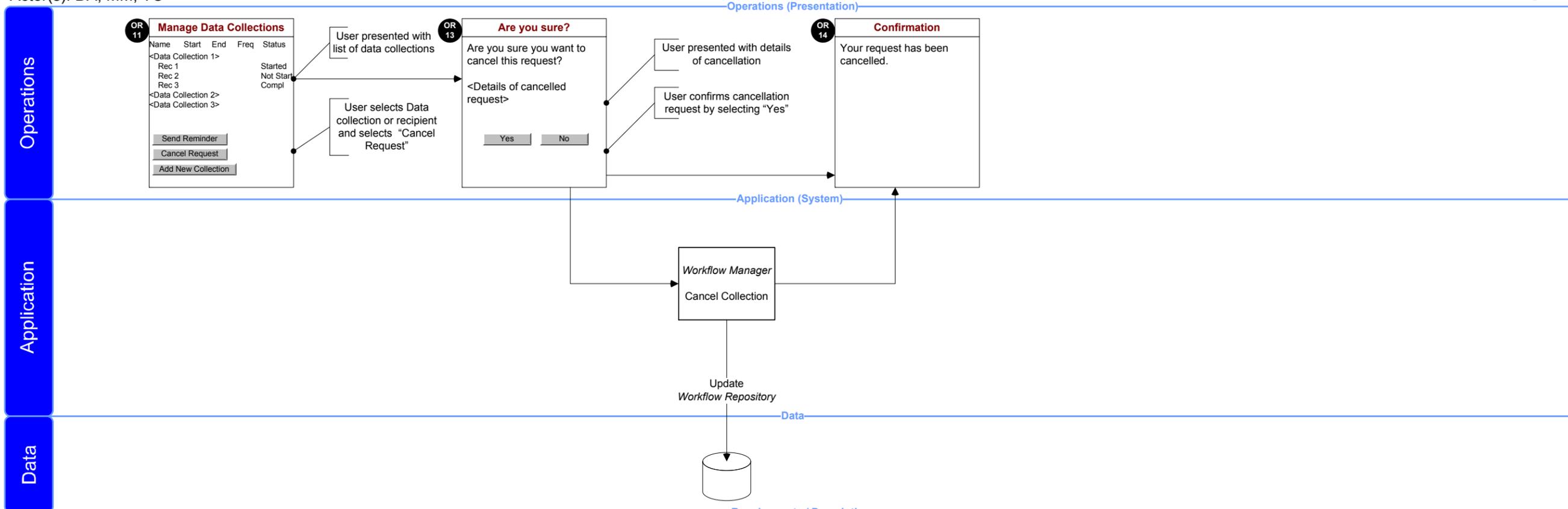


Requirements / Description	Requirements / Description	Requirements / Description
OR-7 The system shall have the ability to select recipients and send schedule reminders	OR-8 The system shall have the ability to present the user with a send reminder form OR-9 The system shall have the ability to allow the user to input a message to send	OR-10 The system shall have the ability to present the user with a confirmation of success that reminder was sent

Activity: [DC-MDCOL] Manage Data Collection; Cancel Request
 Service Area: DC Data Collection Management
 Actor(s): DA, MM, TO

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

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Requirements / Description

<p>OR-11 The system shall have the ability to cancel requests</p> <p>OR-12 The system shall have the ability to allow the user to select data collection and recipient</p>	<p>OR-13 The system shall have the ability to display to the user a verification to cancel.</p>	<p>OR-14 The system shall have the ability to display a confirmation to the user of success in the cancellation of request</p>
--	---	--

[DC-IPTDT] Input Data

Service Area: Data Collection Management

Actor(s): IP, MM, TO

Tool(s):

Goal:

Provide the capability to manually access and enter data into user defined and system provided collection forms.

Description:

This activity begins when the user accesses the data input screen. Depending on the user access level, the user will be presented with a data entry form with several fields. Fields that the user does not have permission to submit data for will not be displayed. The user will enter the appropriate data into the form. Once all data is entered, the user will submit to make the data available for validation. The data should be routed to appropriate approval authority to be made available for validation. The format and data fields that are available for the user to enter data into are determined by the Data Input Templates that are created and maintained in the “Manage Data Collection Forms” functional activity.

Functions:

Access Data Entry Form

Enter Data into Displayed Form

Review Data entered

Submit Data

Assumptions:

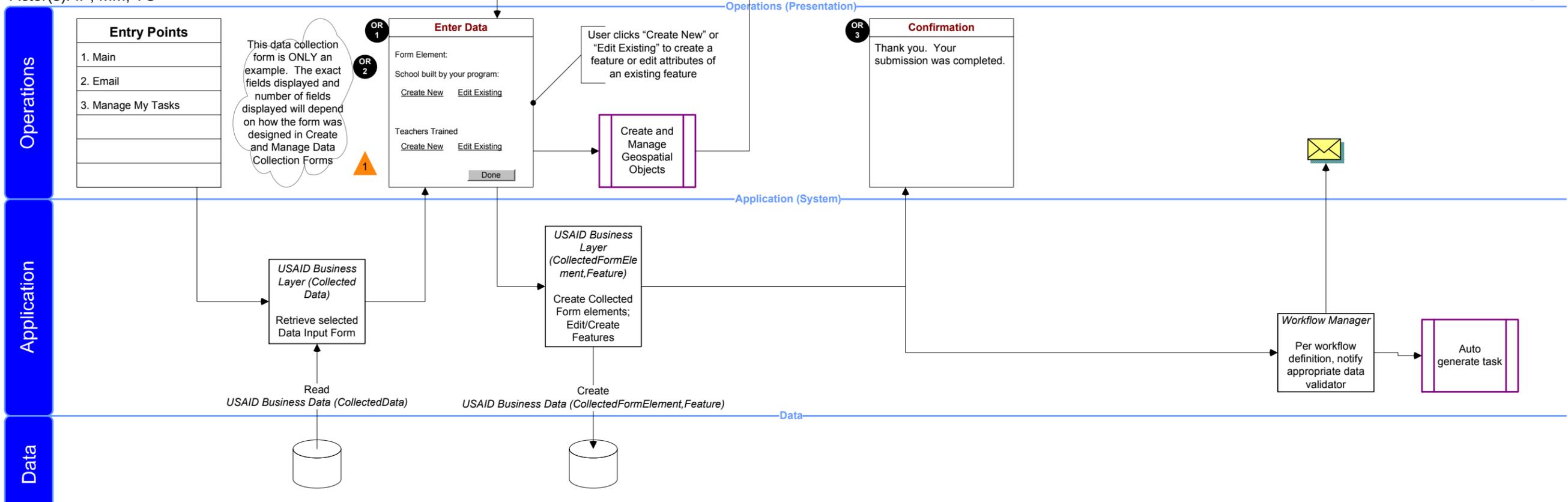
Questions:

Notes:

Activity: [DC-IPTDT] Input Data; Page-1
 Service Area: DC Data Collection Management
 Actor(s): IP, MM, TO

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

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EL-1 The descriptive text comes from the Description field in FormElement

OR-1 The system shall have the ability to display the data collection form (that was created in the Create and Manage Data Collection Forms Activity) to allow the user to input data

OR-2 The system shall have the ability to generate errors and re-display the data collection form to the user

OR-3 The system shall have the ability to generate a confirmation to the user of successful completion

[DC-IUDAI] Import Unstructured Data and Information

Service Area: Data Collection Management

Actor(s): DA, MM, TO

Tool(s):

Goal:

Provide the capability to import data in unstructured sources such as web pages, textual reports, Word documents, spreadsheets, and other electronic sources of information.

Description:

Users begin this activity by selecting one or more electronic files or URLs (in the case of a web-page) and uploading or registration with the MIS/GIS system. After the data is added the user will be able to associate Keywords from the common keyword catalog and assign any geospatial parameters (location, region, lat/long). Once the data is imported, it will be routed to appropriate approval authority for validation.

Functions:

Select file(s)

Load data

Assign keywords to data

Assumptions:

Questions:

Notes:

Unstructured data is an important element to USAID. Data is collected in many different ways throughout the Missions, some using computers, some using simply paper and pen. This activity will allow the users to import this data. Keywords will be attached to the imported data to further describe it and index it

for searching. Depending on the type of unstructured data, the ability to search within the data or the data's metadata will change. Technology used to implement this activity should provide the ability to search within Microsoft Word and Excel documents, text files, and web pages.

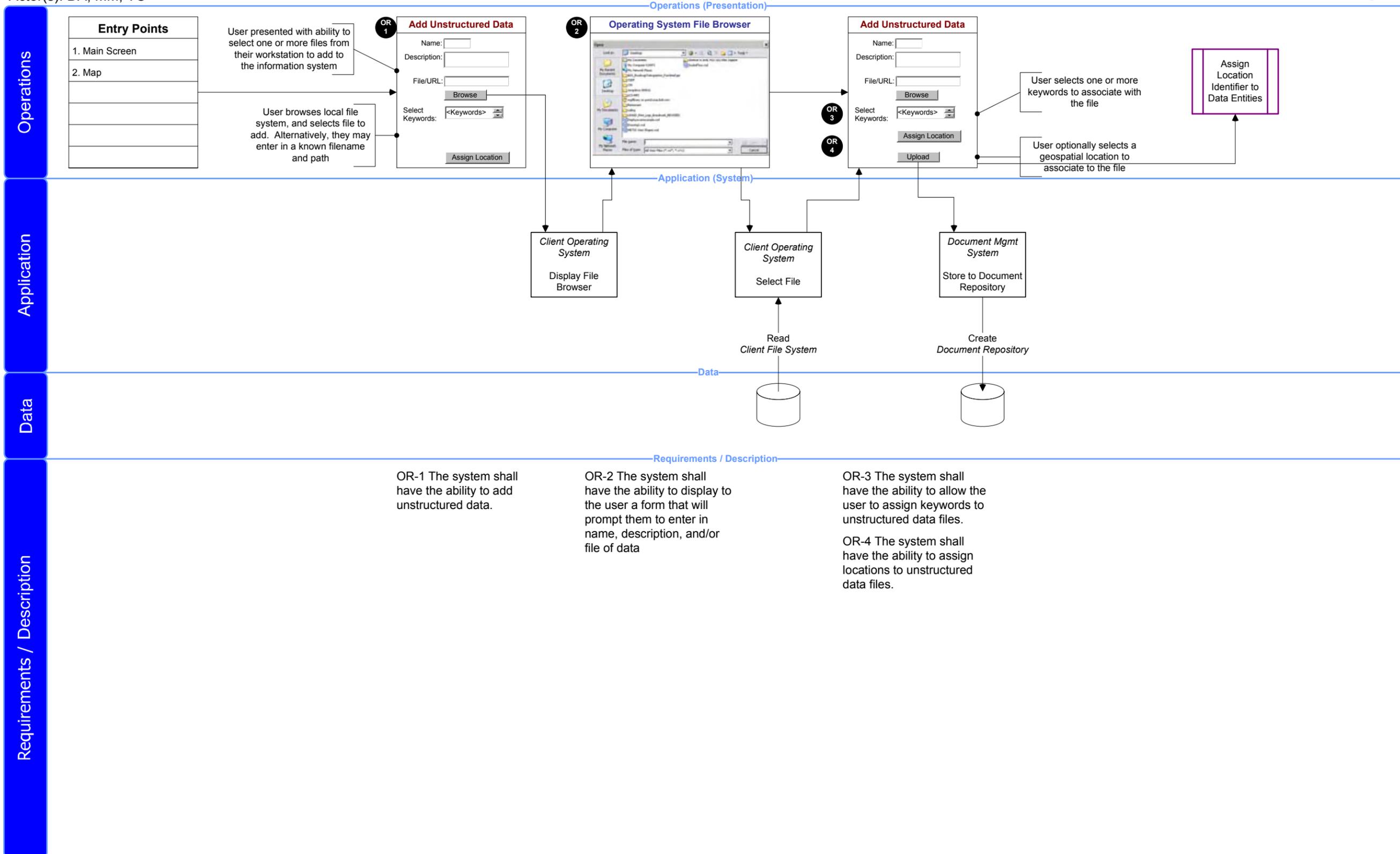
Unstructured information includes, but is not limited to, narrative text, tables, illustrations, diagrams, maps, charts, and photographs.

USAID is currently installing the Documentum software package at several of its Mission locations to manage Financial documents.

Activity: [DC-IUDAI] Import Unstructured Data and Information; Page-1
 Service Area: DC Data Collection Management
 Actor(s): DA, MM, TO

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

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[DC-IMPSD] Import Structured Data

Service Area: Data Collection Management

Actor(s): DA

Tool(s):

Goal:

Provide the capability for users to import data into the systems from pre-defined spreadsheets.

Description:

This activity allows users to collect and manipulate information with spreadsheets and then import that data into the system.

Functions:

Select data for import

Import data

View imported data

Submit data for validation

Assumptions:

It is fully expected that part of the system design will be a review of the existing data collection mechanisms that the field users have and analyze it for ingestion into the AMG.

Questions:

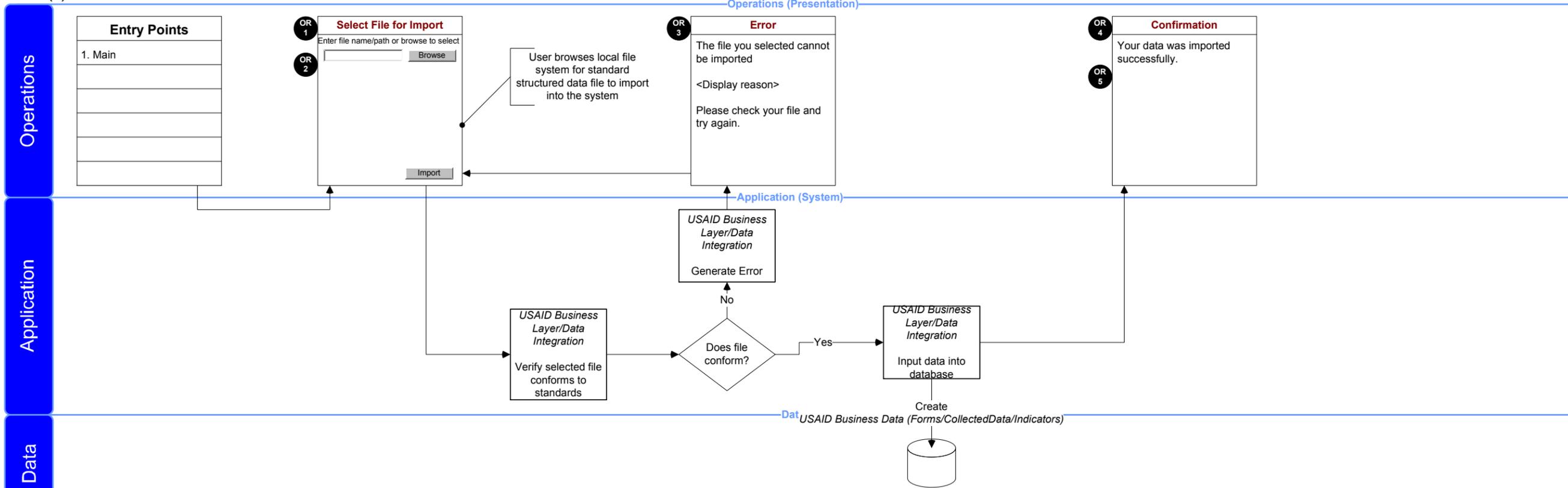
Notes:

Activity: [DC-IMPSPD] Import Structured Data; Page-1
 Service Area: DC Data Collection Management
 Actor(s): DA

Facilitator: Steve Tulk
Analyst: Courtney Lane
Domain Expert:

Technical Expert: Mark Tobias

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	Requirements / Description		
Requirements / Description	OR-1 The system shall have the ability to browse files within the system	OR-3 The system shall have the ability to generate an error if a file that is being searched for cannot be imported	OR-4 The system shall have the ability to input data into the database
	OR-2 The system shall have the ability to import files		OR-5 The system shall have the ability to generate a confirmation of success that the file has been imported

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[DC-VALDT] Validate Data

Service Area: Data Collection Management

Actor(s): TO

Tool(s):

Goal:

Provide the capability for a user with the appropriate permissions, generally a manager, to ‘sign off’ on the data entered into the system and commit it for access by all authorized users of the system. Once completed, the data can then be viewed by everyone and be used and manipulated for reporting purposes.

Reject data

Assumptions:

Questions:

Description:

Once new data is submitted to the system either via the Input Data, Import Structured Data, or Import Unstructured Data and Information activities, a notice is sent to the appropriate approval authority via the workflow management system component informing them that there is data to be validated. The appropriate approval authority is determined based on the mission-specific configuration of the workflow management system component. The notified user will then access the system and click on the Validate Data link. At this point, this activity begins.

Notes:

In this context, data validation does not mean that the data is correct. It simply means that the data is correct to the best of the user’s knowledge.

The user will be presented with links to data that need to be validated. The user then chooses a particular data set to view. From the view data screen, the user can then approve or reject the data. The user can also add comments regarding their approval or rejection. Once the data is approved, it is removed from the managers approval screen and the data is made available to those with appropriate permissions. A message is sent to the data enterer that the data has been approved or rejected along with comments.

Functions:

Access data to be validated

View data

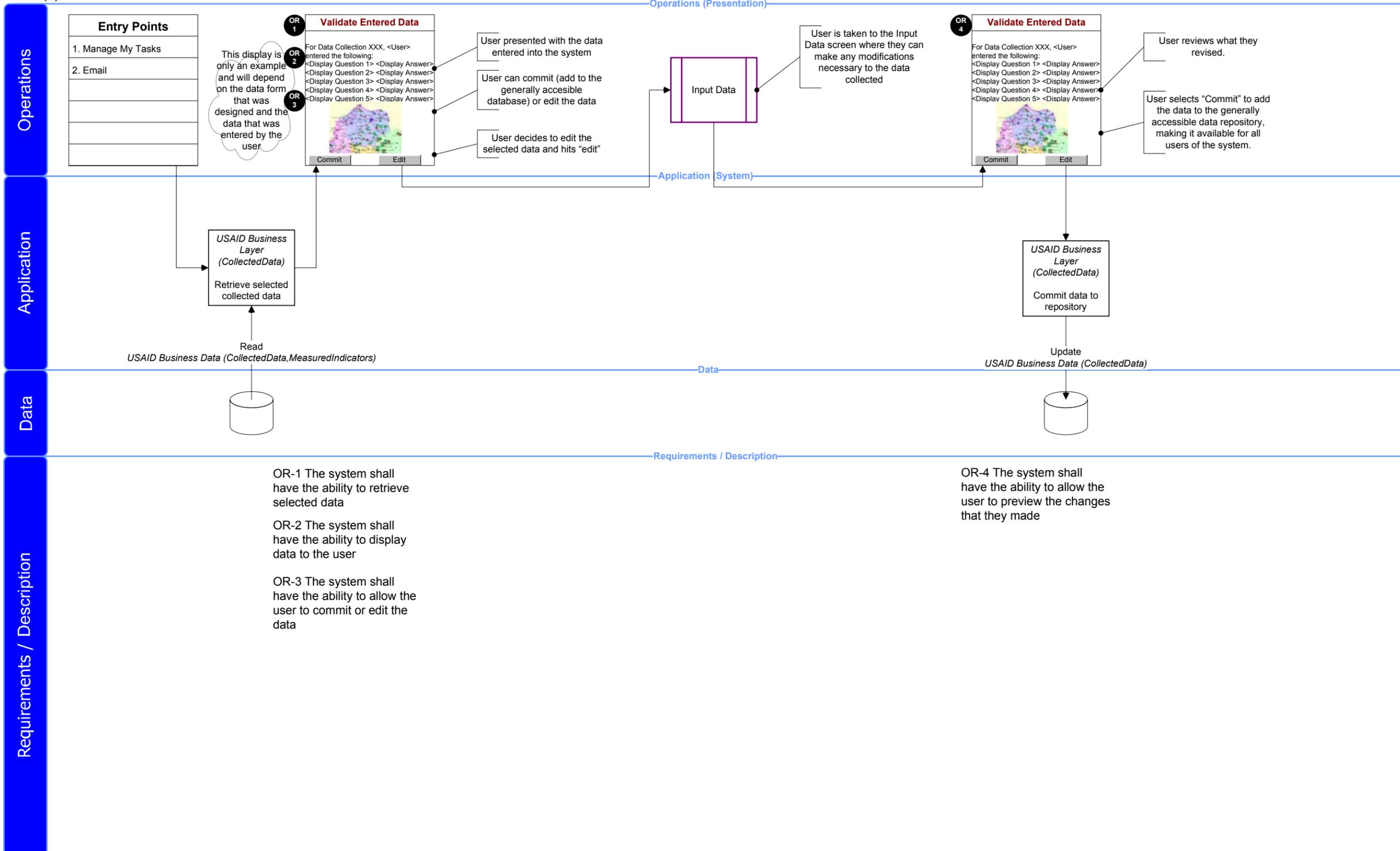
Send Comment

Approve data

Activity: [DC-VALDT] Validate Data; Page-1
 Service Area: DC Data Collection Management
 Actor(s): TO

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

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 Modified on 06/30/06 @10:51



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[DC-CLNDT] Cleanse Data

Service Area: Data Collection Management

Actor(s): DA, TO

Tool(s):

Goal:

This activity will ensure that the data entered into the system is in the correct format and adheres to appropriate standards.

Notes:

Description:

This activity will be an autonomous system process that will check data entered into the system for compliance with standards. If the data entered into a particular field does not match the data type or required format (ex: user enters letters instead of numbers in a field for telephone number), the user will be prompted to correct the entry, or if possible the system will auto-correct. For example, if the user were to enter “1115551212” as a telephone number, the system would reformat it as “(111) 555-1212”. The user will continue to be prompted to correct the form until all data is entered correctly. Once this has happened, the data will be available for validation. Specifics of what kind of data is formatted, and how data is formatted will depend on the standards applied to the system.

Functions:

Normalize Data- ex. change street, Street, St., or St to one common format

Validate and Verify Data- ex. make sure zip code matches city and state

Assumptions:

Questions:

Do we need to cleanse unstructured data or does this happen in “Transform Data” activity?

Activity: [DC-CLNDT] Cleanse Data; Page-1
Service Area: DC Data Collection Management
Actor(s):

Facilitator:
Analyst:
Domain Expert: Stephen Johnson

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Operations

Entry Points
1. TBD – Data Entry related functional activities

This is a system only activity that will be detailed in the design phase

Application

Data

Requirements / Description

Operations (Presentation)

Application (System)

Data

Requirements / Description

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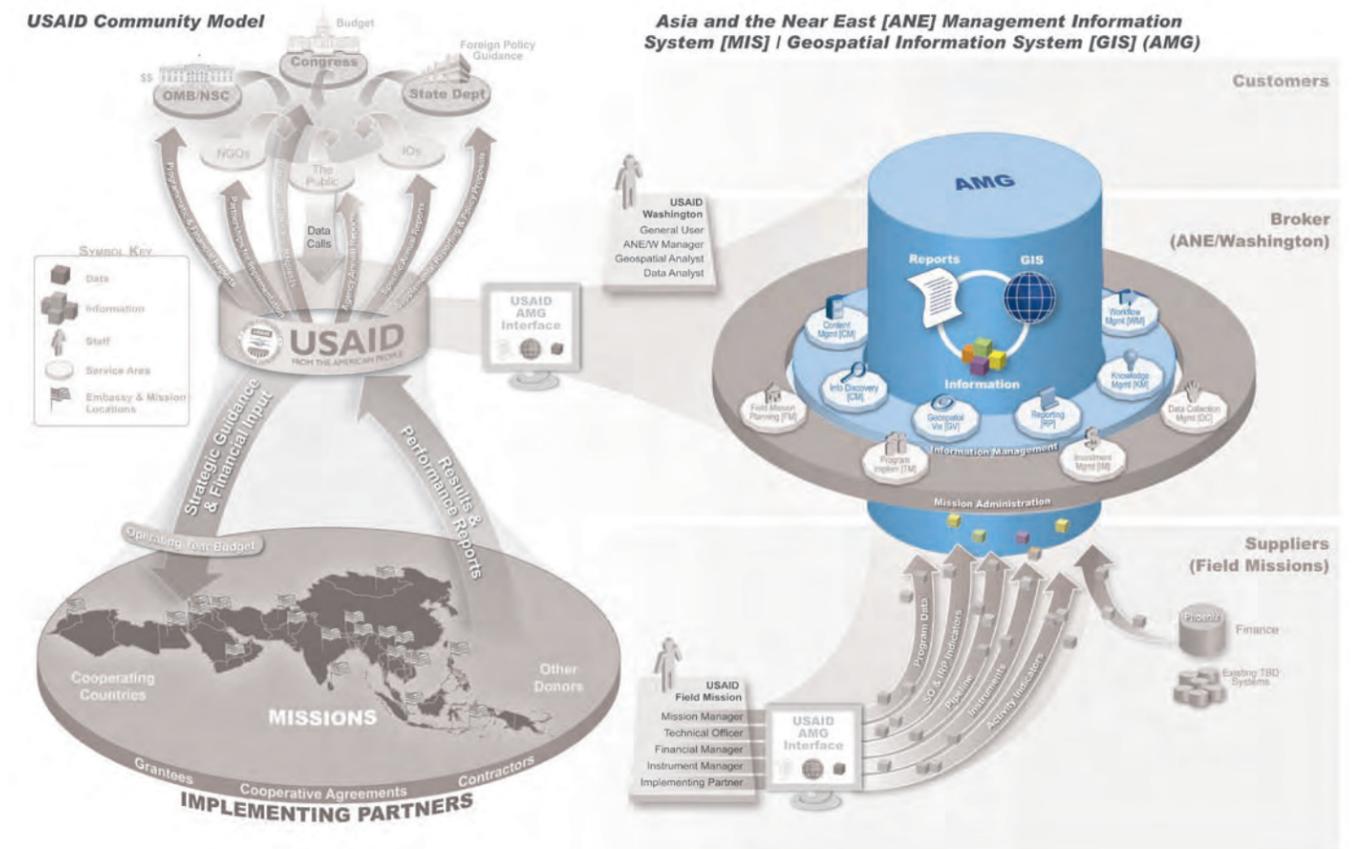
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INFORMATION MANAGEMENT SERVICE AREA

Information Discovery [ID]

This service area enables users to search for data elements, reports, and geospatial information. Both basic and advanced search capabilities are provided.

[ID-PEKWS] Perform Basic Search

Service Area: Information Discovery

Actor(s): GU

Tool(s):

Goal:

Provide the capability to perform basic searches on data, including geospatial and keyword cataloged data, that is accessible to the user. Provide the capability to determine the existence or lack of existence of data.

Description:

The activity provides the capability for users to structure searches using Boolean logic and/or spatial intersections to create combinations of matching and excluding elements.

This activity will provide multiple presentation options. Presentation options include existence information, browser-based hit lists, and downloadable files of varying types and formats. Some options are limited to the type of data returned or the media of the results. When summary information is provided through a hit list, details or the complete item may be obtained through selection of a link associated with the item that may access the external system to get more detailed data.

Functions:

Assumptions:

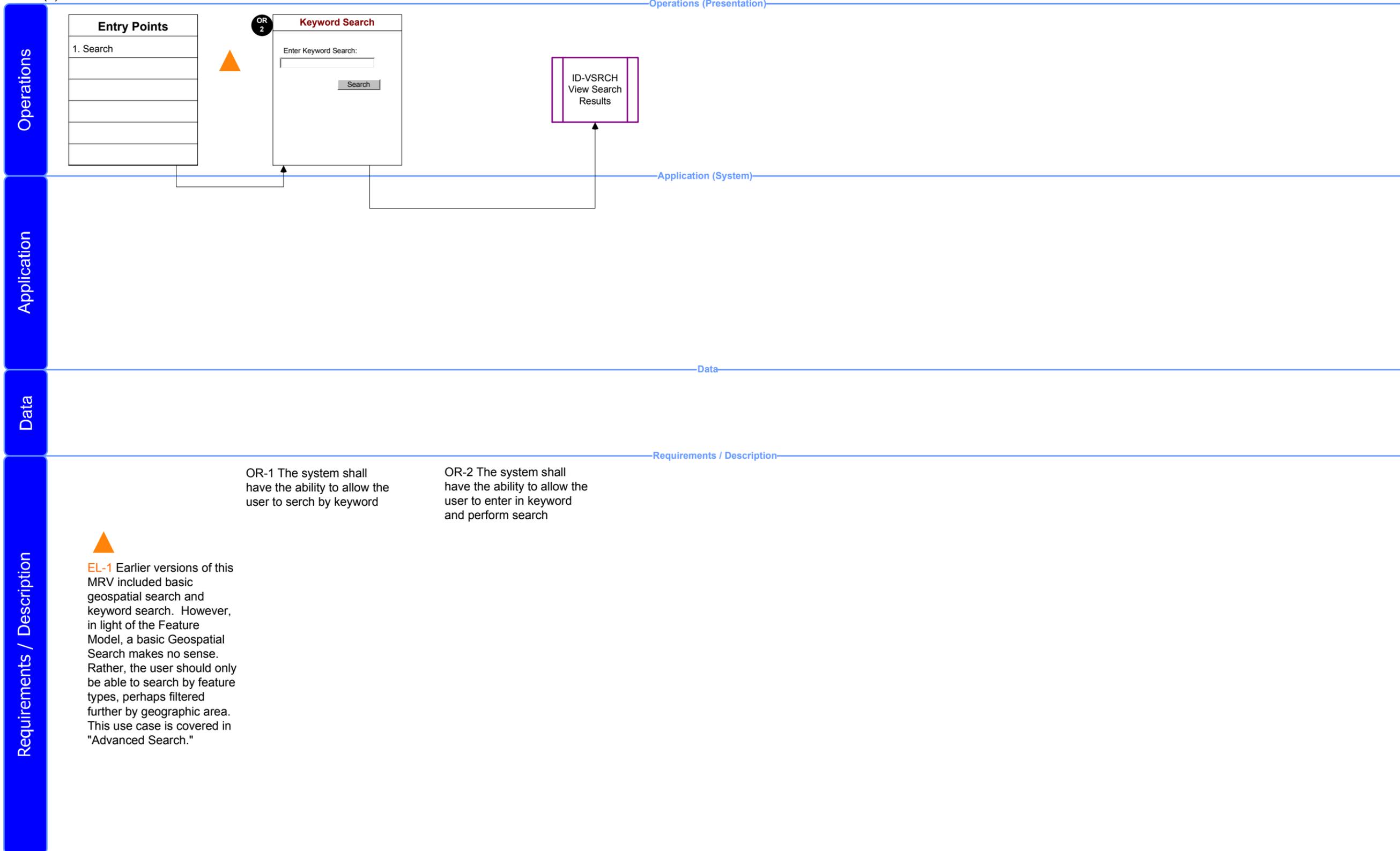
Questions:

Notes:

Activity: [ID-PEKWS] Perform Basic Search; Page-1
 Service Area: ID Information Discovery
 Actor(s): GU

Facilitator: Mark Tobias
 Analyst: Mark Tobias
 Domain Expert: N/A

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[ID-PERAS] Perform Advanced Search

Service Area: Information Discovery

Actor(s): GU

Tool(s):

Goal:

Provide the capability to perform advanced searches on data, including geospatial data, that is accessible to the user. Provide the capability to determine the existence or lack of existence of data.

Provide a single implementation for query processing that may be accessed from multiple user interfaces.

Provide the capability to process an automated information discovery request from an external system.

Description:

The activity provides the capability for users to structure searches using Boolean logic and/or spatial intersections to create combinations of matching and excluding elements and/or temporal elements by specific sources. Users may search across all connected networks that data match criteria. This activity requires the reading unstructured data (word, excel, html, PDF) that detail the content.

Multiple data sources and media may be searched to support this activity. Queries may be specified against all data types/sources or against specific subsets of the data. This activity analyzes the query results and combines duplicate data from different sources to reduce redundancy of results.

This activity will provide multiple presentation options. Presentation options include existence information, browser-based hit lists, and downloadable files of varying types and formats. Some options are limited to the type of data returned or the media of the results. When summary information is provided through a hit list, details or the complete item may be obtained through selection of a link associated with the item that may access the external system to get more detailed data.

This activity may provide query processing to multiple user interfaces as well as comprehensive user interfaces for advanced query definitions.

This activity provides access to a wide variety of data including financial, performance, and geospatial data.

Functions:

Assumptions:

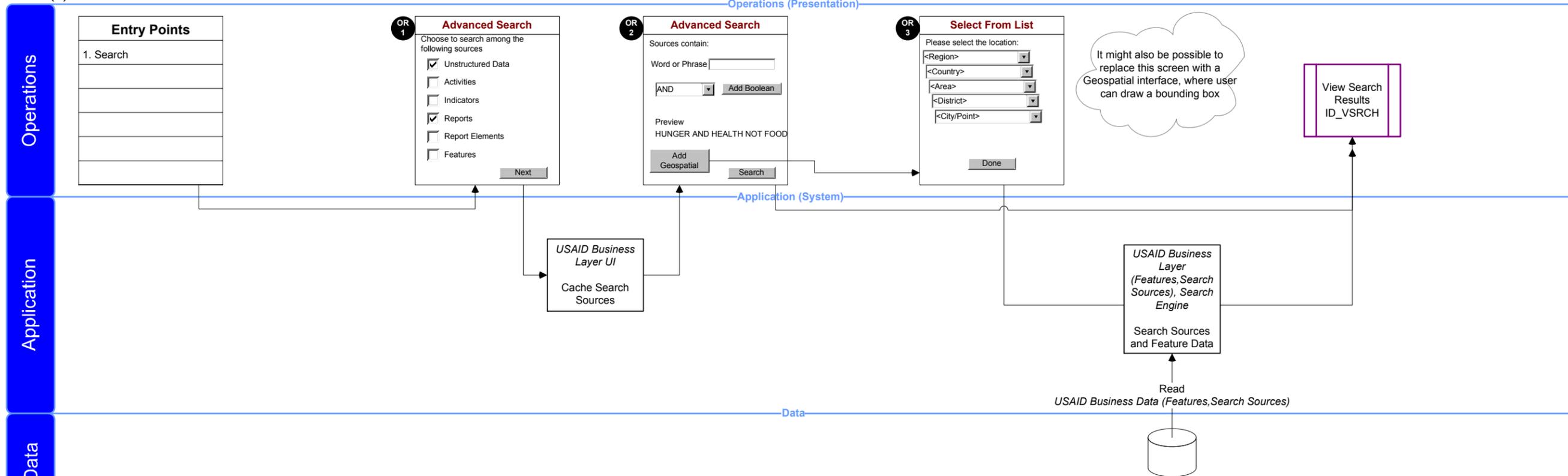
Questions:

Notes:

Activity: [ID-PERAS] Perform Advanced Search; Page-1
 Service Area: ID Information Discovery
 Actor(s): GU

Facilitator: Mark Tobias
 Analyst:
 Domain Expert: Mark Tobias

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OR-1 The system shall have the ability to present the user with an "Advanced Search" form that has the ability to allow the user to select which sources to search from.

OR-2 The system shall have the ability to allow the user to input search criteria

Requirements / Description

Operations

Application

Data

Operations (Presentation)

Application (System)

Data

Requirements / Description

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[ID-PFMGQ] Perform Geospatial Query

Service Area: Information Discovery

Actor(s): GA, GU

Tool(s):

Goal:

Provide the capability to generate geographic correlations between spatial entities.

Description:

The activity provides a service to generate geographic correlated data. This activity provides a single focal point for the generation of results of geographic intersections between geospatial objects within the system to ensure identical results for the same type of correlation, regardless of the user entry mechanism. This activity also provides for optimized access of the data based on the rules associated with the correlation.

General geographic correlation supports results of all instances of a specified geospatial object type that intersect one or more other geospatial objects, named or ad hoc. The breadth of the services provided within this activity spans the following:

- Determine all instances of a stored geospatial object type that intersects a specific instance of the same type. (Find all activities that intersect a specific activity ID.)
- Determine all instances of a stored geospatial object type that intersects an ad hoc geospatial object definition. (Find all activities that intersect this circle as drawn on a map, where the circle center point and radius are supplied to this activity.)
- Determine all instances of a stored geospatial object type that intersect a specific instance of a different type. (Find all activities that intersect a specific SO.)
- Determine all instances of multiple stored geospatial object types that intersect a specific instance of a stored geospatial object type. (Find all activities and implementing partners that intersect a specific SO ID.)

- Determine all instances of multiple stored geospatial object types that intersect an ad hoc geospatial object definition. (Find all activities and implementing partners that intersect this rectangle as drawn on a map, where the corner points are supplied to this activity.)
- Determine all instances of a stored geospatial object type that intersects a named set of instances of a stored geospatial object type. (Find all implementing partners that intersect activities referenced within an SO).

In each case above, the correlation may be purely geographic or have additional qualifications/filters to apply after the geographic aspects have been determined.

Functions:

Assumptions:

Questions:

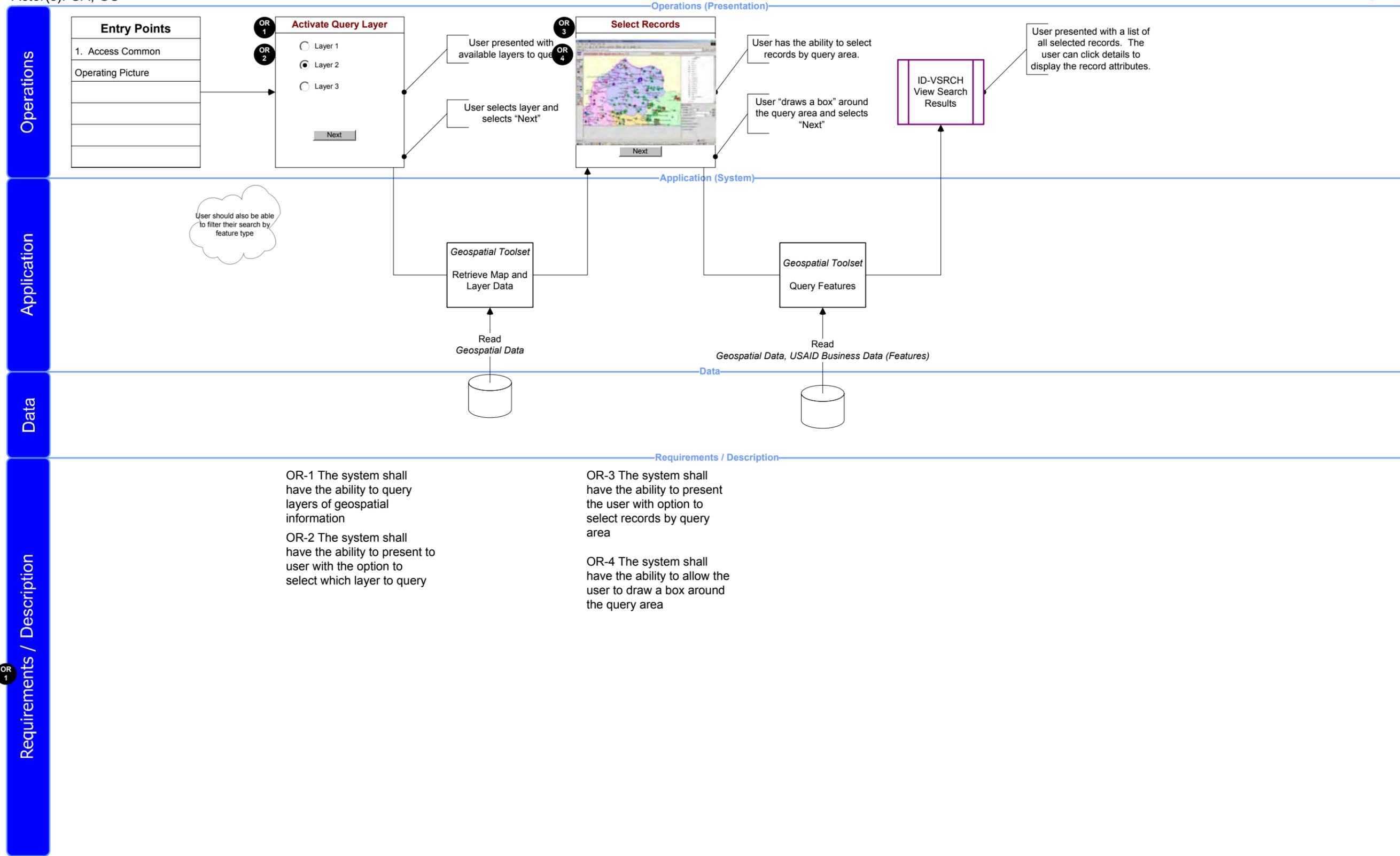
Notes:

This is directly linked to the Generate Visualization from Search Results activity.

Activity: [ID-PFMGQ] Perform Geospatial Query; Page-1
 Service Area: ID Information Discovery
 Actor(s): GA, GU

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert: Stephen Bryce

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[ID-MANSA] Manage Search Agent

Service Area: Information Discovery

Actor(s): GU

Tool(s):

Goal:

Provide the capability to create, define, edit and update automatic search agents that find information for the user based on defined parameters, and to review the results of those searches.

Description:

This activity provides the capability to create, review, organize, update and delete a search agent. Search agents are queries stored so they may be executed automatically in the background, generally on a routine and scheduled basis.. They are also simply saved queries that may be executed again at some point in the future. Search agent creation is done in conjunction with the Perform Keyword Search and Perform Advanced Search activities, which defined the query parameters for the search agent. This activity specifies additional attributes controlling search agent execution and results processing including a temporal element, dissemination guidance, alert capability, delivery mechanism, and presentation preference. This activity provides users the capability to review all user accessible search agents, modify, and delete them. Execution states for a search agent consist of active (running in the background) and interactive (run only on command). Both Boolean and spatial search techniques are supported.

Additionally, this activity provides the capability for users to review results from active search agents. Search agent result summaries may be reviewed and browsed from this activity.

Search agents are also used to delay or batch large queries to off-peak times.

Users may also opt to share their search agent with other users.

Based on access rules, other users may take advantage of search agents to execute them interactively (manual

execution) or subscribe to an active agent to be notified when the agent has results.

Functions:

Define search parameters

Schedule search frequency (how often to run, daily, weekly, monthly)

Schedule search periodicity (start & end date)

Assumptions:

Questions:

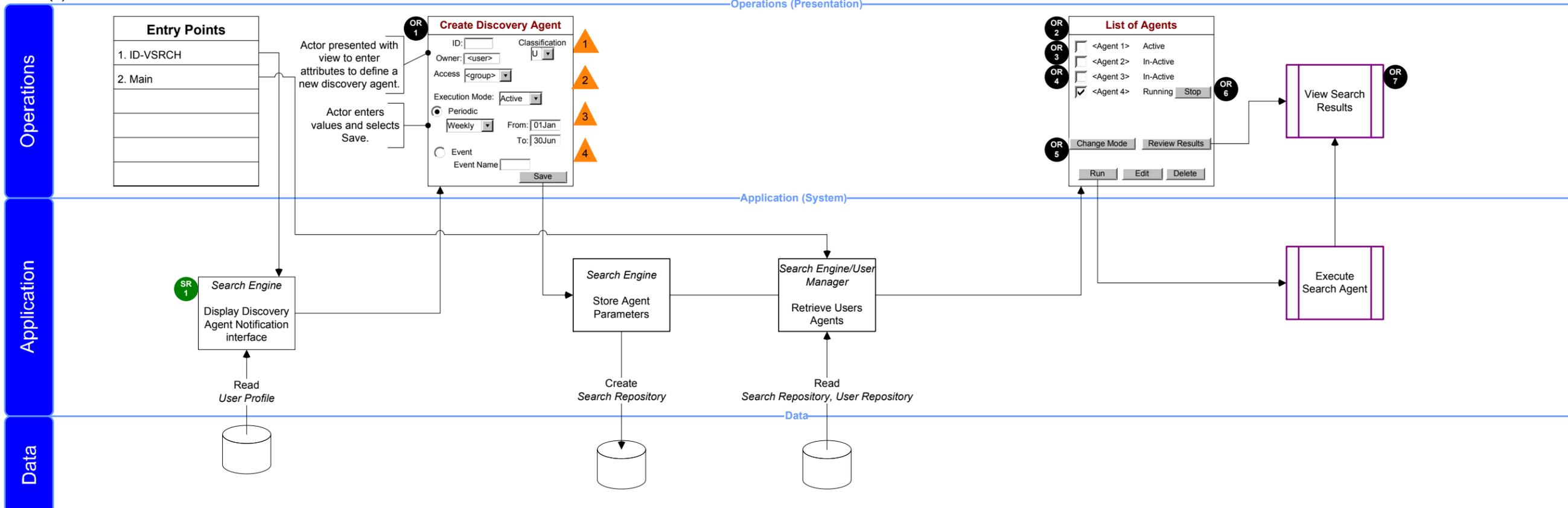
Notes:

Activity: [ID-MANSA] Manage Search Agent; Page-1
 Service Area: ID Information Discovery
 Actor(s): GU

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

Technical Expert: Mark Tobias

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Requirements / Description
<p>SR-1 The system shall display a discovery agent creation interface, based on user profiles.</p>
<p>OR-1 The system shall provide the capability to create discovery agents based on a set of validated query parameters.</p> <p>EL-1 Query parameters are valid because this activity begins from a successful search result.</p>
<p>EL-2 Tags Identifier Owner Execution mode (active, inactive) Execution frequency Execution periods Delivery/notification mechanism Delivery/notification addressing Query parameters Query complexity Create date Last execution Date results viewed last Events Subscribers</p>
<p>EL-3 The execution modes supported are active and inactive. An active discovery agent will run based on the execution parameters supplied. In-active discovery agents must manually triggered for execution.</p> <p>EL-4 The following attributes are mandatory: ID (user named), Owner (default to user), Access (default to users current access), and Execution mode. When the mode is interactive, the remaining attributes would disappear. If active, then they need to pick one type (event or time = default) and set the rest.</p>
<p>OR-2 The system shall provide the capability to execute a selected discovery agent.</p> <p>OR-3 The system shall provide the capability to edit a discovery agent.</p> <p>OR-4 The system shall provide the capability to delete a discovery agent.</p> <p>OR-5 The system shall provide the capability to toggle the execution mode of a discovery agent.</p> <p>OR-6 The system shall provide the capability to stop an executing discovery agent.</p>
<p>OR-7 The system shall provide the capability to review discovery agent execution results.</p>

[ID-EXESA] Execute Search Agent

Service Area: Information Discovery

Actor(s):

Tool(s):

Goal:

Provide the capability for the system to execute the catalog of search agents.

Description:

This activity provides the capability for the system to automatically execute the catalog of active search agents. Individual search agents are launched by a date/time group.

Functions:

Assumptions:

Questions:

Notes:

Activity: [ID-EXESA] Execute Search Agent; Page-1
 Service Area: ID Information Discovery
 Actor(s):

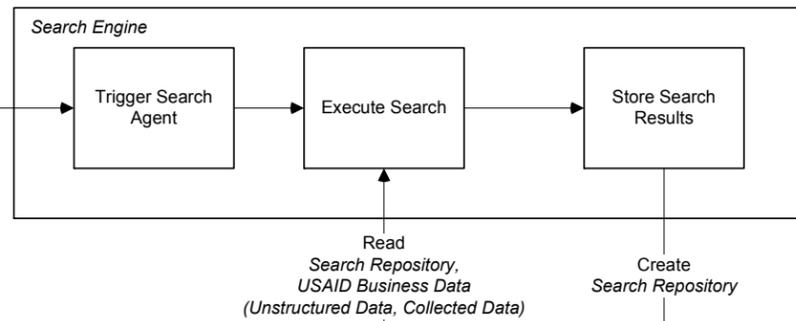
Facilitator: <Facilitator>
 Analyst: <Analyst>
 Domain Expert: <Domain Experts>

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Operations

Entry Points
1. Manage Search Agents
2. System Triggers

Application



Data



Requirements / Description

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[ID-VSRCH] View Search Results

Service Area: Information Discovery

Actor(s): GU

Tool(s):

Goal:

Provide the capability for users to view and manipulate the display of returned information resulting from a non-geospatial search.

Description:

This activity provides users with the ability to view results of a query initiated from other activities. Users will have the ability to sort, filter, re-sort, or return to the search to search within results. Results will be paginated if they extend over a user customizable threshold. Results will be categorized by the type of information returned. Categories include Maps/Imagery, Activities, Implementing Partners, Instruments, Indicators, Unstructured Data, Reports, Report Elements, Geospatial Objects, and Data Collection Forms.

Functions:

Assumptions:

Questions:

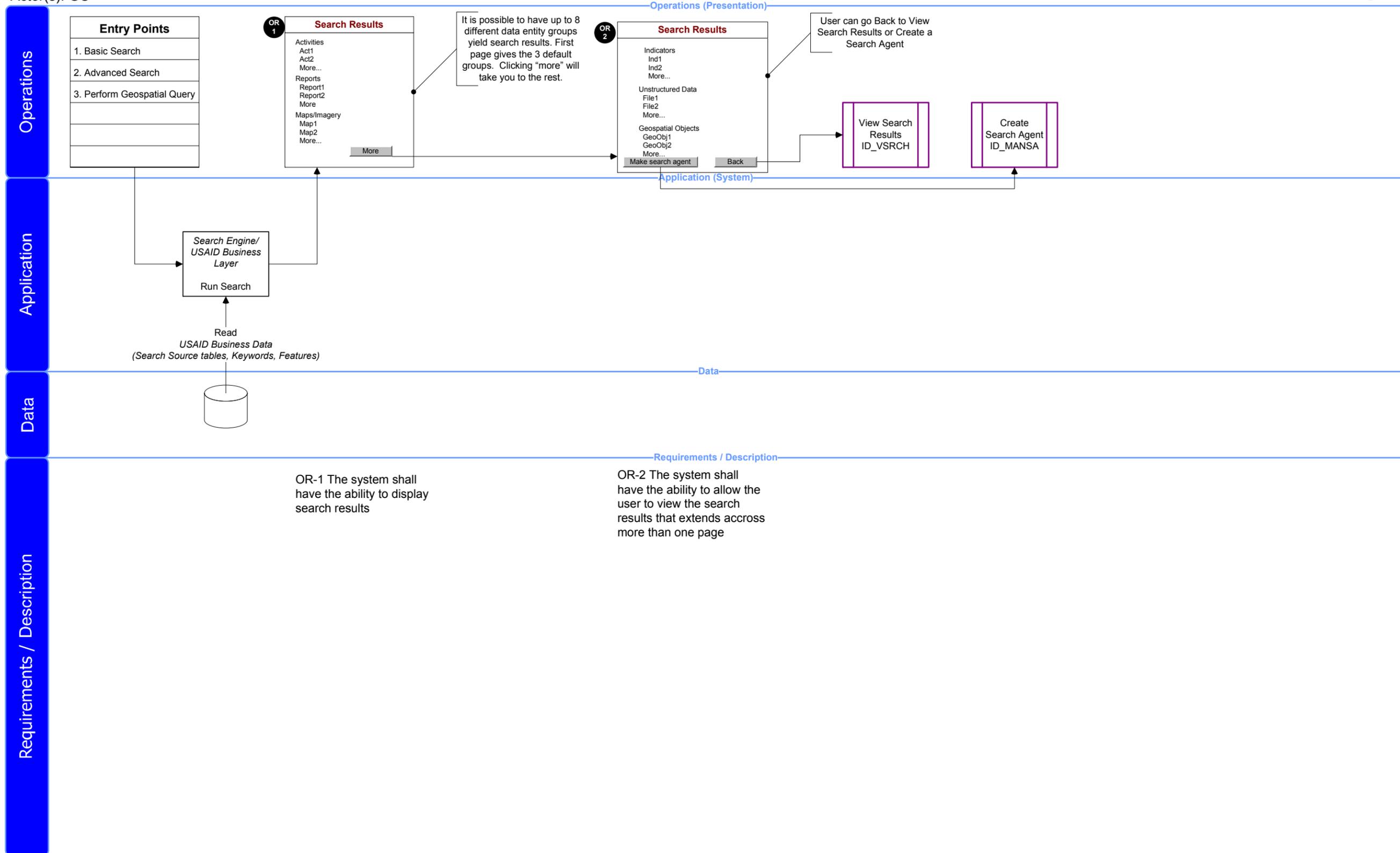
Notes:

This activity is discrete because the results display of a search are not going to be any different from a basic, advanced or geospatial search.

Activity: [ID-VSRCH] View Search Results; Page-1
 Service Area: ID Information Discovery
 Actor(s): GU

Facilitator: Mark Tobias, Steve Tulk
 Analyst: Mark Tobias
 Domain Expert: N/A

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INFORMATION MANAGEMENT SERVICE AREA

Geospatial Visualization [GV]

This service area contains activities that allow users to take data and place it on a map. The activities allow users to create and publish custom geospatial maps and imagery; create, manage, and import geospatial objects; and assign locations to specific data entities is captured in this service area.

[GV-ACCOP] Access Common Operating Picture

Service Area: Geospatial Visualization

Actor(s): GA, GU

Tool(s):

Goal:

Provide the capability to generate a common “base” map for each mission. The common operating picture will consist of several standardized layers which will be available for all USAID / ANE missions

Notes:

Description:

This activity provides the capability to create a “base” map for a graphic interface, including a map for context, to graphically specify data queries and display geospatial data.

When the user enters the GIS tool, he will be presented with a list of geographic areas and layers to choose from. Geographic areas may include regions (ex: ANE), countries, or provinces, while base layers may include cities, rivers, or roads. Once the layers are selected, the user will choose to create the map. The selected geographic area and layers will then be displayed on the screen.

Permissions can be set so that certain users do not have access to sensitive layers.

Functions:

Assumptions:

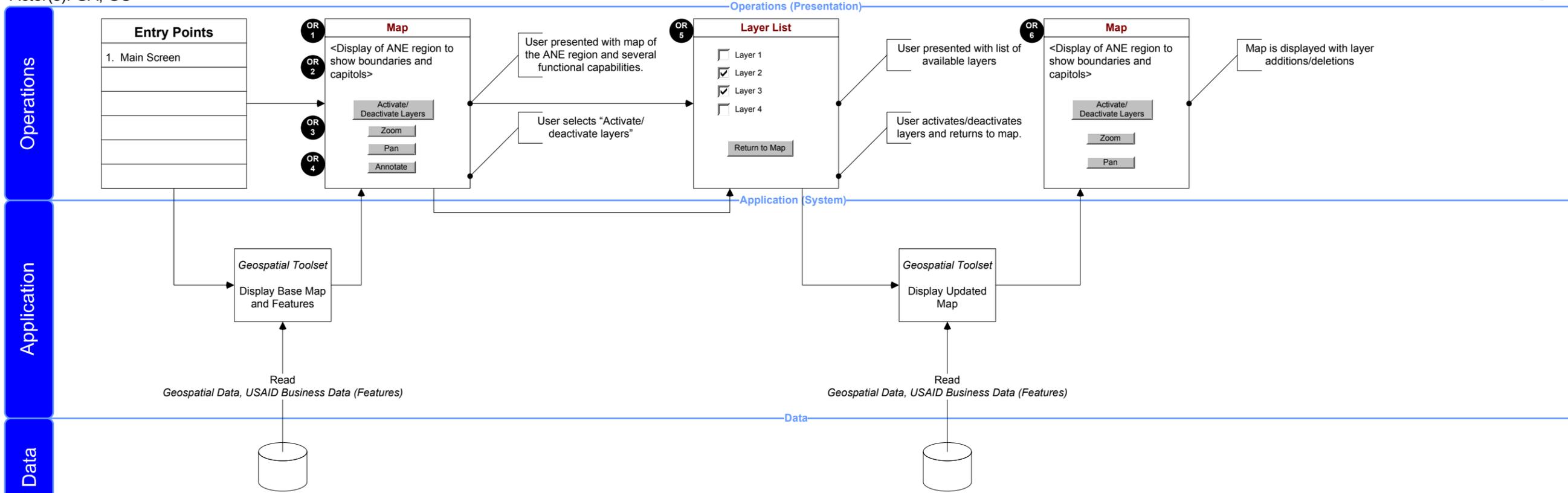
1. There will exist a threshold level of geospatial data for creating uniform “base” maps for all missions.
2. Existing geospatial data will be in a common format, e.g. shape files, coverages, geodatabases, etc.

Questions:

Activity: [GV-ACCOP] Access Common Operating Picture; Activate/Deactivate Layer
 Service Area: GV Geospatial Visualization
 Actor(s): GA, GU

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert: Stephen Bryce

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Requirements / Description

OR-1 The system shall display map of ANE region that includes boundaries and capitols

OR-2 The system shall have the capability to perform zoom, pan, and annotate features in the analysis of maps

OR-3 The system shall have the ability to activate and or deactivate layers

OR-4 The system shall have the ability to allow the user to activate and or deactivate layers

OR-5 The system shall have the ability to allow the user to select which layer to activate and or deactivate

OR-6 The system shall have the ability to display map with layer and any other additions that user has specified

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[GV-GNVSr] Generate Visualization from Search Results

Service Area: Geospatial Visualization

Actor(s): GA, GU

Tool(s):

Goal:

Provide the capability to create a visualization from user created queries, as well as using the graphical interface to geospatially query supporting data and documents.

Description:

User queries will result in a map and/or visualization which shows the location and distribution of user queries. When a user queries activities in a particular mission, the output will include documentation describing activities as well as mapping which geospatially describes these activities.

Functions:

Assumptions:

1. Data and documents will conform to some type of standardization which will allow for queries on keywords, themes, lat/long, etc.
2. Searches and queries can be based on multiple criteria / keywords

Questions:

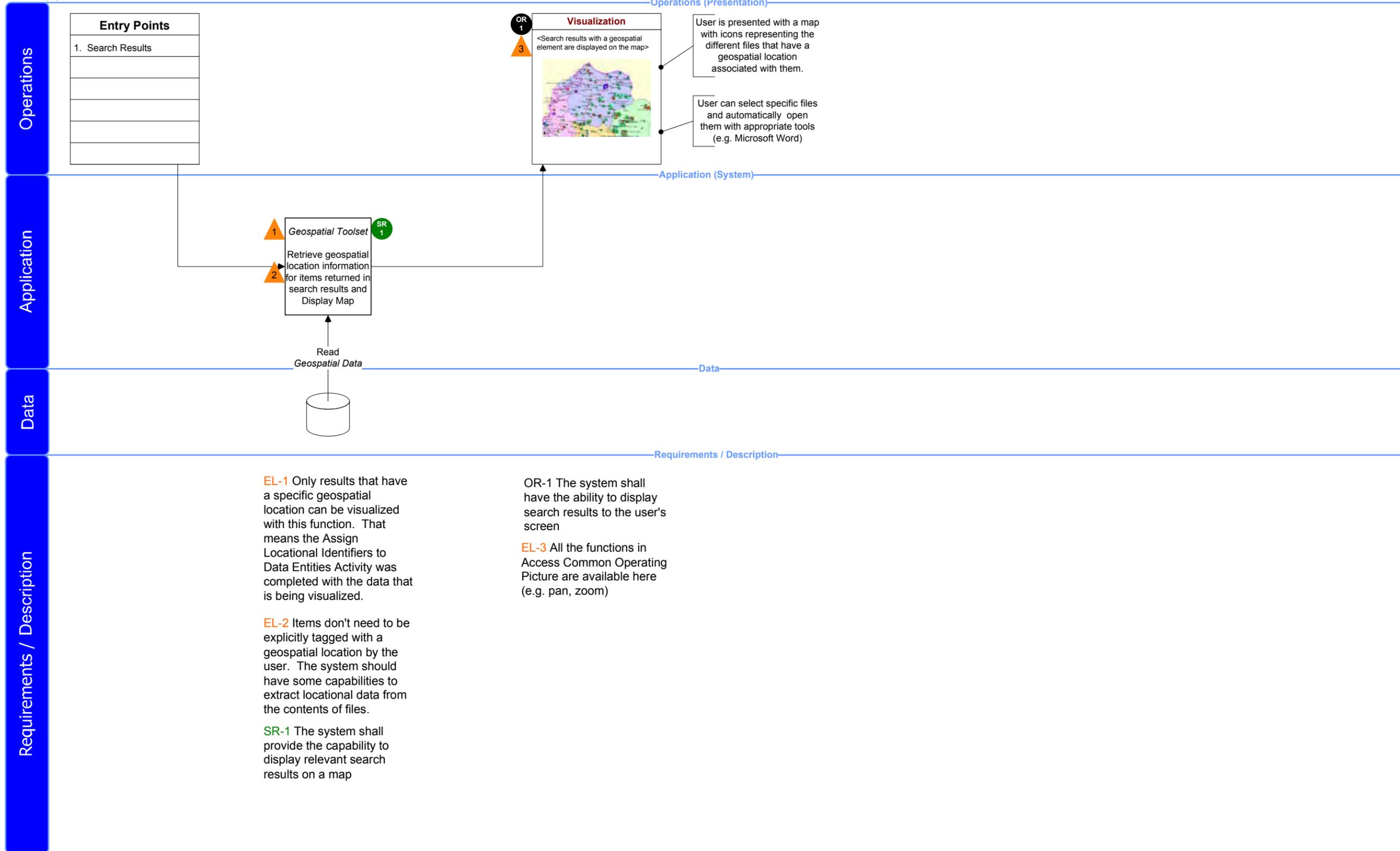
Notes:

This activity is completed in conjunction with the Search activities? And the Perform Geospatial Correlation Activity. Basically, the user submits a query, the results are geospatially correlated, and the results are displayed on a map and possibly in a table. Not sure exactly how to say this here though. It's essentially the "Map It" button on query results.

Activity: [GV-GNVS] Generate Visualization from Search Results; Page-1
 Service Area: GV Geospatial Visualization
 Actor(s): GA, GU

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

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[GV-ANTMP] Annotate Map

Service Area: Geospatial Visualization

Actor(s): GA, GU

Tool(s):

Goal:

Provide the capability to add labels to elements of a map.

Description:

This activity allows the user to label features in the map, as well as adding original annotation to features within the map.

Functions:

Assumptions:

1. Framework geospatial data will contain embedded annotation fields.
2. The geospatial interface will include a text tool which allows the placement of text within the map.
3. Text will be scalable.

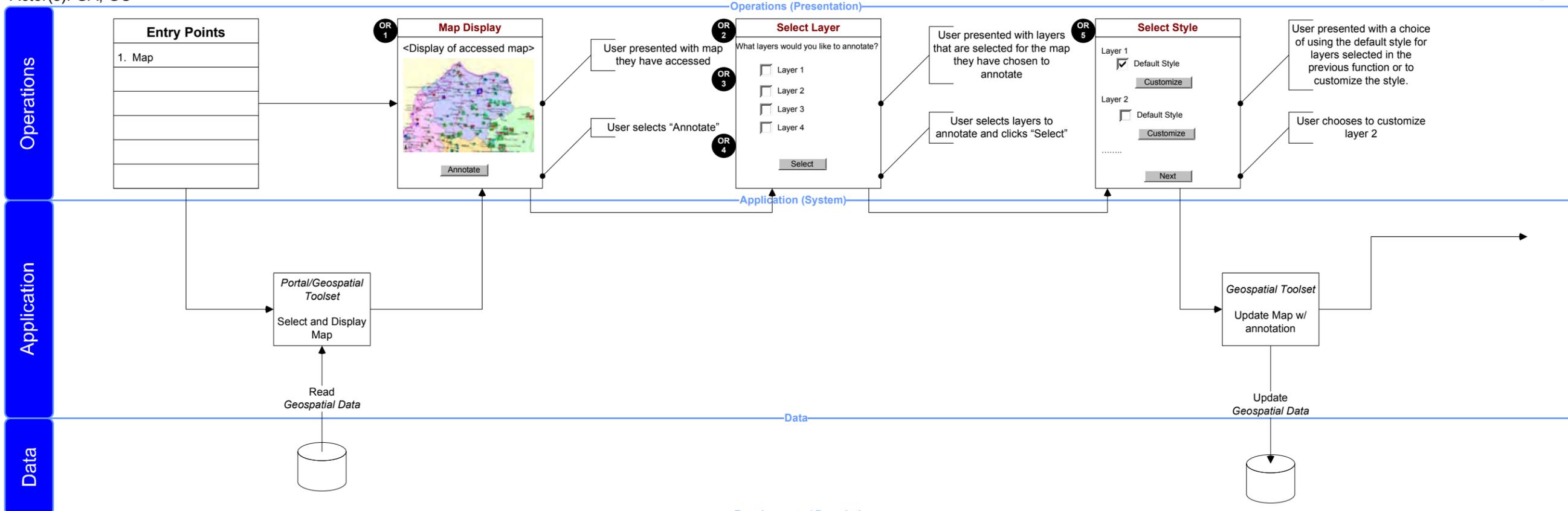
Questions:

Notes:

Activity: [GV-ANTMP] Annotate Map; Page-1
 Service Area: GV Geospatial Visualization
 Actor(s): GA, GU

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert: Stephen Bryce

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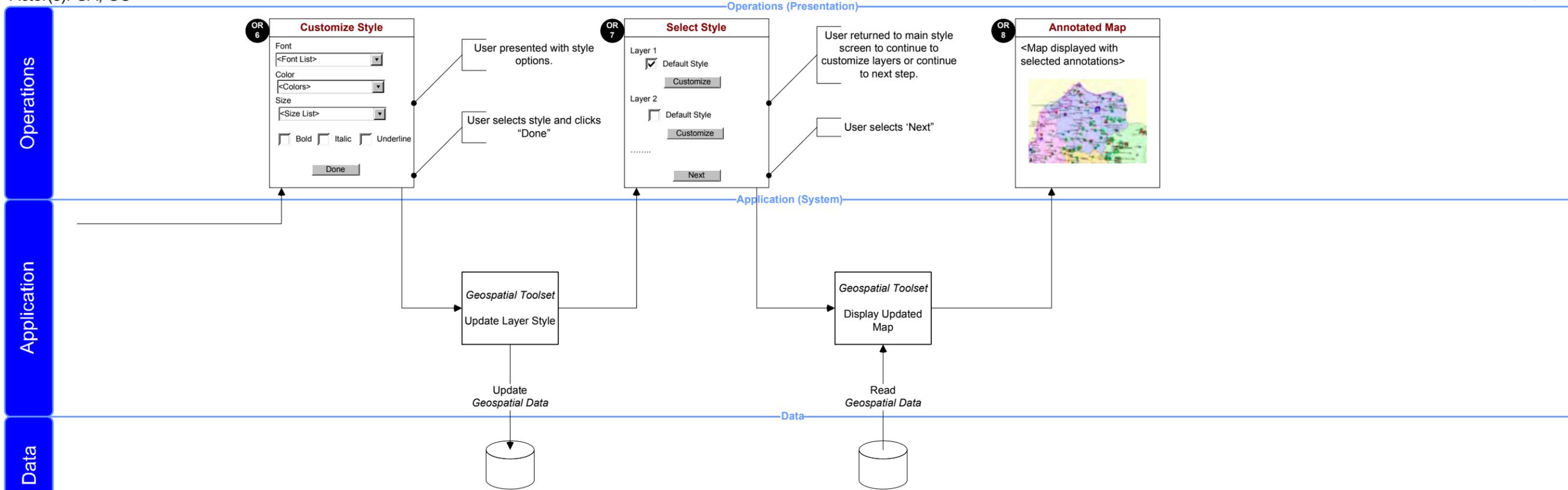
Requirements / Description
OR-01 The system shall have the ability to display maps
OR-02 The system shall have the ability to allow the user annotate a map
OR-03 The system shall have the ability to display layers of the map
OR-04 The system shall have the ability to allow the user to select which layer of the map to annotate
OR-05 The system shall have the ability to present the user with the option to select a style for each layer; either the default or customize

Activity: [GV-ANTMP] Annotate Map; Page-2
 Service Area: GV Geospatial Visualization
 Actor(s): GA, GU

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert: Stephen Bryce

Technical Expert: Mark Tobias

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Requirements / Description

OR-6 The system shall have the ability to customize styles using different fonts, colors, size, bold, italic, and underline

OR-7 The system shall have the ability to allow the user to select a style

OR-8 The system shall have the ability to display maps with annotations

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Appendix

[GV-PUBPI] Publish Map and Imagery

Service Area: Geospatial Visualization

Actor(s): GA, GU

Tool(s):

Goal:

Provide the capability to export maps and imagery to various hard and soft copy formats.

Description:

This activity allows the user to publish finalized versions of maps and imagery. When a user chooses to publish the map, the user must first select a template to use from the library of geospatial templates. Once the template is selected, a preview screen will appear. If necessary, the user can manipulate the location of template elements to allow for a better display. For example, if the map legend is blocking important elements, the user can reposition it. When the user is satisfied with the map display, the user can export various soft copy formats e.g. JPEG, BMP, etc. after specifying a destination and resolution. The user can also send the map directly to print.

Functions:

Select Map Template

Manipulate Template

Export map to soft copy format

Assumptions:

1. System will be configured for printing
2. The application will allow users to customize layouts and formats for printing and exporting

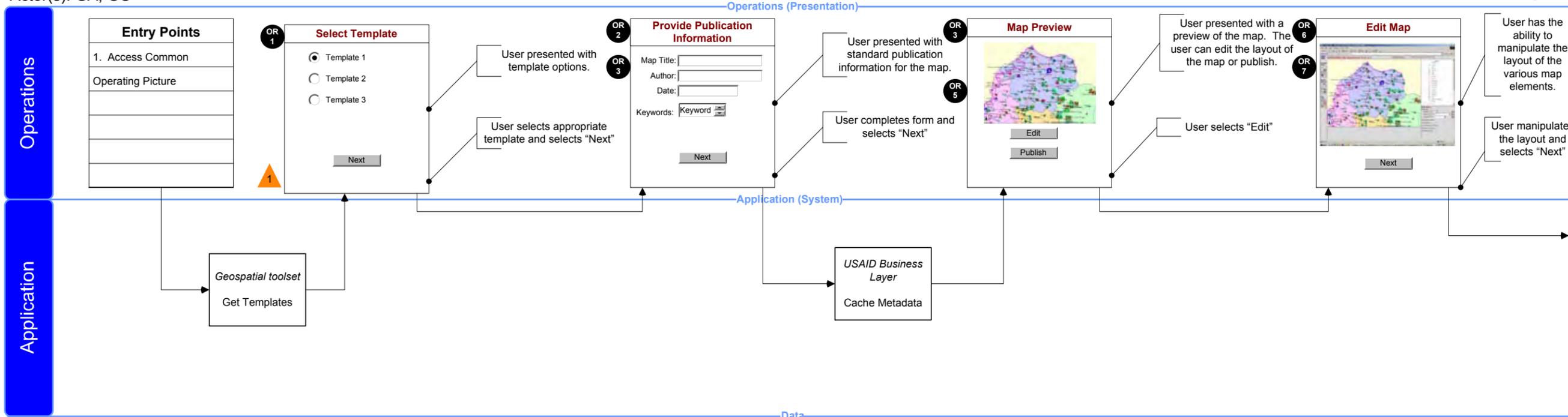
Questions:

Notes:

Activity: [GV-PUBPI] Publish Map and Imagery; Page-1
 Service Area: GV Geospatial Visualization
 Actor(s): GA, GU

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert: Stephen Bryce

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Data

Requirements / Description	
<p>EL-1 Templates describes layout and page size.</p> <p>OR-1 The system shall have the ability to display template options</p>	<p>OR-2 The system shall have the ability to display the standard publication information for maps</p> <p>OR-3 The system shall have present the user with the ability to input the map title, author, date</p>
<p>OR-4 The system shall have the ability to display a preview of the published map</p> <p>OR-5 The system shall have the ability to allow the user to edit the layout of the map</p>	<p>OR-6 The system shall have the ability to display map</p> <p>OR-7 The system shall have the ability to present the user with the ability to manipulate the layout of maps</p>

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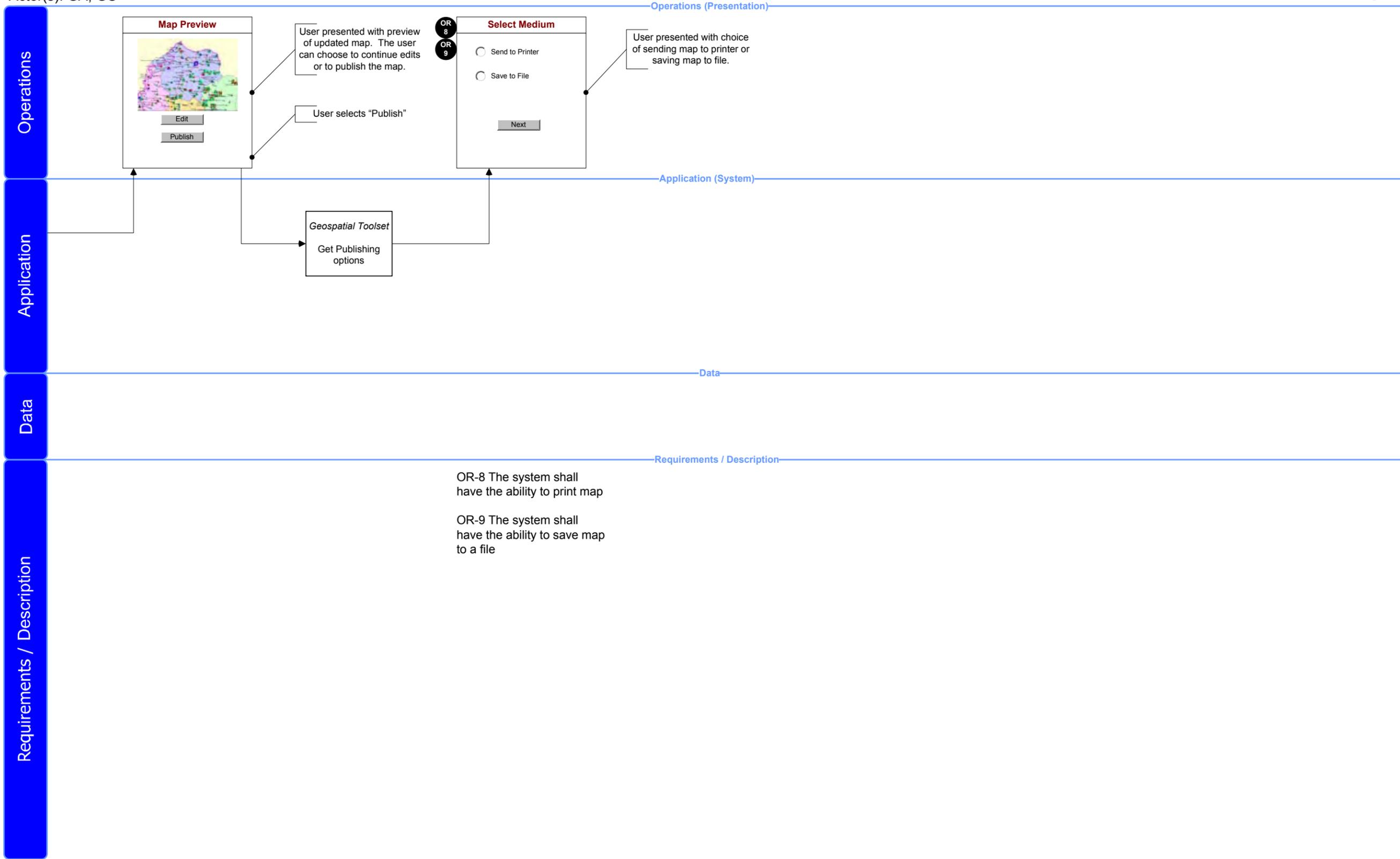
Activity: [GV-PUBPI] Publish Map and Imagery; Page-2
 Service Area: GV Geospatial Visualization
 Actor(s): GA, GU

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert: Stephen Bryce

Technical Expert: Mark Tobias

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[GV-MANGO] Create and Manage Geospatial Objects

Service Area: Geospatial Visualization

Actor(s): GA

Tool(s):

Goal:

Provide the capability to manage (create, edit, update, delete) user controlled geospatial objects.

Description:

Geospatial objects are spatial data with identification attributes that define an area on the Earth with a geometric shape. A geospatial object can be a point, line (arc) or polygon.

This activity provides capabilities to create, view, edit and deleted stored user controlled geospatial objects that support queries and other processing in the AMG. Users performing this activity will have the ability to draw their new objects on a map, and then select the type of object that they have just created. User defined geospatial objects will have optional attributes that determine what information is displayed and how the objects themselves display. Users can assign system-defined keywords to objects to assist in relating the object to other key data points in the system - for example a user may draw a line between two objects and define it as a Road. They may then select information elements in the system to assign the actual cost of the roads construction as reported by Implementing Partners.

Functions:

Assumptions:

Questions:

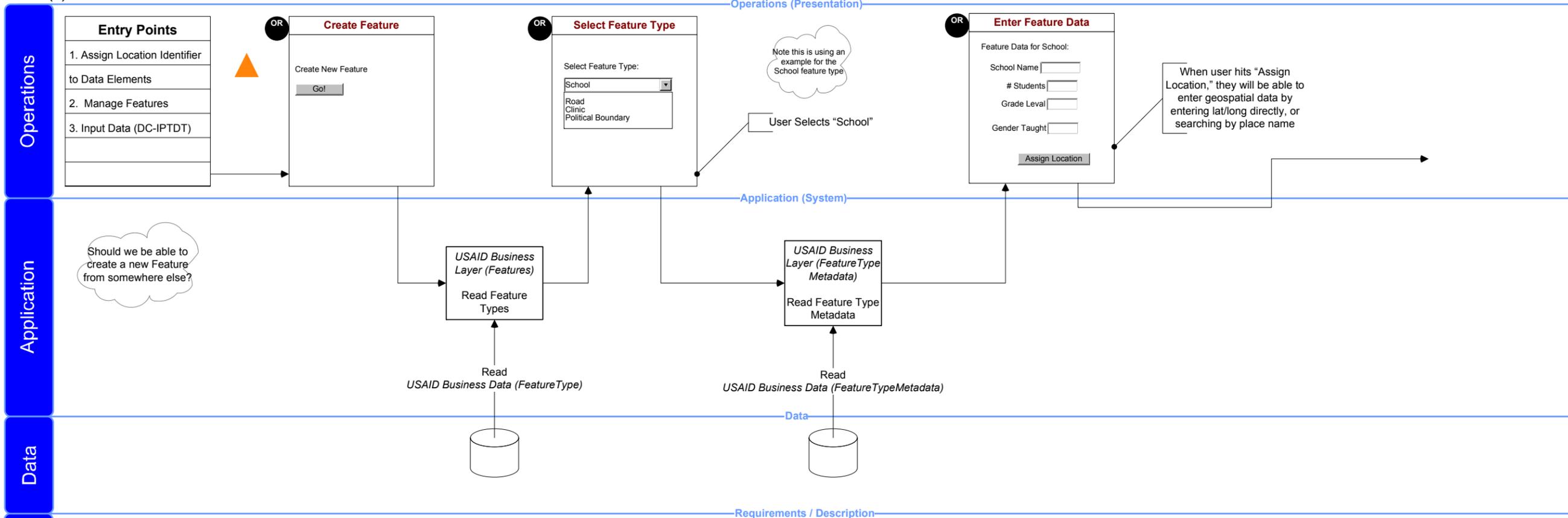
Notes:

Activity: [GV-MANGO] Create and Manage GeoSpatial Objects; Create New Feature
 Service Area: GV Geospatial Visualization
 Actor(s): GA

Facilitator: Steve Tulk
Analyst: Courtney Lane
Domain Expert: Stephen Bryce

Technical Expert: Mark Tobias

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Requirements / Description

▲ **EL-1** This Activity would be more appropriately called "Manage Features." However, the Feature Model was created after the Requirements process was complete, thereby requiring excessive editing of existing documentation.

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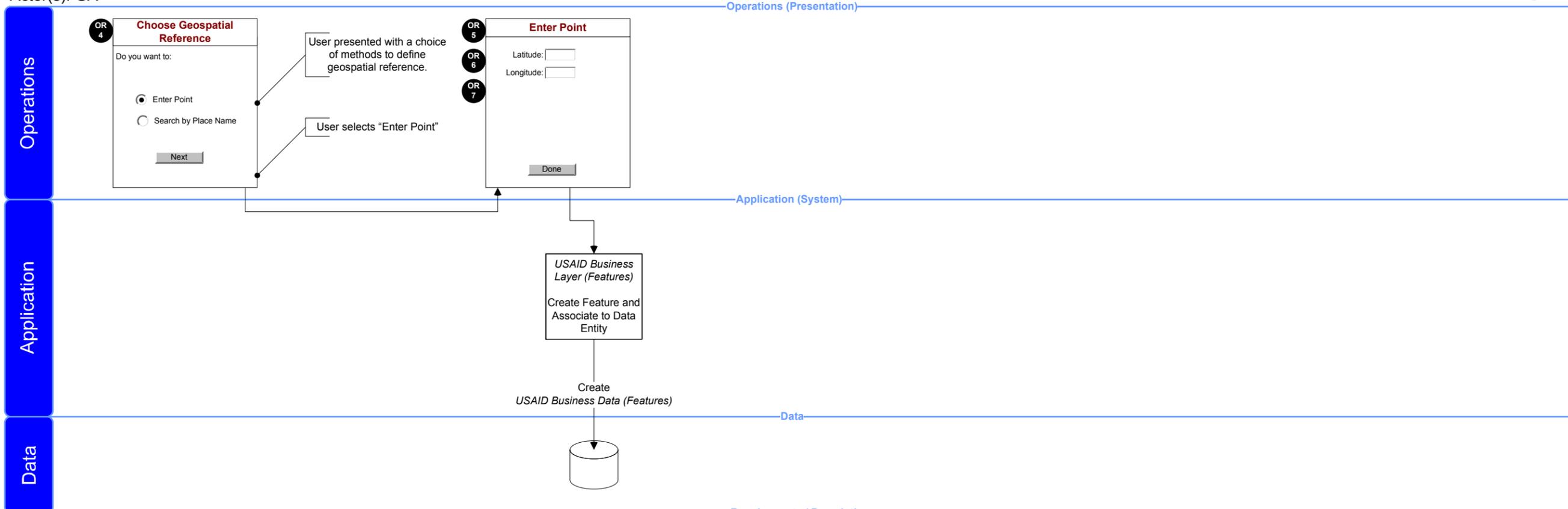
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Activity: [GV-MANGO] Create and Manage GeoSpatial Objects; Create New Feature, Enter Point
 Service Area: GV Geospatial Visualization
 Actor(s): GA

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert: Stephen Bryce

Technical Expert: Mark Tobias

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OR-4 The system shall have the ability to allow the user to choose a method to define geospatial references such as enter point, or search by place name

OR-5 The system shall have the ability to allow the user to enter in Lattitude and Longitude information as well as select coordinate systems and datums

OR-6 The system shall have the ability to read in Lattitude and Longitude information

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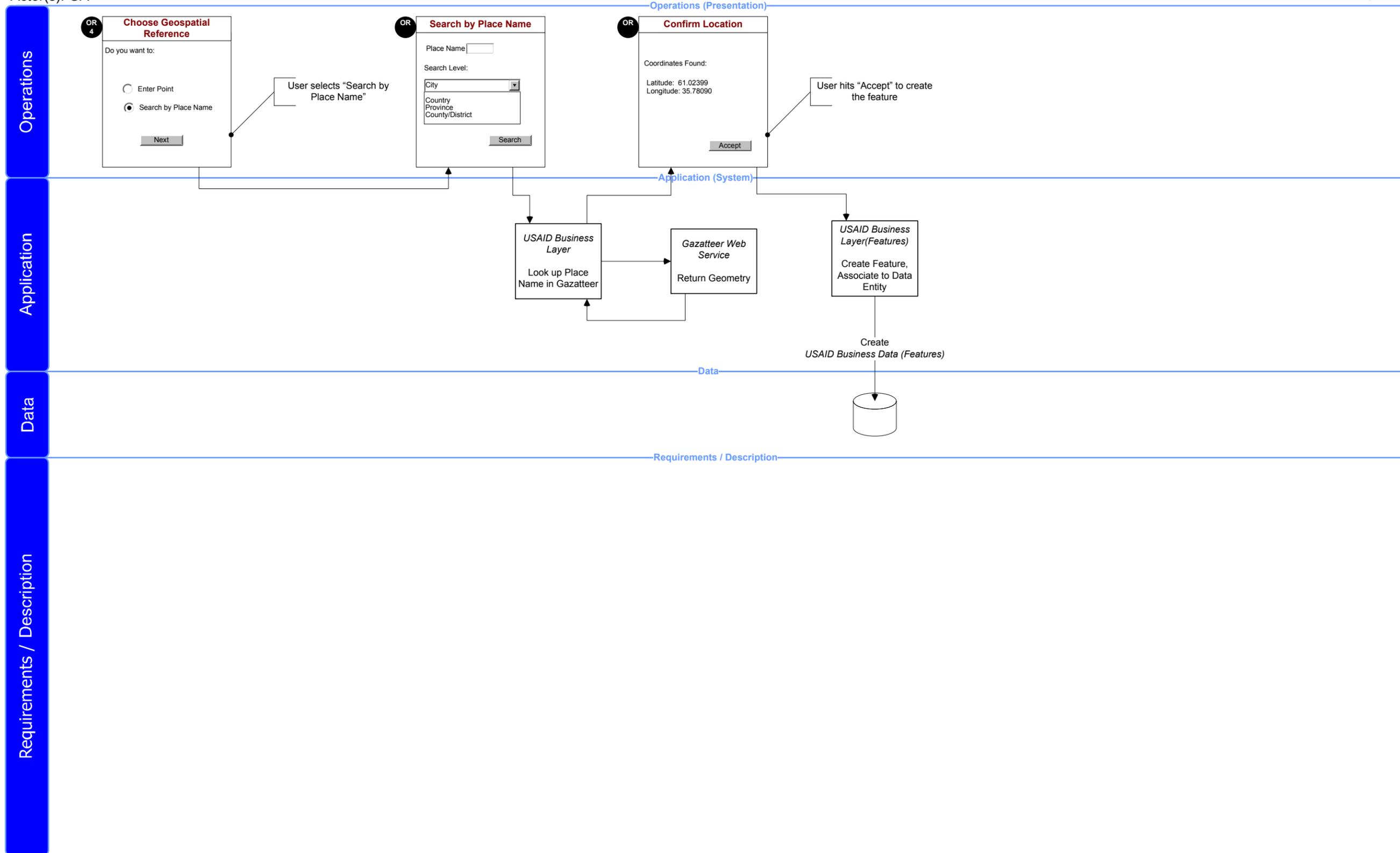
Requirements / Description

Activity: [GV-MANGO] Create and Manage GeoSpatial Objects; Create New Feature, Search by Place Name
 Service Area: GV Geospatial Visualization
 Actor(s): GA

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert: Stephen Bryce

Technical Expert: Mark Tobias

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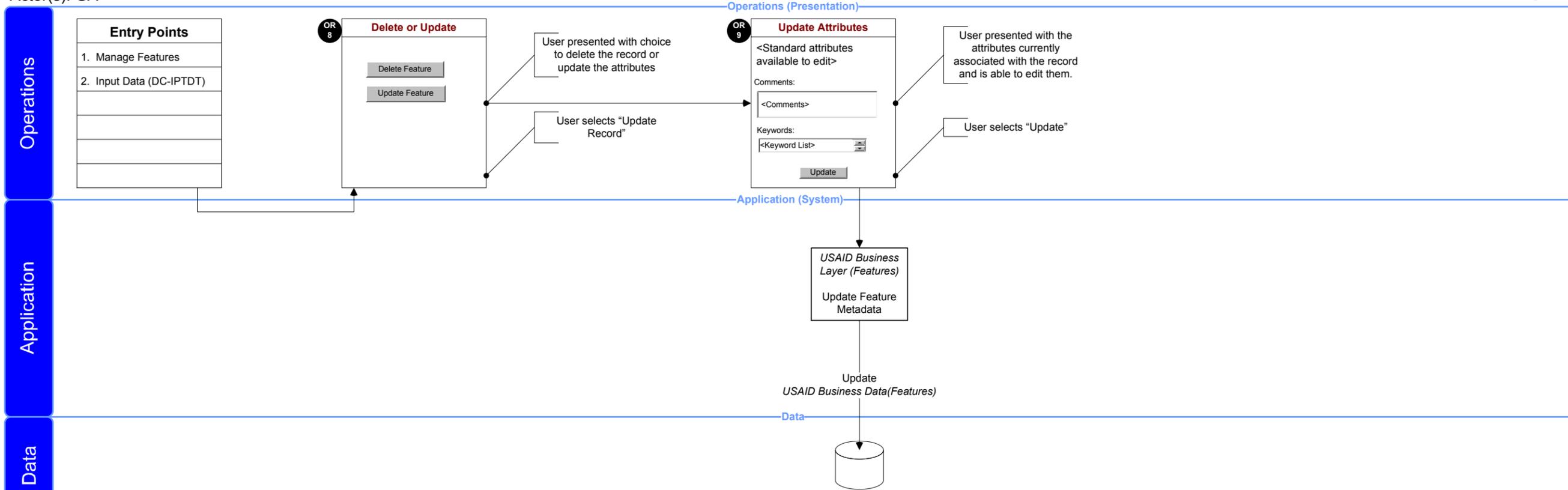


Activity: [GV-MANGO] Create and Manage GeoSpatial Objects; Existing- Update
 Service Area: GV Geospatial Visualization
 Actor(s): GA

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert: Stephen Bryce

Technical Expert: Mark Tobias

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OR-8 The system shall have the ability to delete or update records

OR-9 The system shall have the ability to display a list of the attributes that are associated with a record

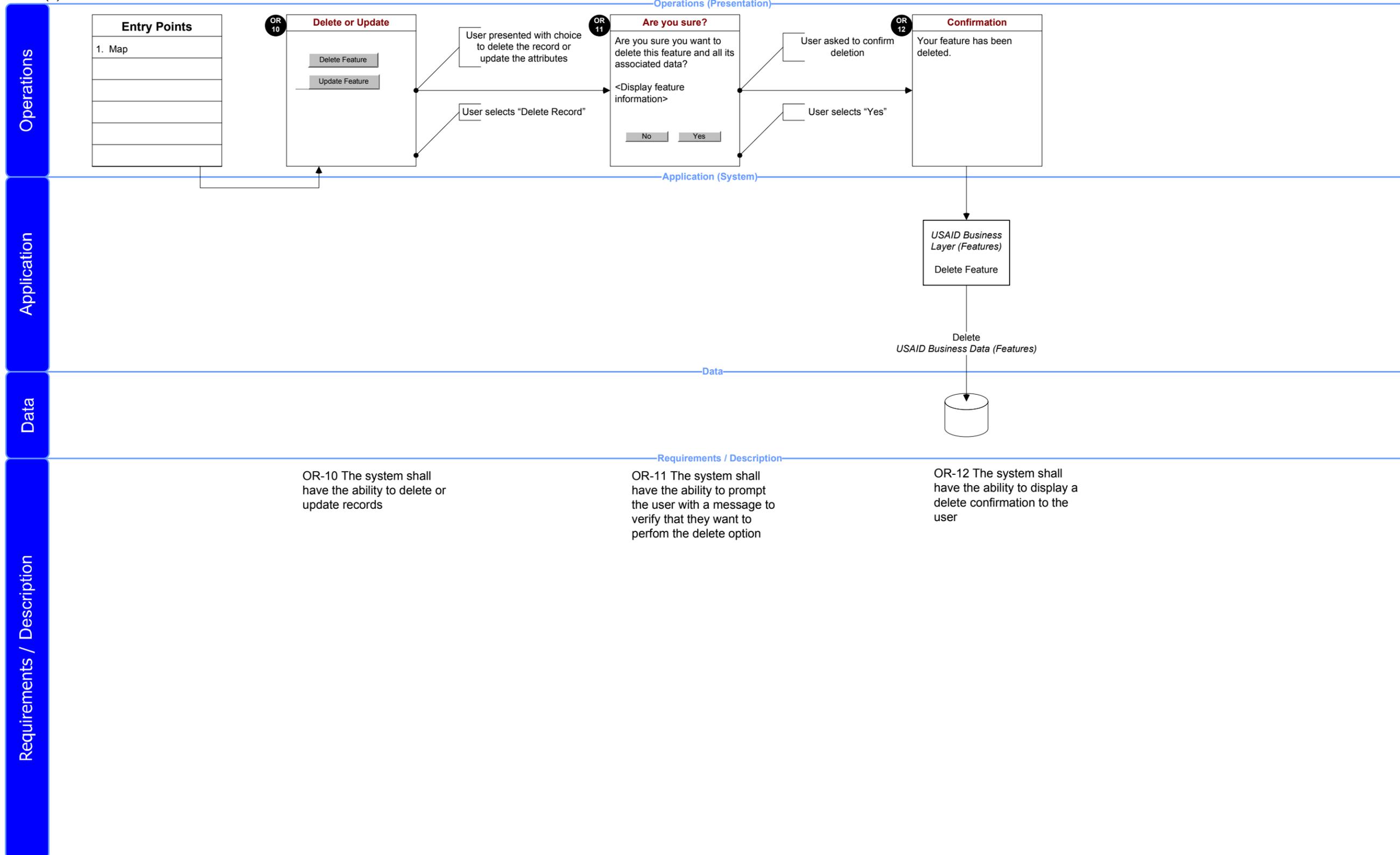
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Activity: [GV-MANGO] Create and Manage GeoSpatial Objects; Existing- Delete
 Service Area: GV Geospatial Visualization
 Actor(s): GA

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert: Stephen Bryce

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[GV-IGSCD] Import Geospatial Data/Objects

Service Area: Geospatial Visualization

Actor(s): GA

Tool(s):

Goal:

Provide the capability to import Geospatial coordinates, regions, objects and other definitions. These are sometimes known as “shape-files”.

Description:

Actors begin this activity by selecting file(s) that contain geospatial coordinate/shape information. The system will upload those files and register them for utilization throughout the system.

Functions:

Assumptions:

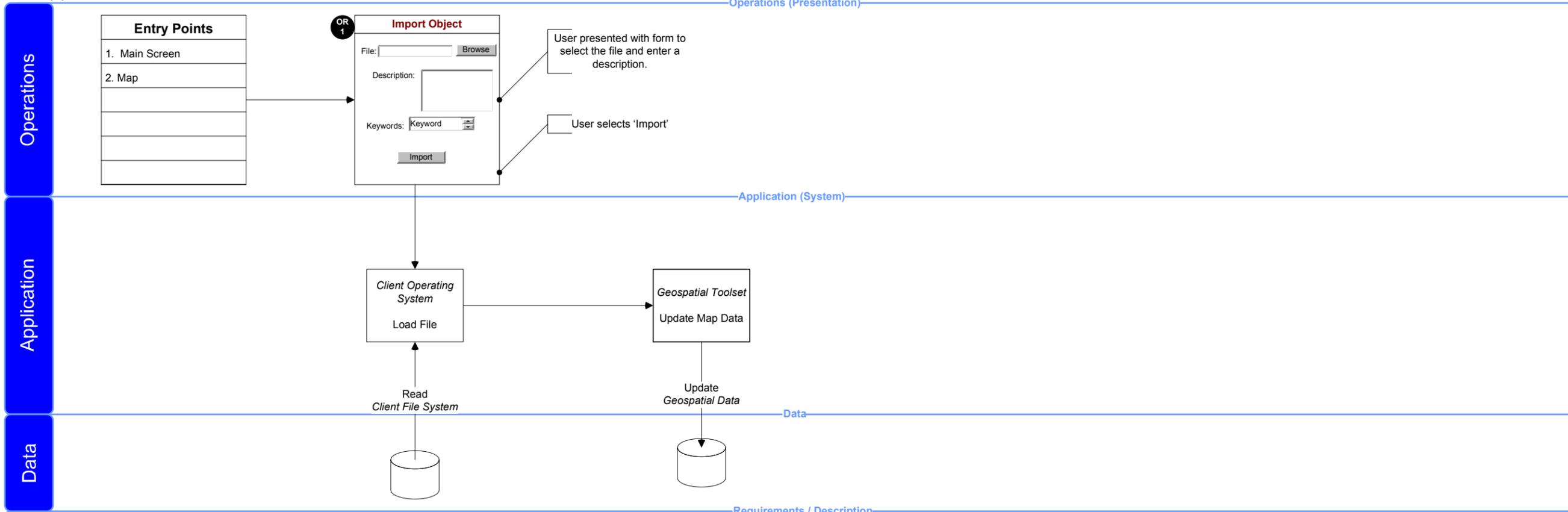
Questions:

Notes:

Activity: [GV-IGSCD] Import Geospatial Data/Objects; Page-1
 Service Area: GV Geospatial Visualization
 Actor(s): GA

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert: Stephen Bryce

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Requirements / Description

OR-1 The system shall have the ability to upload an object from a file and allow the user to input a description about the object

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[GV-MNSMB] Manage Symbols

Service Area: Geospatial Visualization

Actor(s): GA

Tool(s):

Goal:

Provide the capability to manage common symbols for geospatial visualizations.

Description:

Users will be able to define common symbols to be used on geospatial visualizations. To define a symbol, users must specify the icon, annotation, and size of the symbol. Once created and approved, symbols will be available to use on maps.

Users will also have the ability to view, edit, and delete the symbols that have been defined.

Functions:

Assumptions:

Questions:

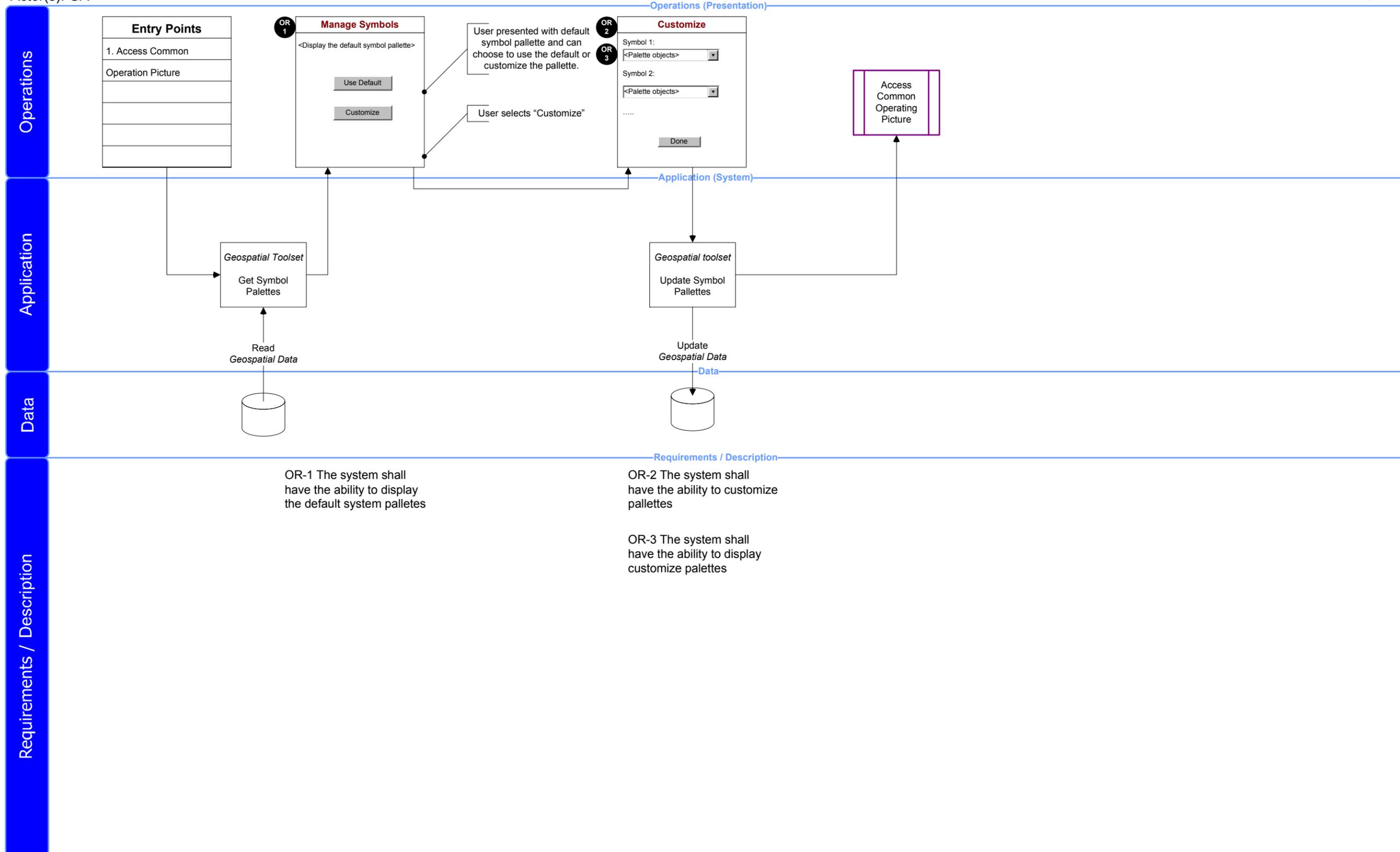
Notes:

Activity: [GV-MNSMB] Manage Symbols; Page-1
 Service Area: GV Geospatial Visualization
 Actor(s): GA

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert: Stephen Bryce

Technical Expert: Mark Tobias

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[GV-ASCDE] Assign Locational Identifiers to Data Entities

Service Area: Geospatial Visualization

Actor(s): FM, GA, GU, IM, MM, TO

Tool(s):

Goal:

Provide the capability for users to select geospatial points, lines, polygons and assign them to data entities (e.g. documents, or data points captured in data collection forms)

Description:

Actors begin this activity by selecting geospatial objects and associating them with data file(s) that contain descriptive information about USAID activities. The system will associate these descriptive files with existing geospatial data and create associations between the two. These associations will allow records to be queried geospatially.

Functions:

Assumptions:

Questions:

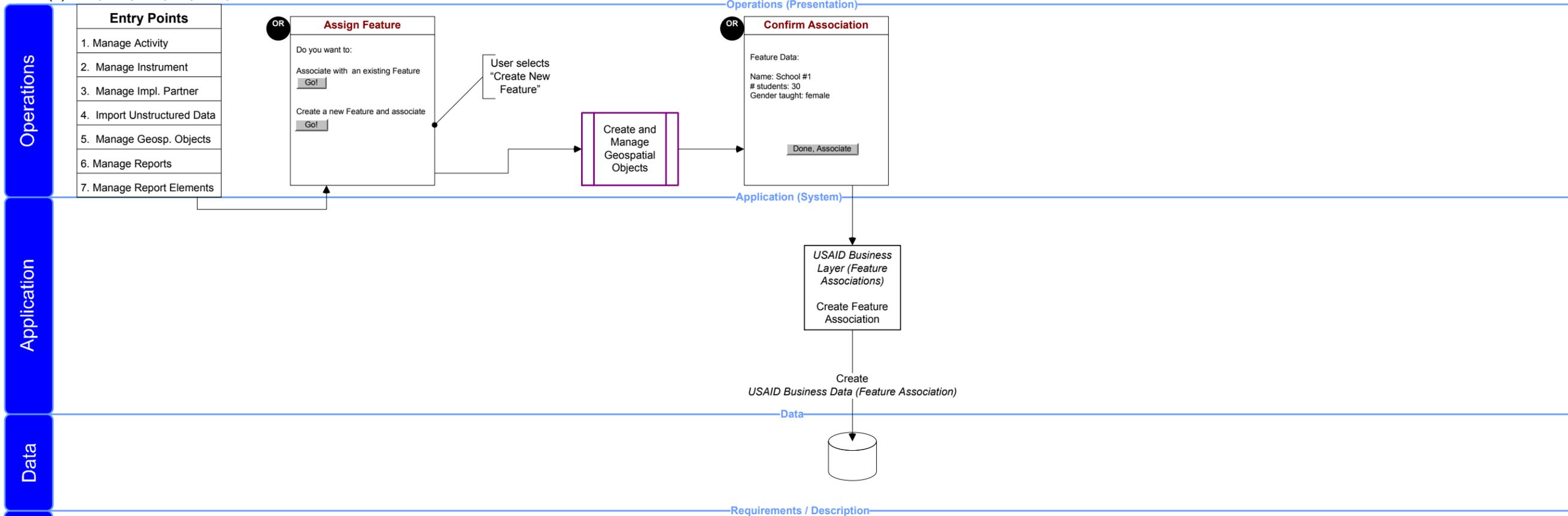
Notes:

Activity: [GV-ASCDE] Assign Locational Identifiers to Data Entities; Create New Feature
 Service Area: GV Geospatial Visualization
 Actor(s): FM, GA, GU, IM, MM, TO

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert: Stephen Bryce

Technical Expert: Mark Tobias

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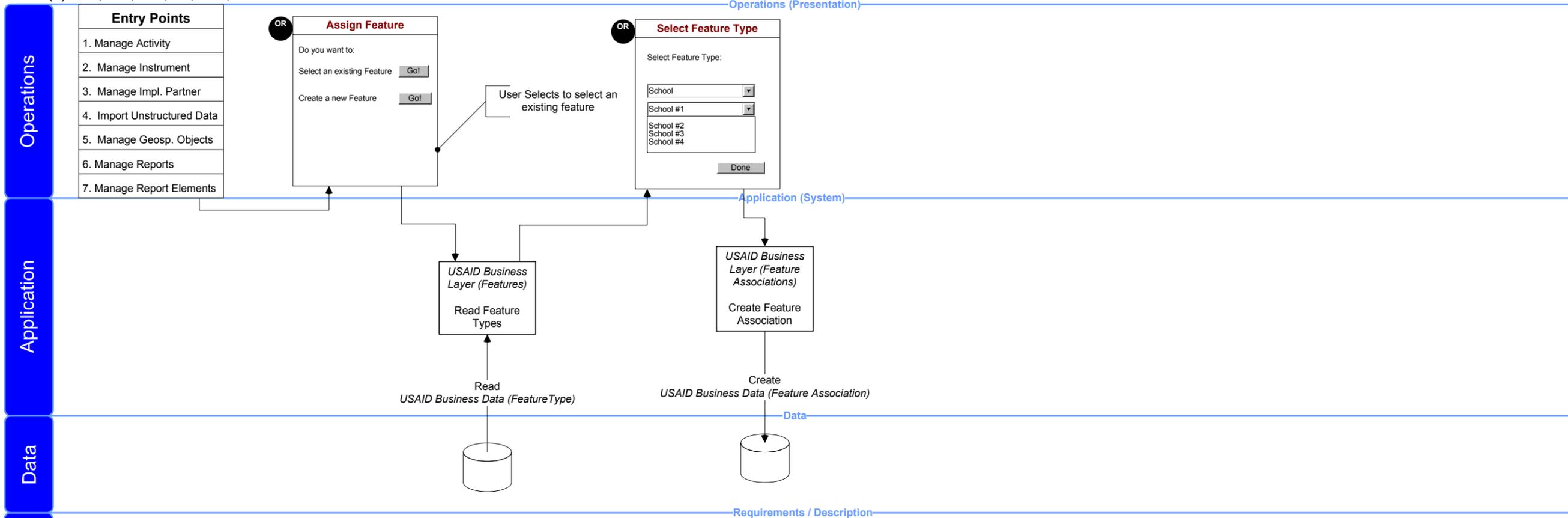
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Activity: [GV-ASCDE] Assign Locational Identifiers to Data Entities; Select Existing Feature
 Service Area: GV Geospatial Visualization
 Actor(s): FM, GA, GU, IM, MM, TO

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert: Stephen Bryce

Technical Expert: Mark Tobias

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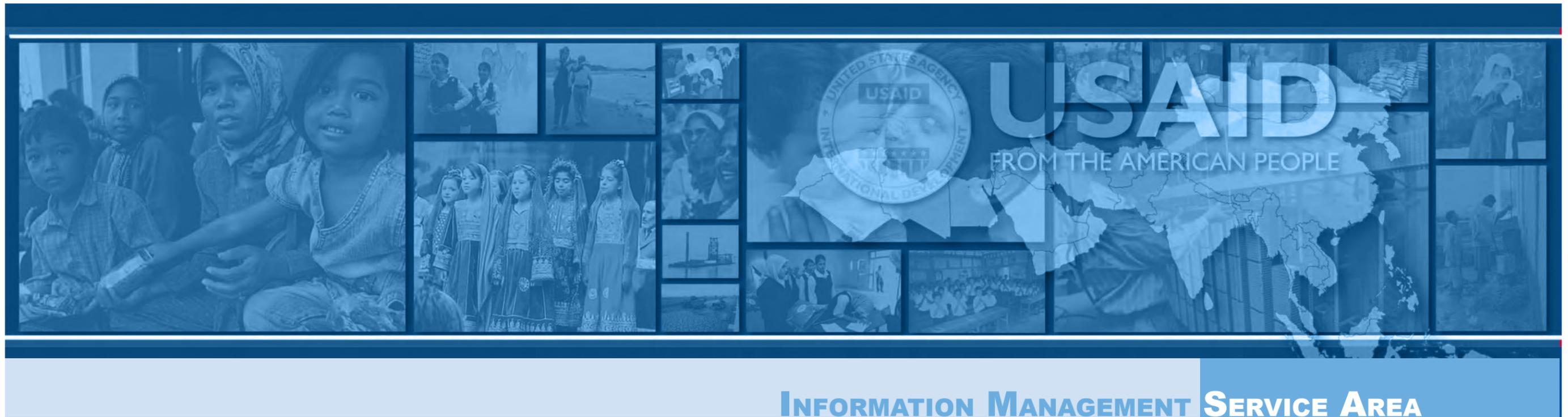
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Requirements / Description



Reporting [RP]

This service area allows users to create and manage reports and information objects generated from system data. Activities in this service area will provide the capability to select report elements for a custom report, manage report templates, publish reports, and export reports to other applications.

[RP-GENRE] Generate and Organize Report Elements

Service Area: Reporting

Actor(s): DA

Tool(s):

Goal:

Take collected data, relate it, apply calculations, and create information

Description:

This activity provides the capability to generate reports from a pre-defined report template. The user can select a report template and the data will automatically load into the report.

This activity also provides the capability to generate a custom report. The user must select the data fields to include in the report, how the data fields are populated (sum, count, average, etc.), and the layout of the report. Once this is completed, the data will be loaded into the report.

Functions:

View collected data

Relate data entities to each other

Select and apply calculations to data

Determine display method (chart, table, graph, statistics)

Organize, tag, and catalog reporting requirements

Assumptions:

Questions:

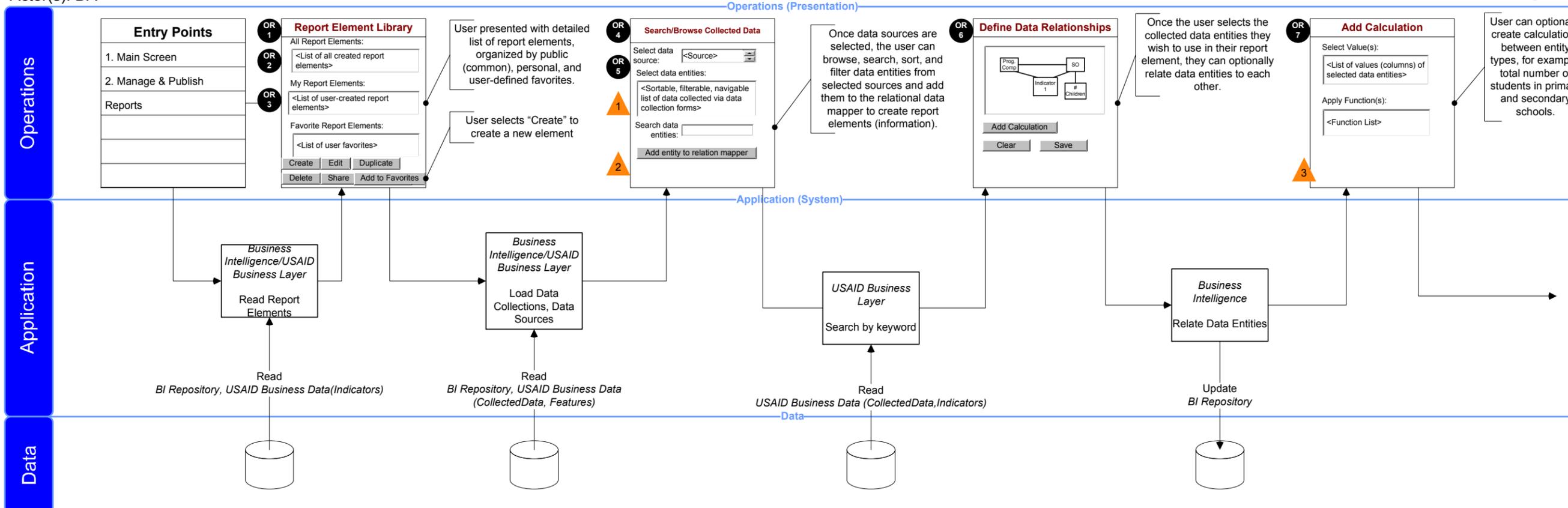
Notes:

I envision this to be like the report generator in Microsoft Access.

Activity: [RP-GENRE] Generate and Organize Report Elements; Page-1
 Service Area: RP Reporting
 Actor(s): DA

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

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Requirements / Description
<p>OR-1 The system shall have the ability to create, edit, duplicate, delete, share, and add to favorites</p> <p>OR-2 The system shall have the ability to list all report elements in an organized format</p> <p>OR-3 The system shall have the ability to list all of the current user's report elements in an organized format</p>
<p>EL-1 Data source can be any reportable piece of informatoin. Examples include Phoenix and custom mission repositories.</p> <p>EL-2 Search capabilities dependent upon the COTS product.</p> <p>OR-4 The system shall have the ability to allow the user to select data to be entered into the element</p> <p>OR-5 The system shall have the ability to add entities to relation manager</p>
<p>OR-6 The system shall have the ability to allow the user to relate entities to each other</p>
<p>EL-3 In this context, functions are arithmetic calculations such as add, subtract, and average.</p> <p>OR-7 The system shall have the ability to add calculations to their report elements</p>

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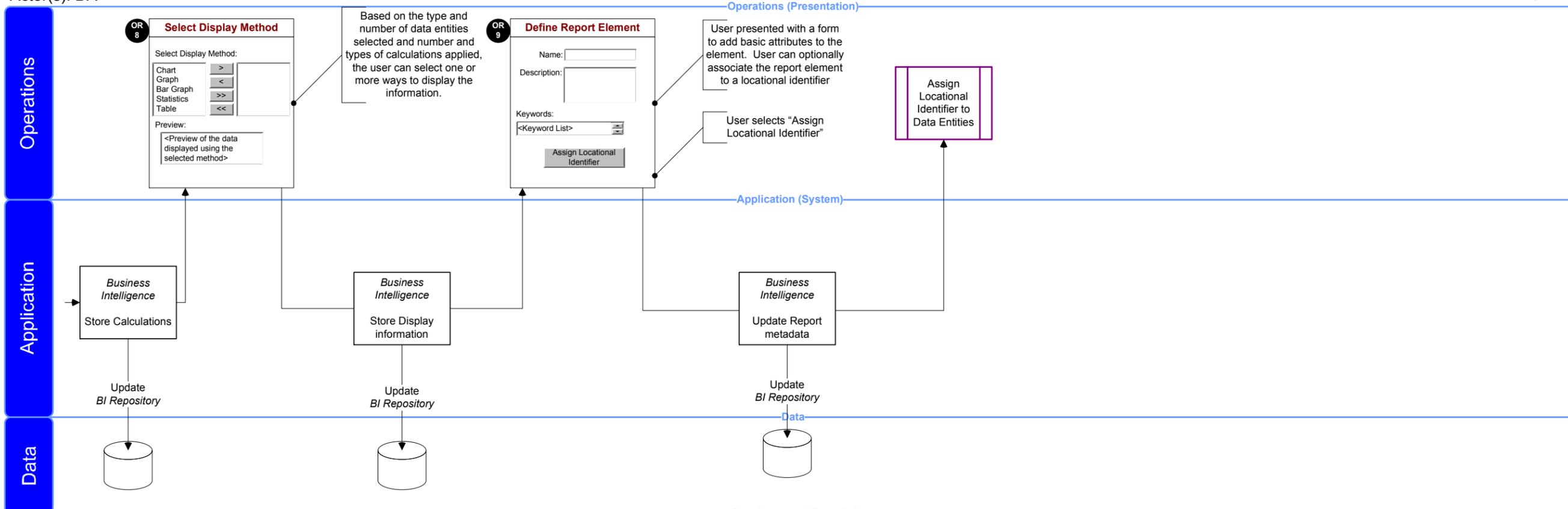
Activity: [RP-GENRE] Generate and Organize Report Elements; Page-2
 Service Area: RP Reporting
 Actor(s): DA

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

Technical Expert: Mark Tobias

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Requirements / Description

OR-8 The system shall have the ability to allow the user to select display method

OR-9 The system shall have the ability to define report elements and assign a locational identifier to them

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[RP-MNGRT] Manage Reporting Templates

Service Area: Reporting

Actor(s): DA, MM, TO, WM

Tool(s):

Goal:

Provide the capability to create, edit, browse and delete templates for reporting data.

Description:

Reporting templates are used to define how various report elements are brought together and displayed visually. This activity is about defining how reports look, not what they contain. Users performing this activity will have the ability to add various template “objects” to a template to determine how a particular type of report will look. Template object can include items like standard titles or logos (such as placement of the USAID logo), photos and size of photos, text areas etc. Users will also be able to define attributes for each report object such as color, font size, text justification etc.

Functions:

- Access Template Library
- Define new Template
- Add Template elements
- Define template elements
- Select page layout
- Preview template
- Share template
- Unshare template

Assumptions:

This activity would function minimally like the “reports” function in Access, or ideally like the capabilities in Crystal Reports.

Questions:

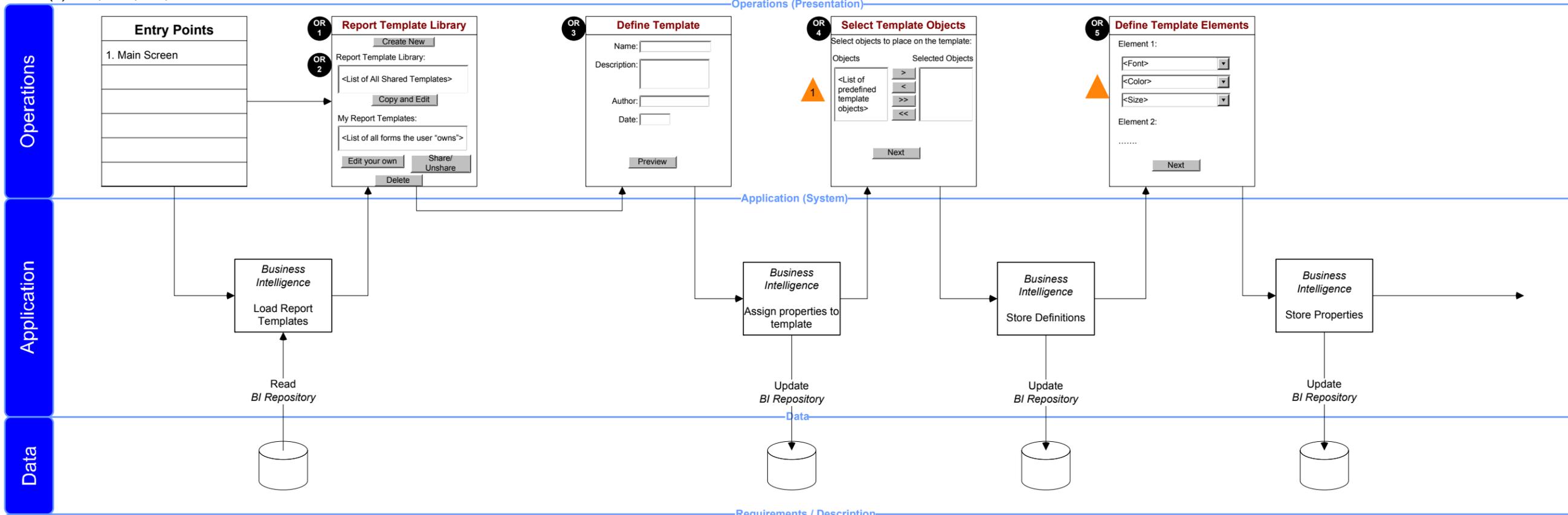
Notes:

Activity: [RP-MNGRT] Manage Reporting Templates; Page-1
 Service Area: RP Reporting
 Actor(s): DA, MM, SP, TO

Facilitator: Steve Tulk
 Analyst: Jamil Smart
 Domain Expert:

Technical Expert: Mark Tobias

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Requirements / Description

OR-1 The system shall have the ability to allow the user to create new templates or caopy and edit existing templates

OR-2 The system shall have the ability to allow the user to view, edit, share/unshare, or delete user's own templates

OR-3 The system shall have the ability to define and preview template

OR-4 The system shall have the ability to select template objects

EL- Template objects may include title, legend, USAID graphic

EL- Definable attributes will be dependent upon the template element selected

OR-5 The system shall have the ability to allow the user to define template elements

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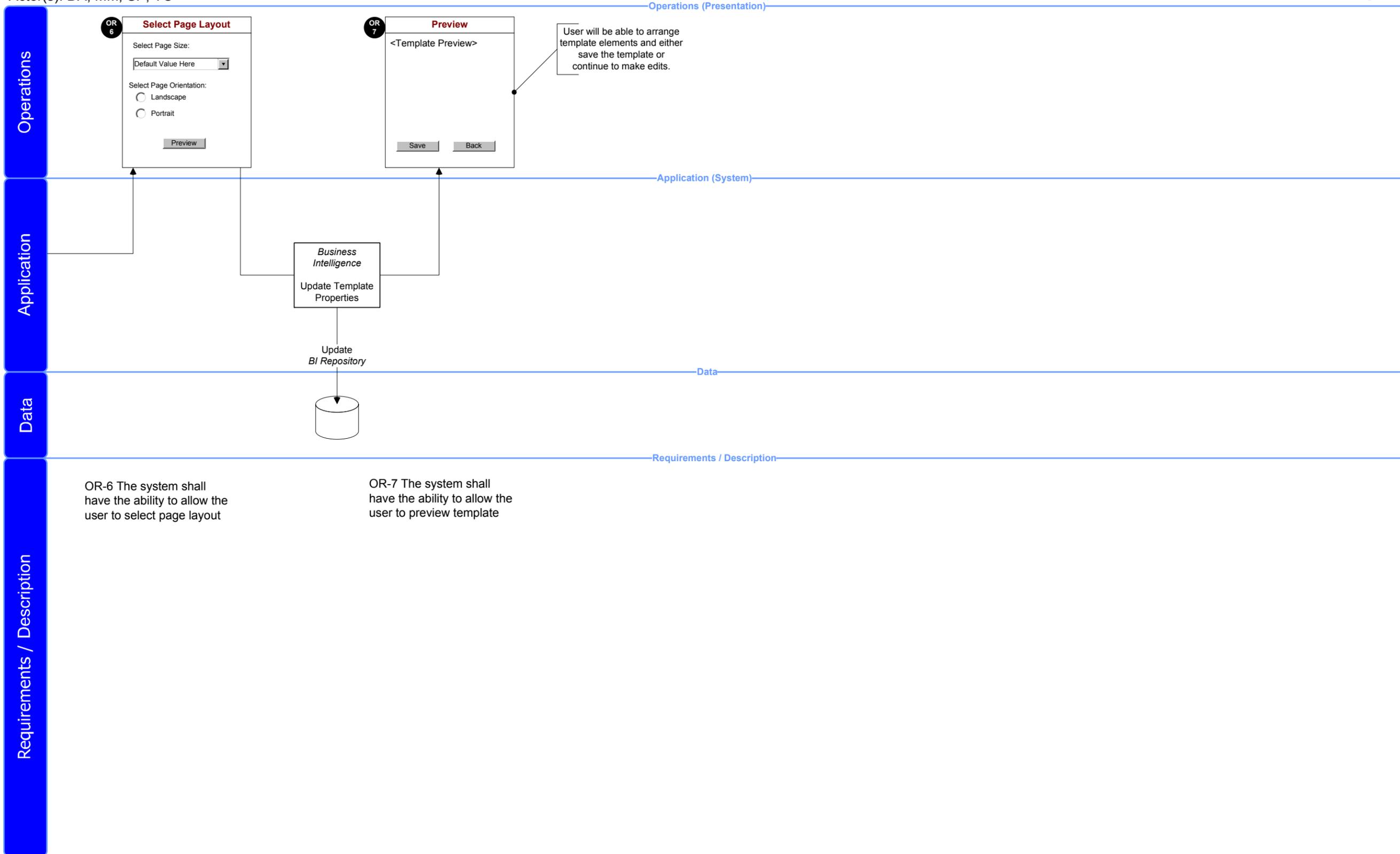
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Activity: [RP-MNGRT] Manage Reporting Templates; Page-2
 Service Area: RP Reporting
 Actor(s): DA, MM, SP, TO

Facilitator: Steve Tulk
 Analyst: Jamil Smart
 Domain Expert:

Technical Expert: Mark Tobias

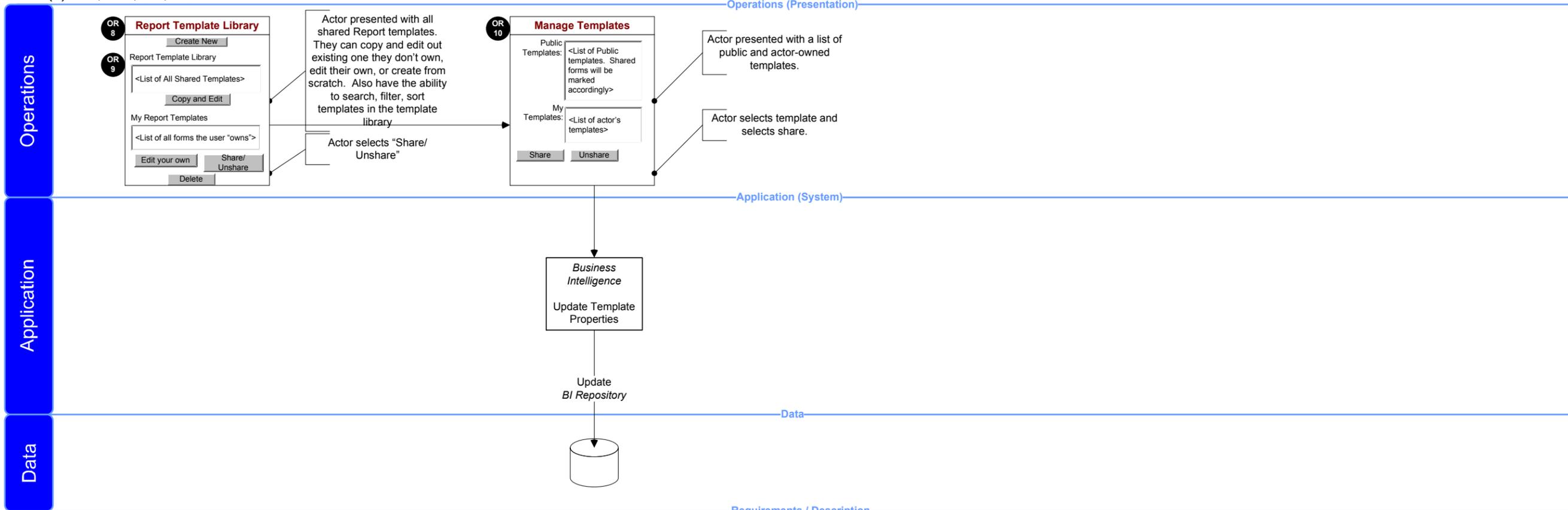
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Activity: [RP-MNGRT] Manage Reporting Templates; Share/Unshare
 Service Area: RP Reporting
 Actor(s): DA, MM, SP, TO

Facilitator: Steve Tulk
Analyst: Jamil Smart
Domain Expert:

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Requirements / Description

OR-8 The system shall have the ability to allow the user to create new templates or copy and edit existing templates

OR-9 The system shall have the ability to allow the user to view, edit, share/unshare, or delete user's own templates

OR-10 The system shall have the ability to allow the user to manage public templates as well as user's own templates

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[RP-EDREP] Manage and Publish Reports

Service Area: Reporting

Actor(s): DA, FM, MM, TO, WM

Tool(s):

Goal:

Provide the capability to edit, refresh, save, and delete generated reports.

Description:

This activity provides the capability to edit generated reports. Users have the capability to edit the contents of the report and to add/delete data fields.

This activity provides the capability to refresh the data in an edited or saved report.

This activity provides the capability to save edited and generated reports. Users can rename edited reports when saving or overwrite the original report.

This activity provides the capability to delete saved reports.

Functions:

Edit report layout

Add data fields

Delete data fields

Refresh report

Save report

Delete report

Publish Report

Assumptions:

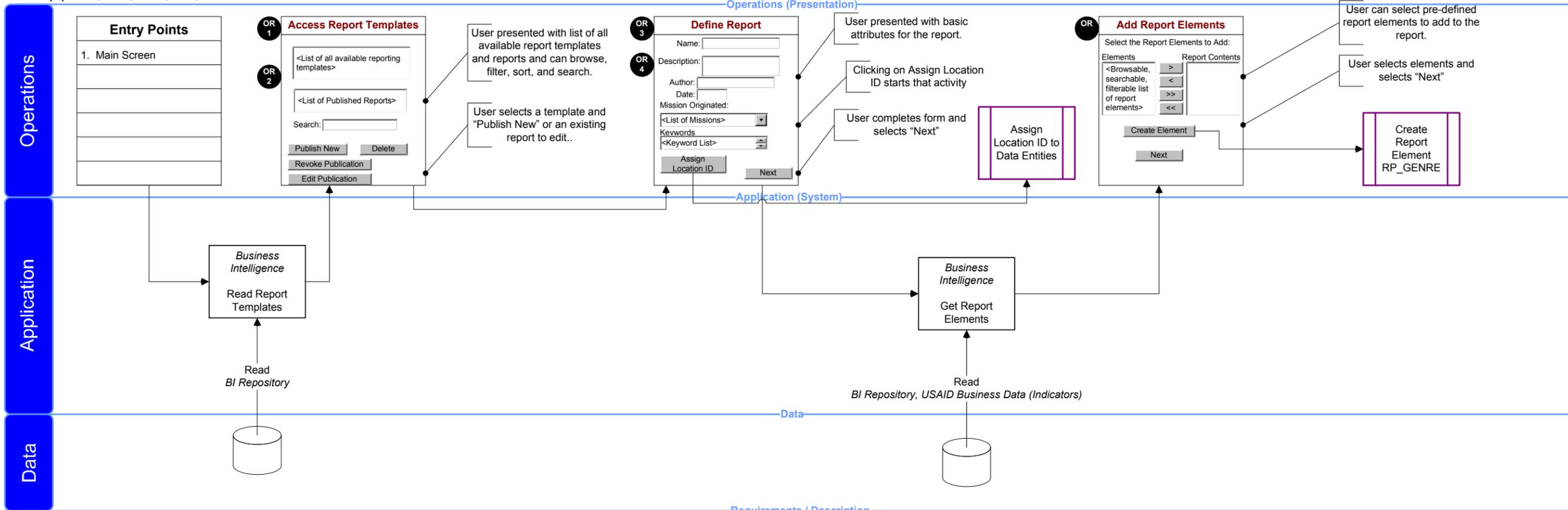
Questions:

Notes:

Activity: [RP-EDREP] Manage and Publish Reports; Page-1
 Service Area: RP Reporting
 Actor(s): DA, FM, MM, SP, TO

Facilitator: Steve Tulk
Analyst: Courtney Lane
Domain Expert:

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Requirements / Description
<p>OR-1 The system shall list all reporting templates</p> <p>OR-2 The system shall have the ability to allow the user to publish new, delete, remove, and edit publication</p>
<p>OR-3 The system shall display a form to define a report</p> <p>OR-4 The system shall have the ability to assign report with a location UD</p>
<p>OR-5 The system shall have the ability to allow the user to add report elements</p>

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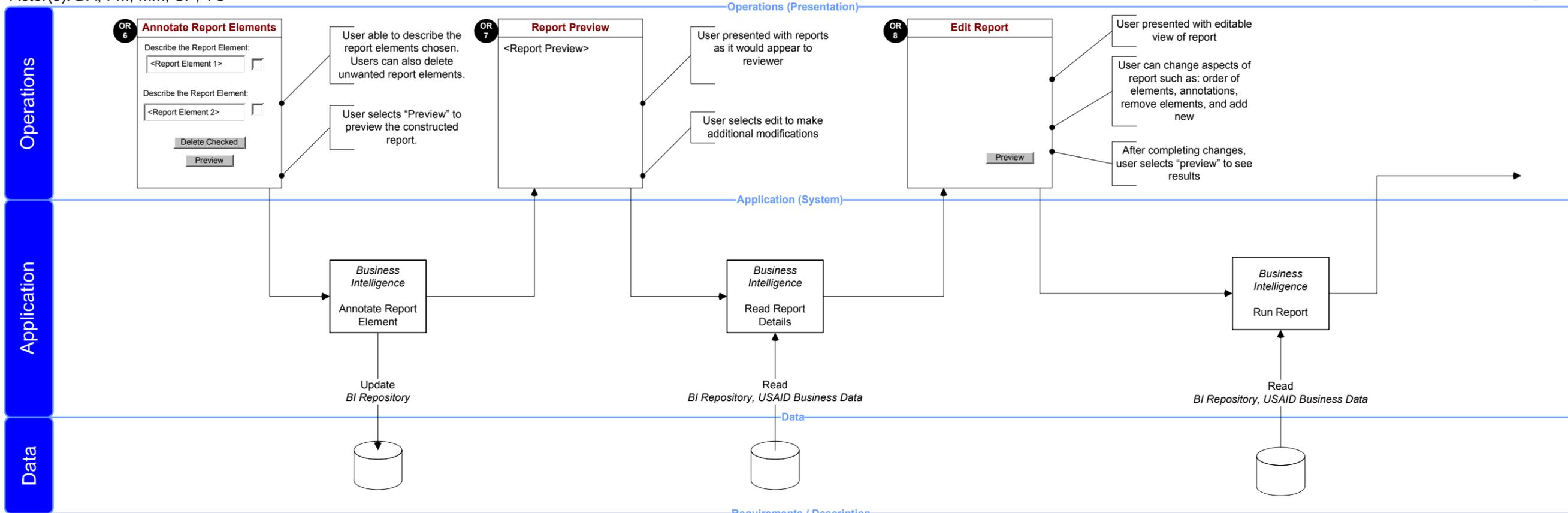
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Activity: [RP-EDREP] Manage and Publish Reports; Page-2
 Service Area: RP Reporting
 Actor(s): DA, FM, MM, SP, TO

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

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Requirements / Description

OR-6 The system shall have the ability to allow the user to describe report elements

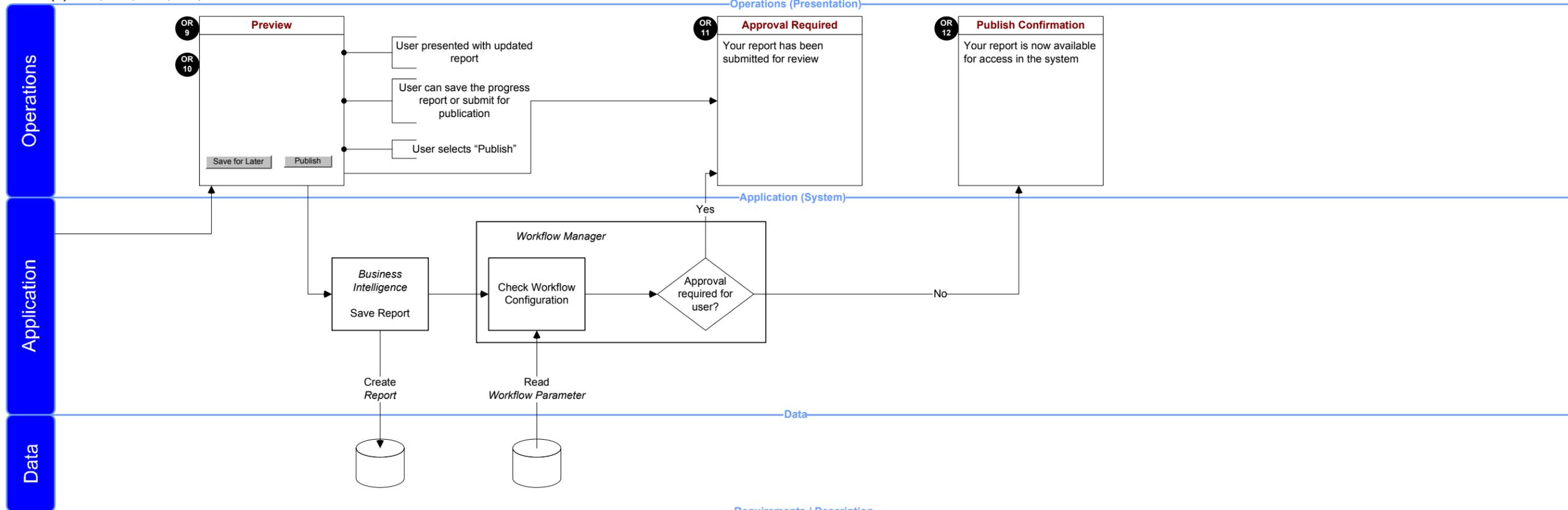
OR-7 The system shall display a preview of report and given an option to make edits

OR-8 The system shall display an editable view of the report in order to make edits

Activity: [RP-EDREP] Manage and Publish Reports; Page-3
 Service Area: RP Reporting
 Actor(s): DA, FM, MM, SP, TO

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

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Operations (Presentation)

- OR 9: User presented with updated report
- OR 10: User can save the progress report or submit for publication
- User selects "Publish"

Application (System)

- Business Intelligence Save Report
- Workflow Manager: Check Workflow Configuration
- Decision: Approval required for user?
- Yes: Approval Required (OR 11)
- No: Publish Confirmation (OR 12)

Data

- Create Report
- Read Workflow Parameter

Requirements / Description

- OR-9 The system shall display a preview of report
- OR-10 The system shall provide the user with an option to publish
- OR-11 The system shall display to the user a note stating an approval is required (if nesecary)
- OR-12 The system shall display a publish confirmation

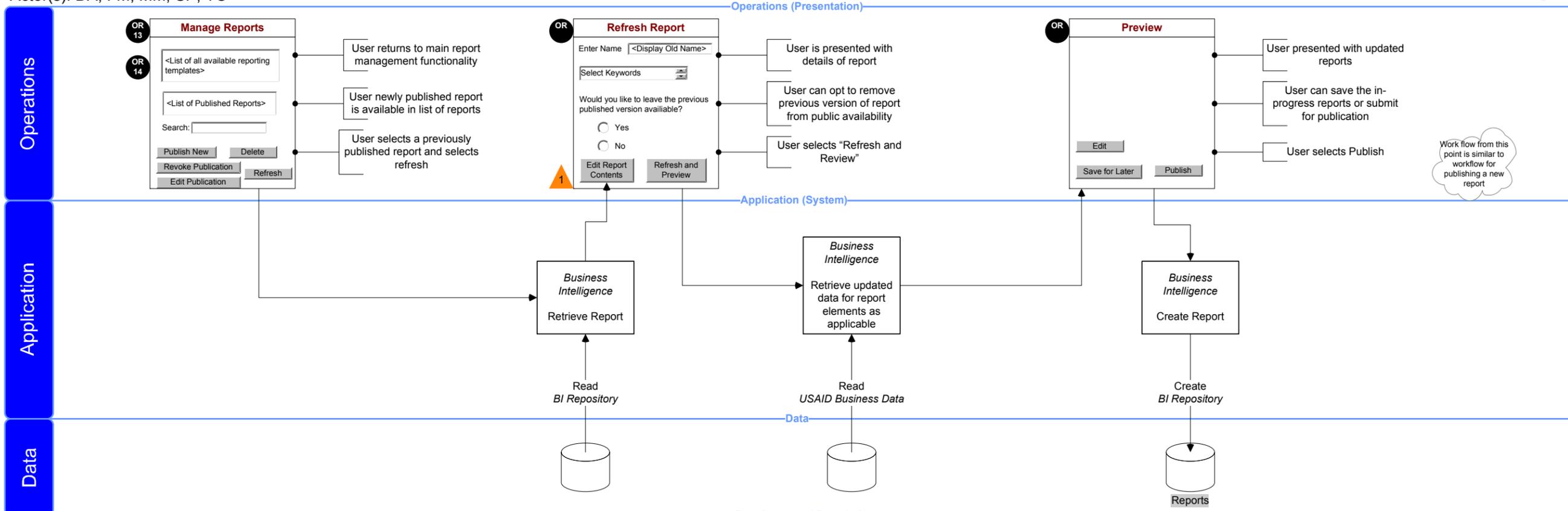
Activity: [RP-EDREP] Manage and Publish Reports; Page-4
 Service Area: RP Reporting
 Actor(s): DA, FM, MM, SP, TO

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

Technical Expert: Mark Tobias

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Work flow from this point is similar to workflow for publishing a new report

OR-13 The system shall list all reporting templates

OR-14 The system shall have the ability to allow the user to publish new, delete, remove, and edit publication

EL-1 Edit report contents allow user to update annotations of report elements

OR-15 The system shall allow the user to edit current reports

OR-16 The system shall allow the user to publish reports

OR-17 The system shall allow the user to save the report

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[RP-SAVRE] Export Reports

Service Area: Reporting

Actor(s): GU

Tool(s):

Goal:

Provide the capability to export reports to other applications.

Description:

This activity provides the capability to export reports to commonly used applications such as Microsoft Excel.

Functions:

Export Report

Assumptions:

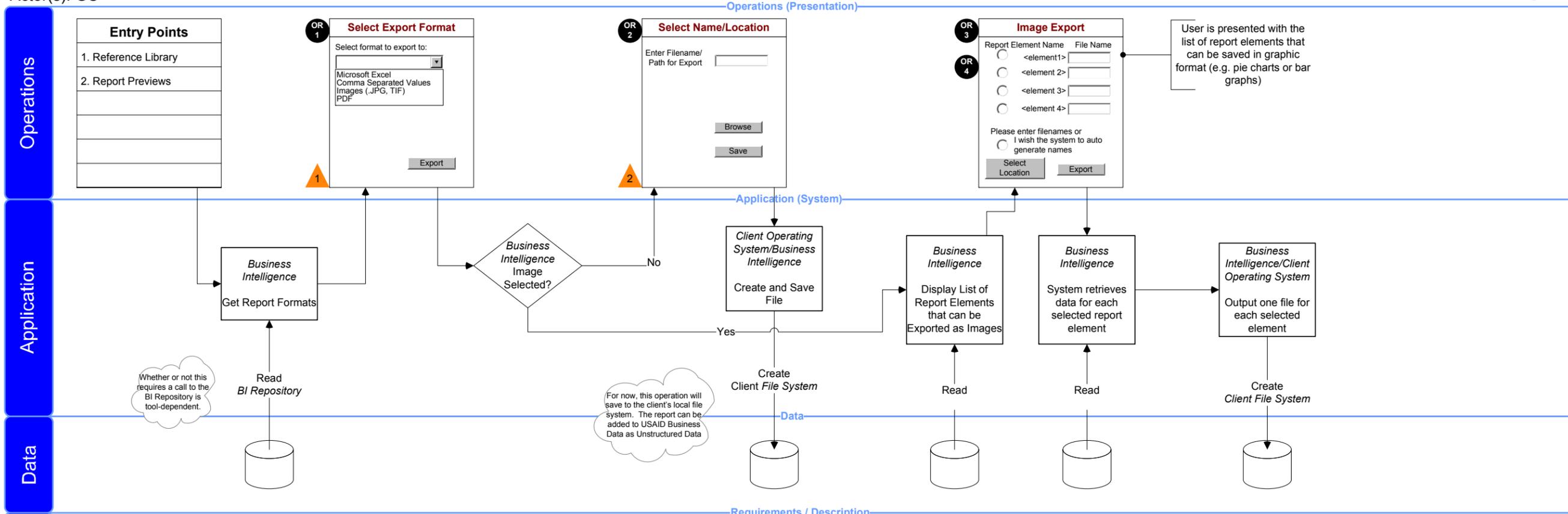
Questions:

Notes:

Activity: [RP-SAVRE] Export Reports; Page-1
 Service Area: RP Reporting
 Actor(s): GU

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

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Requirements / Description

1 The explicitly expressed user need for exported formats is Microsoft Excel. However, it is assumed that other formats are...

OR-1 The system shall have the ability to select export format

2 This is a standard operating system file browser

OR-2 The system shall have the ability to allow the user to enter filename or path for export

OR-3 The system shall have the ability to display a list of the report elements

OR-4 The system shall have the ability to save elements in graphic form

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INFORMATION MANAGEMENT SERVICE AREA

Knowledge Management [KM]

This service area contains activities to manage the reference library of archived documents and reports. Users will be provided the capability to both access and maintain the library through this service area.

[KM-MTNRL] Maintain Reference Library

Service Area: Knowledge Management

Actor(s): DA, TO, WM

Tool(s):

Goal:

Provide the capability to manage and make available reference materials for users.

Description:

This activity provides the capability to receive, process, catalog, store, and delete reference materials to include Performance and Accountability Reports, Strategic Development Plans, Operating Year Budgets, and other reference materials. This activity provides the capability to review and approve submissions for addition to the Reference Library.

This activity provides the capability to detect when dated reference information will soon become expired and notify the librarian.

Functions:

Assumptions:

Questions:

Notes:

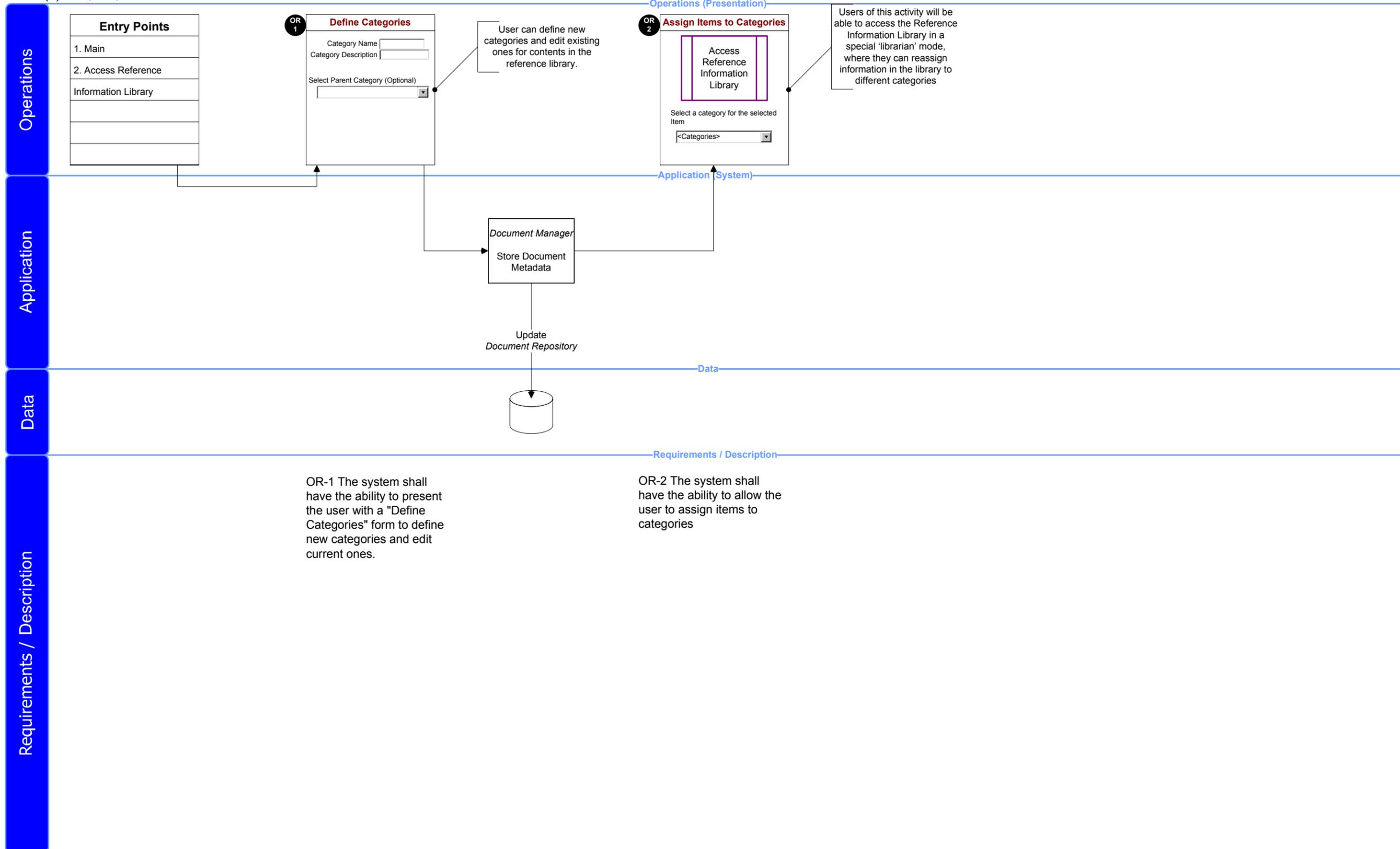
Much of the data added via the “Import Unstructured Data and Information” will be available here through basic browsing.

Activity: [KM-MTNRL] Maintain Reference Library; Page-1
 Service Area: KM Knowledge Management
 Actor(s): DA, SP, TO

Facilitator: Steve Tulk
Analyst: Courtney Lane
Domain Expert:

Technical Expert: Mark Tobias

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[KM-ACLPI] Access Reference Library

Service Area: Knowledge Management

Actor(s): GU

Tool(s):

Goal:

Provide the capability to access items in the archived data and other reference materials.

Description:

This activity will provide the user the capability to search for and electronically view items in the archived data and other reference libraries. Other reference libraries may include geospatial visualizations published from a commercial source (ex: ESRI) or from a government source (ex: NGA), or information directly added to the system from USAID users via the “Import Unstructured Data and Information” activity.

Functions:

Assumptions:

Questions:

Notes:

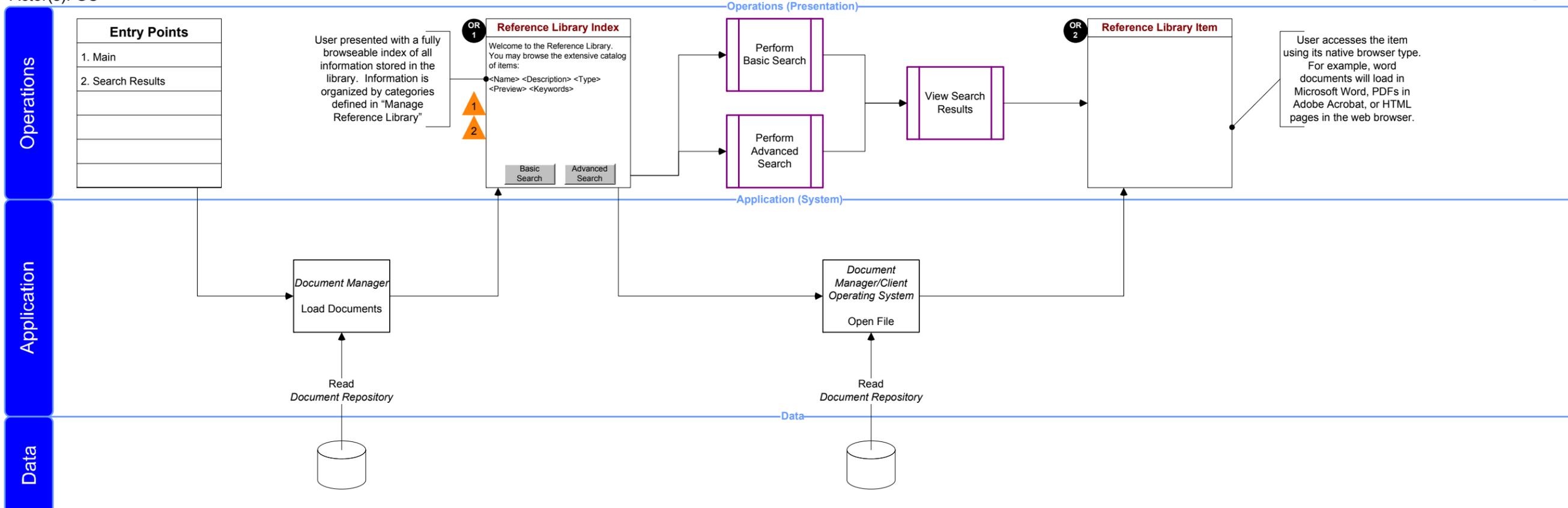
Maps included in this library would include basic maps (ex: map of Afghanistan) and saved maps created by users of the system. One possibility is information in the library could be pulled from external sources, like the CIA World Fact Book.

Activity: [KM-ACLPI] Access Reference Library; Page-1
 Service Area: KM Knowledge Management
 Actor(s): GU

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

Technical Expert: Mark Tobias

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EL-1 Reference Library items contain all reports, as well as unstructured data that the system contains. It does NOT contain the "raw" data (data collected through data collection forms), or the report elements.

EL-2 Preview in this context means, where possible, an excerpt from the contents, a thumbnail of an image or map etc.

OR-1 The system shall have the ability to present to the user the capability to perform basic and advanced searches of the information stored in the library

OR-2 The system shall have the ability to allow the user to select an item and load it in their current application settings

Operations

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INFORMATION MANAGEMENT SERVICE AREA

Workflow Management [WM]

This service area contains activities that allow managers to configure how their respective offices will handle the routing and tasking of information management related tasks. Workflow management is a key underlying element to the AMG allowing many aspects of automation to occur through the configuration of 'triggers' and integration of various software applications.

[WM-MNGWD] Manage Workflow Definitions

Service Area: Workflow Management

Actor(s): MM, TO, WM

Tool(s):

Goal:

Provide the capability to view, create, edit, and delete standard and common workflows and reusable workflow components.

Description:

Workflow definitions contain the processes for data collection, report generation and for providing services. This activity provides the capability to view, create, edit, and delete standard and common workflows for meeting customer and Mission requirements where a workflow is two or more components, the sequence of components, the tools/technologies required for the component, and the component role (what kind of user performs it).

This activity also provides the capability to view, create, edit, and delete reusable workflow components. A component may be a discrete system activity or another workflow. A workflow component may have one or more product templates, types of resources, types of data, types of triggering information, accomplishments, and metrics associated with it.

Functions:

Create Workflow Definition
View Workflow Definition
Edit Workflow Definition
Delete Workflow Definition
Create Workflow Component
View Workflow Component
Edit Workflow Component
Delete Workflow Component

Assumptions:

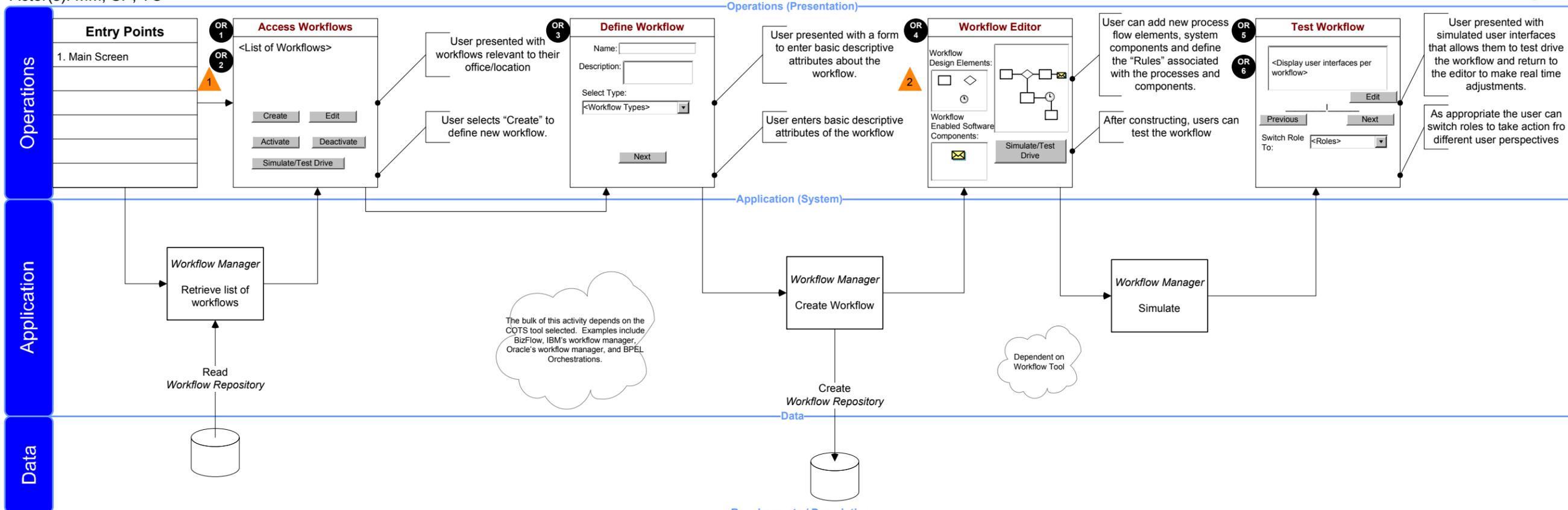
Questions:

Notes:

Activity: [WM-MNGWD] Manage Workflow Definitions; Page-1
 Service Area: WM Workflow Management
 Actor(s): MM, SP, TO

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

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Operations (Presentation)

Application (System)

Data

Requirements / Description

OR-1 The system shall have the ability to list workflows associated with user office/location

OR-2 The system shall have the ability to allow the user to create, activate, deactivate, edit, and simulate workflows

OR-3 The system has the ability to allow the user to define workflow through a workflow form

EL-2 Example workflow elements include email, task/assignment, launch tools (geospatial piece, website), invoke service, process information, recipients, time delay, action required within, digital signature, schedule (start, stop, recurrence)

OR-4 The system shall have the ability to allow the user to process flow element components and define the rules associated with them

OR-5 The system shall have the ability to display the user interfaces per workflow

OR-6 The system shall have the ability to allow the user to switch roles and view from different perspective

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[WM-CRTAA] Create Automatic Tasks

Service Area: Workflow Management

Actor(s):

Tool(s):

Goal:

Provide the capability to automatically create tasks and assign them appropriately based on defined workflows, organizational profiles, and user profiles.

Description:

This activity provides the capability to automatically create tasks for a subset of standard workflows. This activity will be triggered by data entering the system. Triggering events may be automated (background message processing) or manual (submittal of a proposed change or request). Tasks may be directed to individual users or to group/team levels based on the type of task and the information contained within the group and user profiles.

The task may be considered a recommended task to be updated by supervisors or the individual users. Updates to the recommended tasks are not made in this activity.

Automatic tasks may be created based on a temporal attribute when the workflow has a periodic nature. For example, the Annual Reporting process has a specific time frame and occurs each year. In this case, one task would be created in the beginning of the Annual Report process and closed at the end. A trigger would be set to create another task for the next year.

Many other automatic tasks are generated based on data submitted into the system where another user/actor needs to know there is now something for them to do. All manual approval chains will trigger automatic tasks to pass the data through the system according to the workflow definition based on the data type.

Functions:

Trigger task creation

Create Task

Notify users of tasks created

Assumptions:

Questions:

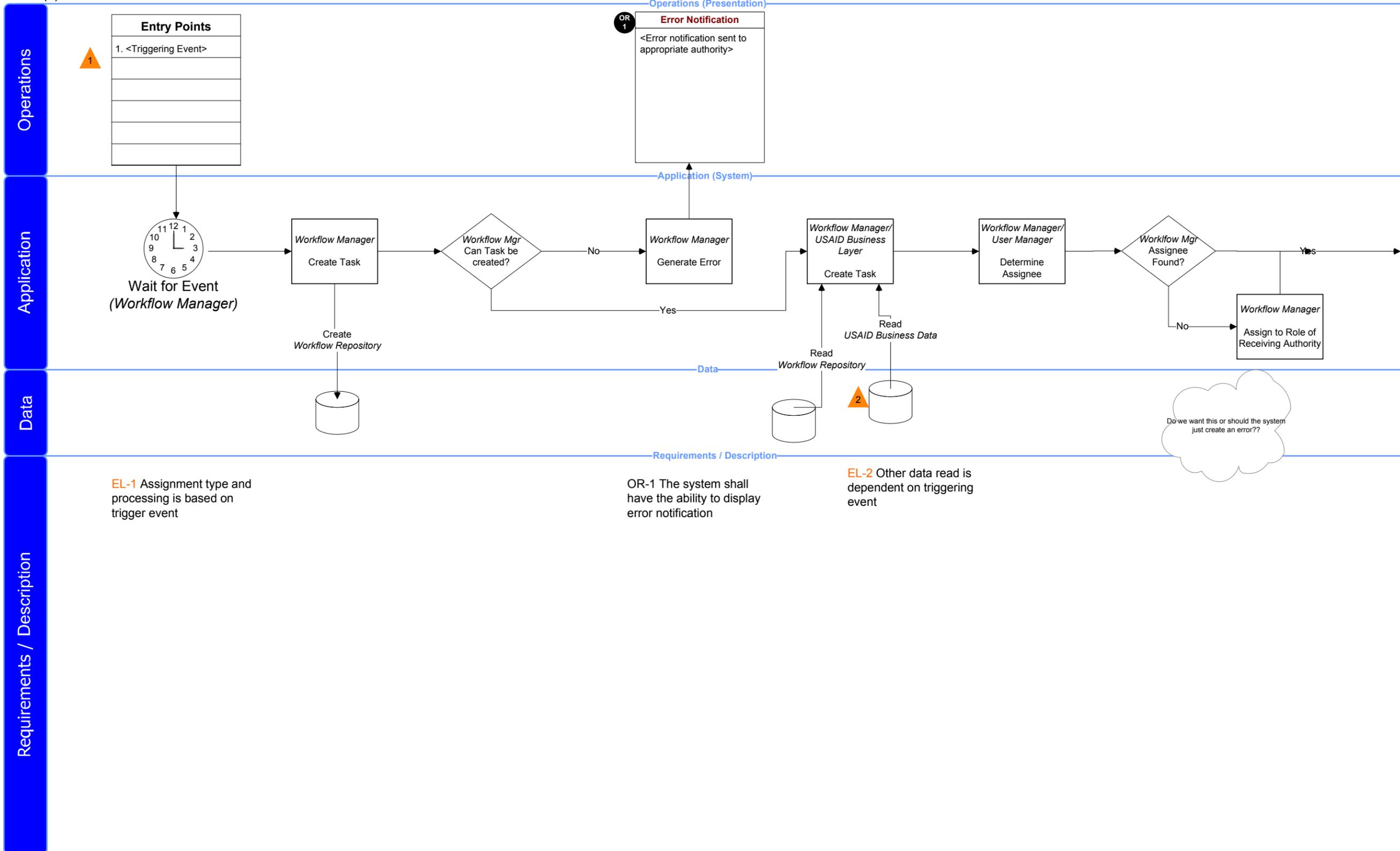
Notes:

Activity: [WM-CRTAA] Create Automatic Tasks; Page-1
 Service Area: WM Workflow Management
 Actor(s):

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

Technical Expert: Mark Tobias

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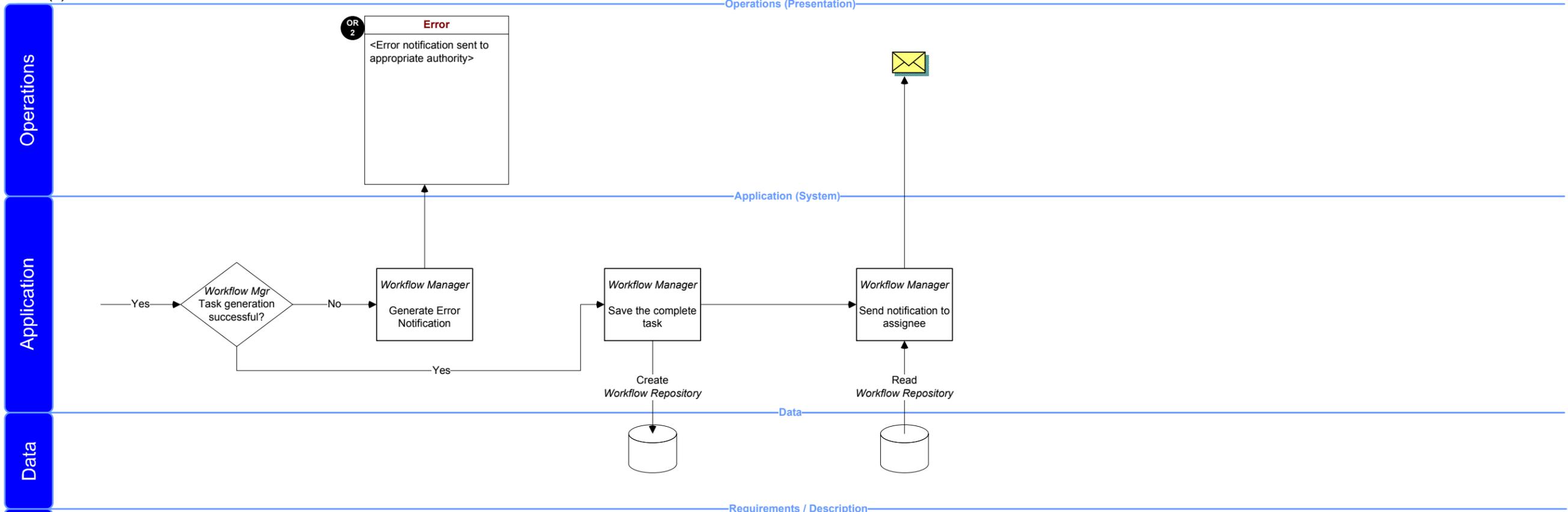
Appendix

Activity: [WM-CRTAA] Create Automatic Tasks; Page-2
 Service Area: WM Workflow Management
 Actor(s):

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

Technical Expert: Mark Tobias

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 v1r1
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Requirements / Description

OR-2 The system shall have the ability to display error notification

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Appendix

[WM-MNGTT] Manage Team Tasks

Service Area: Workflow Management

Actor(s): MM, TO, WM

Tool(s):

Goal:

Provide the capability to manage the taskers for a Mission and within Mission offices. This includes providing resource management capabilities and allowing users to decompose taskers that follow specific workflows into their constituent parts.

Description:

This activity provides the capability to manage taskers for a team of people where a team is one or more people. A task or tasker is defined as a specific 'to-do' item and is most often linked to a defined workflow. This activity provides the capability for a supervisor to create a tasker, view the taskers of the team as a whole and of team members, view the availability of individual staff, and reassign taskers to other team members.

Taskers are linked back to the workflows to which they belong. Taskers may involve many different levels of work. A tasker may be to manage a workflow or accomplish a component that is part of a workflow. Taskers assigned to individuals will take access, skills, and availability into account.

This activity provides the capability to decompose a large and broad Task into the components that may each be assigned to a single individual.

This activity provides the capability to produce a soon-to-come due list of tasks for the entire organization, parts of the organization, all taskers, and/or a specific date range. Additional filtering may take tasker or entire workflow due dates into account. For example, the manager wants to know which workflows are behind so the group can make up some time attempting to meet an overall date, even if the allocated time has not yet expired.

This activity provides the capability to transfer taskers from one assignee to another as a single function. Transfer can be all tasks of a single user transferred to another user or a selected set of tasks (possibly

from multiple users and including group level tasks) transferred to a single user.

This activity provides the ability for a higher level person to view the team's tasks (i.e., manager can see team lead tasks and the individual team tasks). This activity also provides the ability to see other manager's/team's tasks to support collaboration, as specified in the assignment. Visibility includes group level tasks one level above the user. For example, I can see any group level tasks at my manager's level so I may claim one or more for me/my organization to work. This will facilitate "backstopping".

This activity also has visibility into the entire workflow to which a tasker is associated in order to see the status of all related tasks in the workflow.

Functions:

Create Taskers

View Tasks

View availability of staff

Reassign Taskers

Decompose large Tasks into smaller Taskers

Create 'To-Do' list

Assumptions:

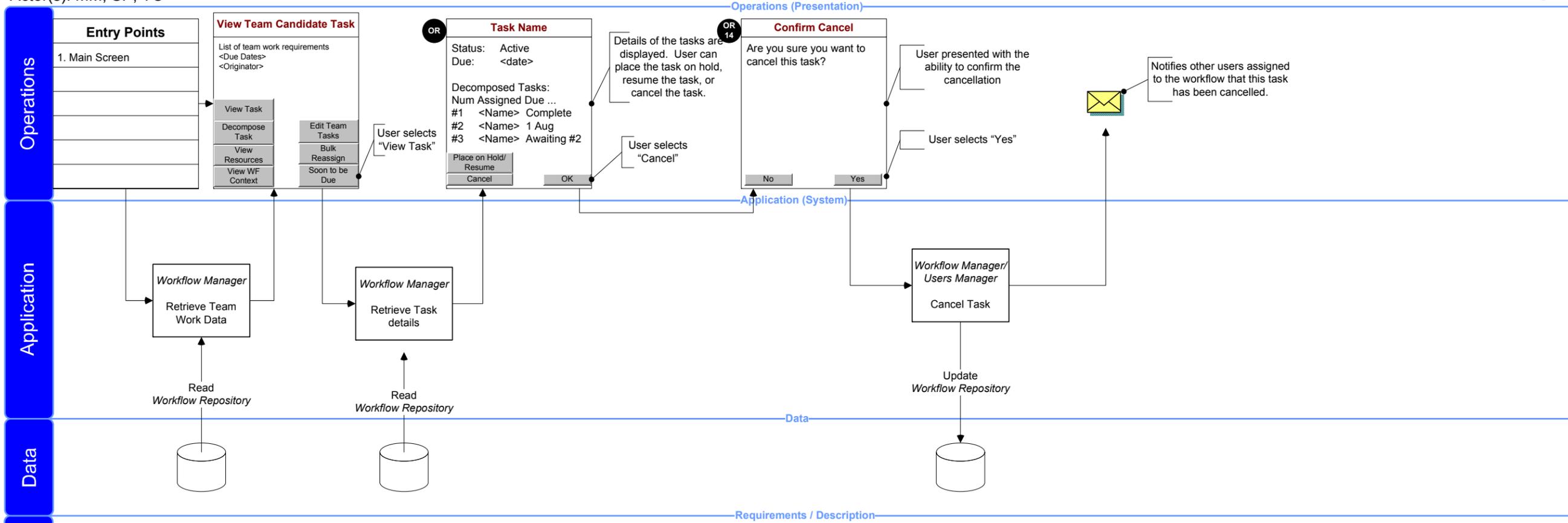
Questions:

Notes:

Activity: [WM-MNGTT] Manage Team Tasks; View Task
 Service Area: WM Workflow Management
 Actor(s): MM, SP, TO

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

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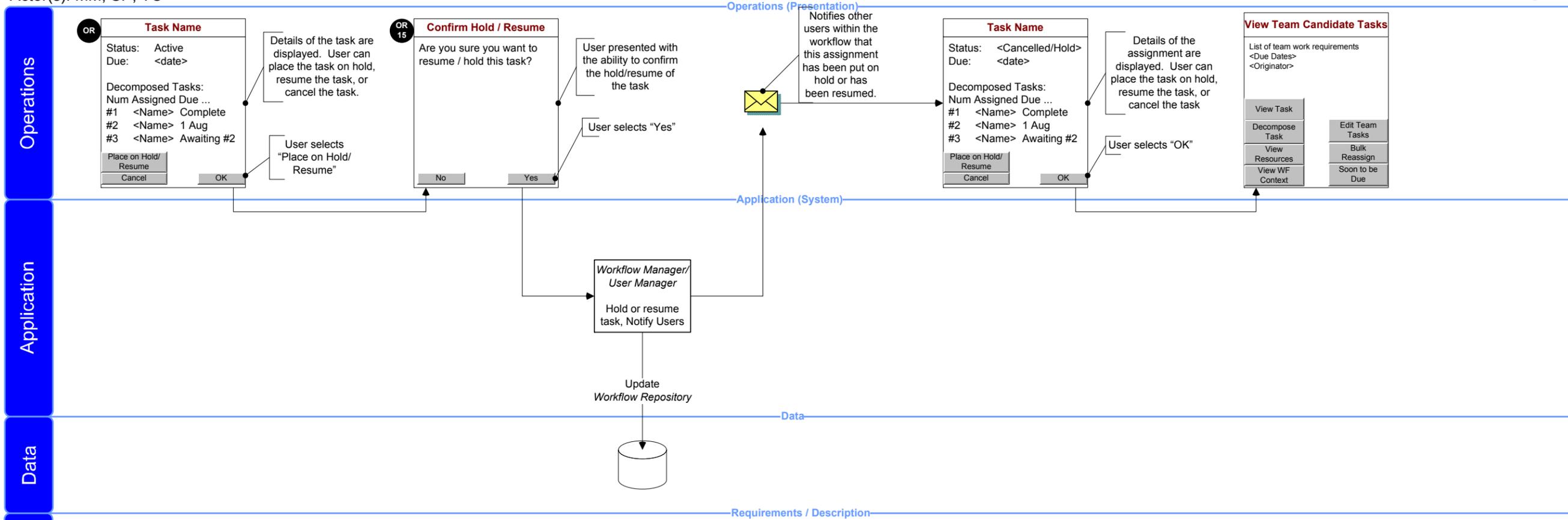
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Activity: [WM-MNGTT] Manage Team Tasks; View Task, Page-2
 Service Area: WM Workflow Management
 Actor(s): MM, SP, TO

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

Technical Expert: Mark Tobias

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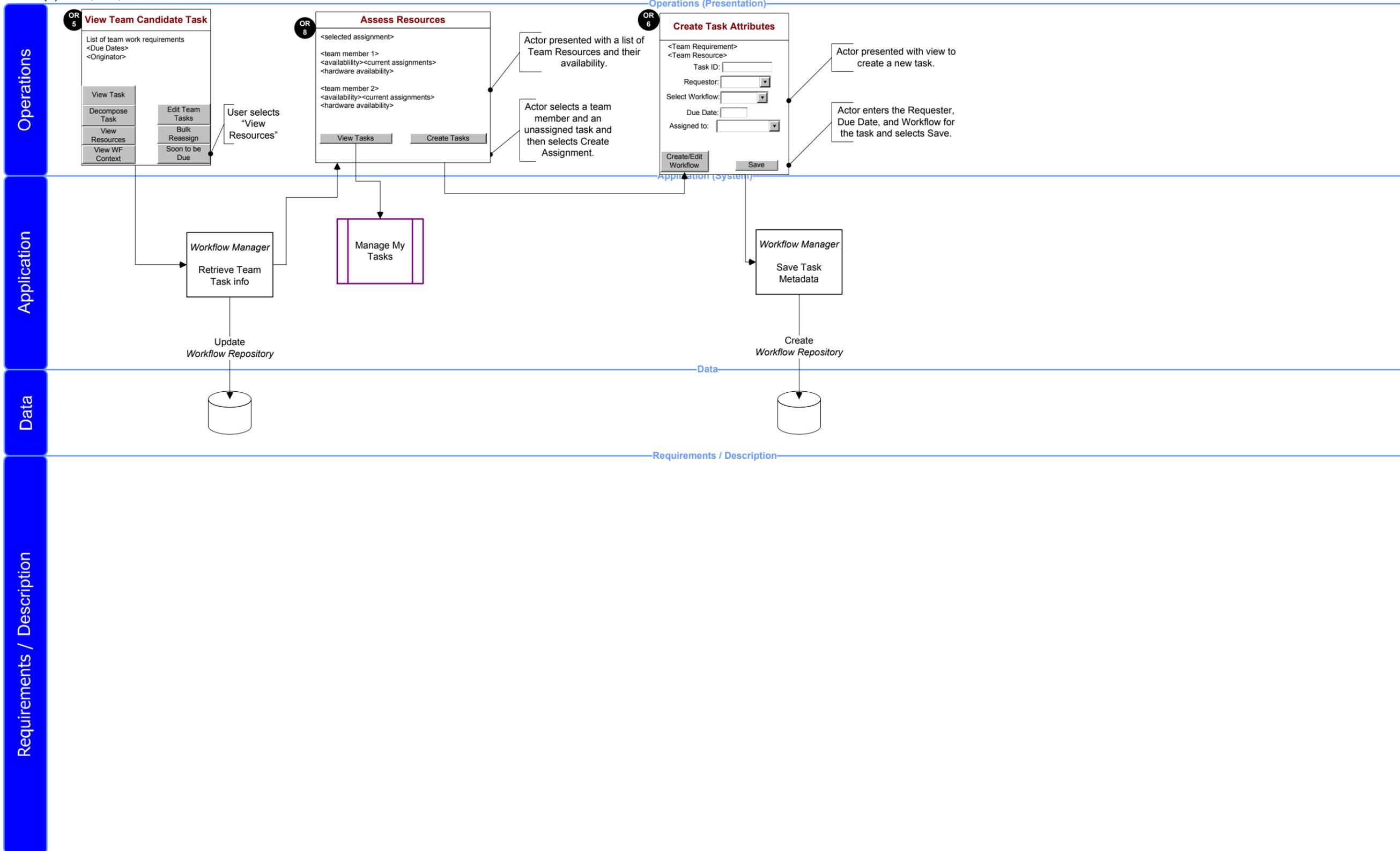
Requirements / Description

Activity: [WM-MNGTT] Manage Team Tasks; View Resources
 Service Area: WM Workflow Management
 Actor(s): MM, SP, TO

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

Technical Expert: Mark Tobias

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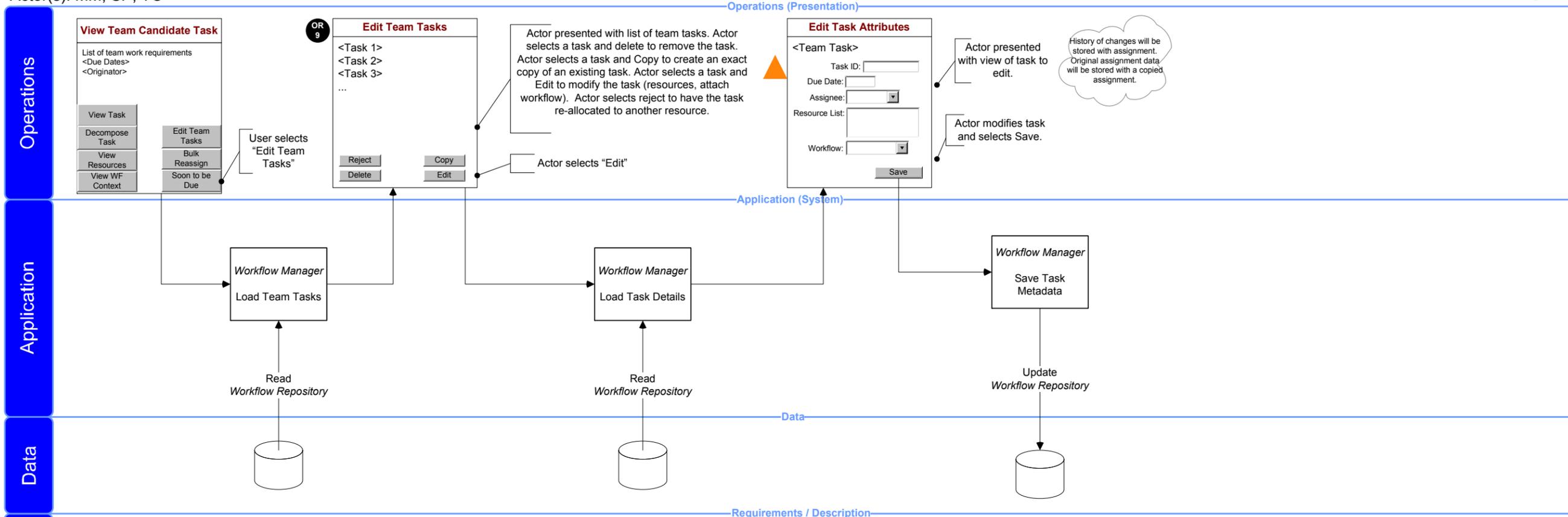


Activity: [WM-MNGTT] Manage Team Tasks; Create/Edit Tasks
 Service Area: WM Workflow Management
 Actor(s): MM, SP, TO

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

Technical Expert: Mark Tobias

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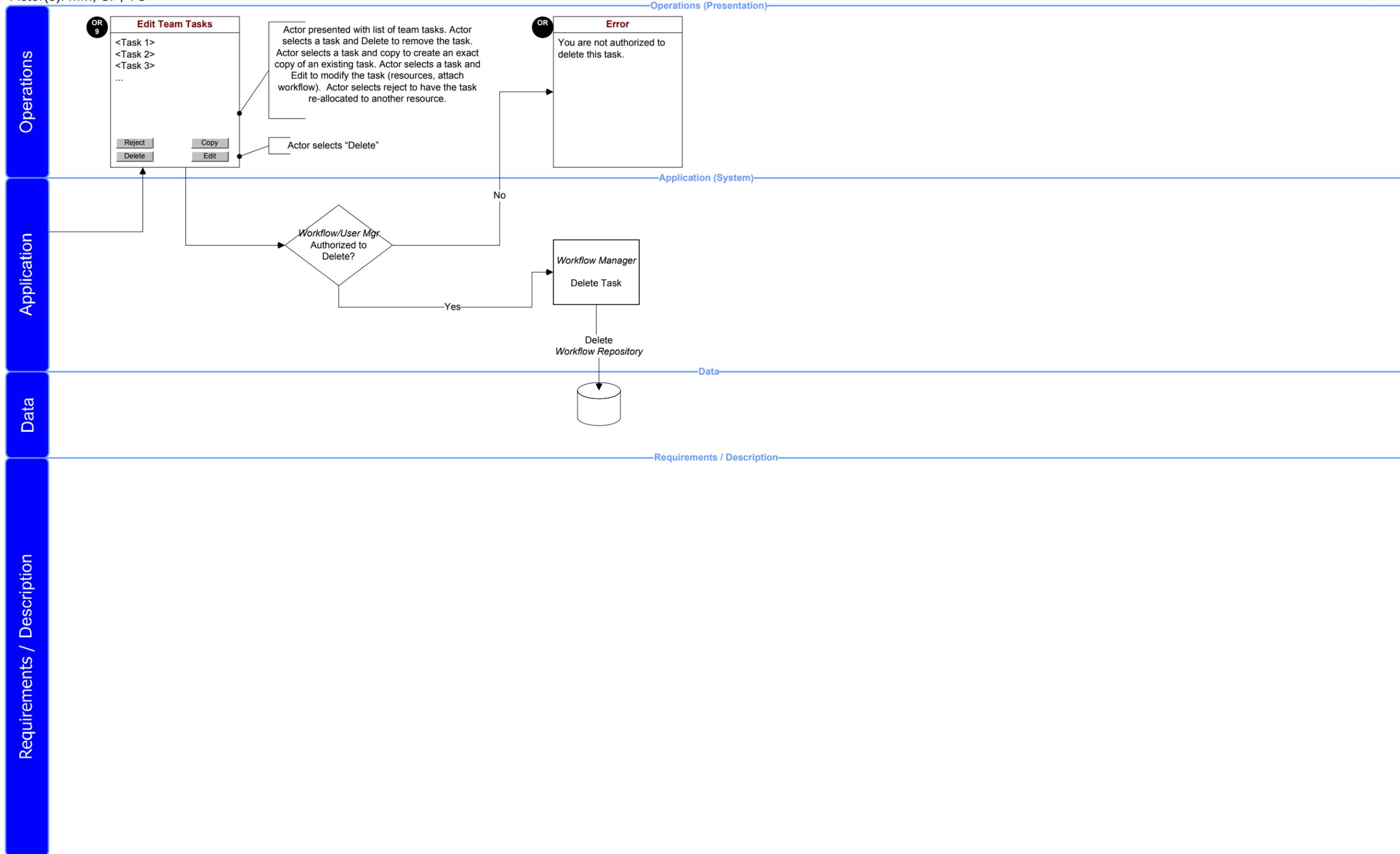


EL- An assignment may be an entire workflow or a subset of a workflow.

Activity: [WM-MNGTT] Manage Team Tasks; Create/Edit Tasks, Page-2
 Service Area: WM Workflow Management
 Actor(s): MM, SP, TO

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

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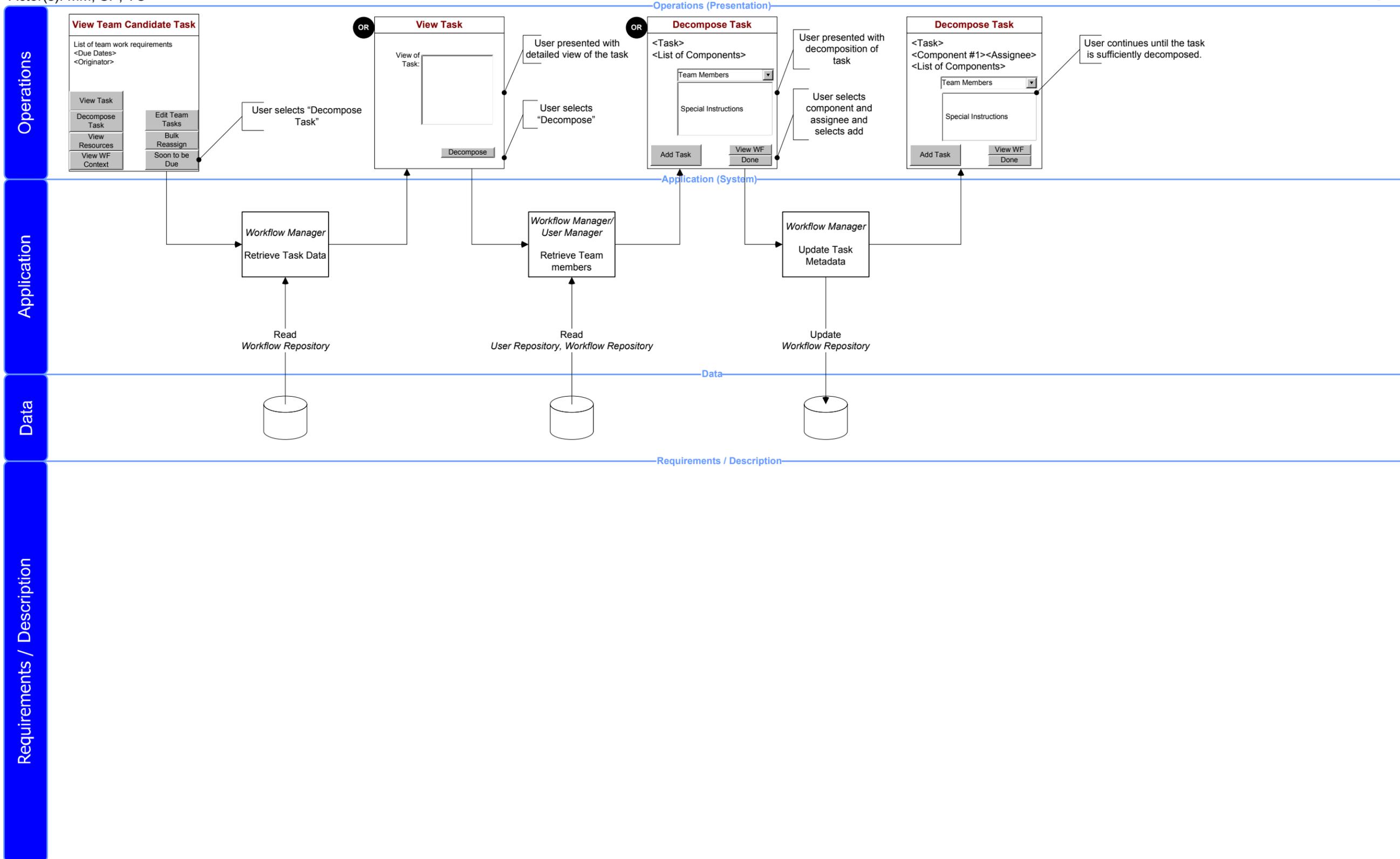
Activity: [WM-MNGTT] Manage Team Tasks; Decompose Tasks
 Service Area: WM Workflow Management
 Actor(s): MM, SP, TO

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

Technical Expert: Mark Tobias

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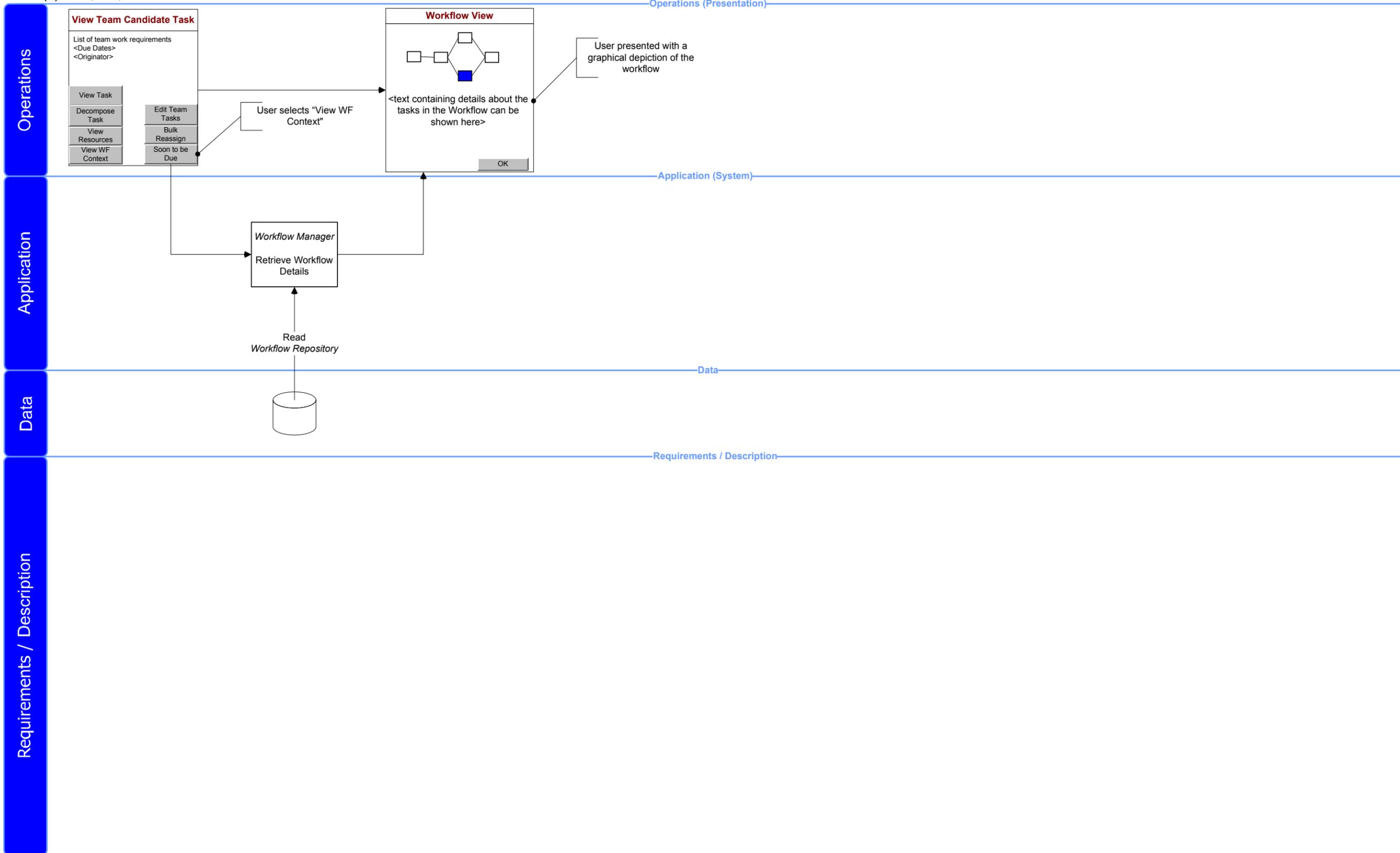


Activity: [WM-MNGTT] Manage Team Tasks; View Workflow Context
 Service Area: WM Workflow Management
 Actor(s): MM, SP, TO

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

Technical Expert: Mark Tobias

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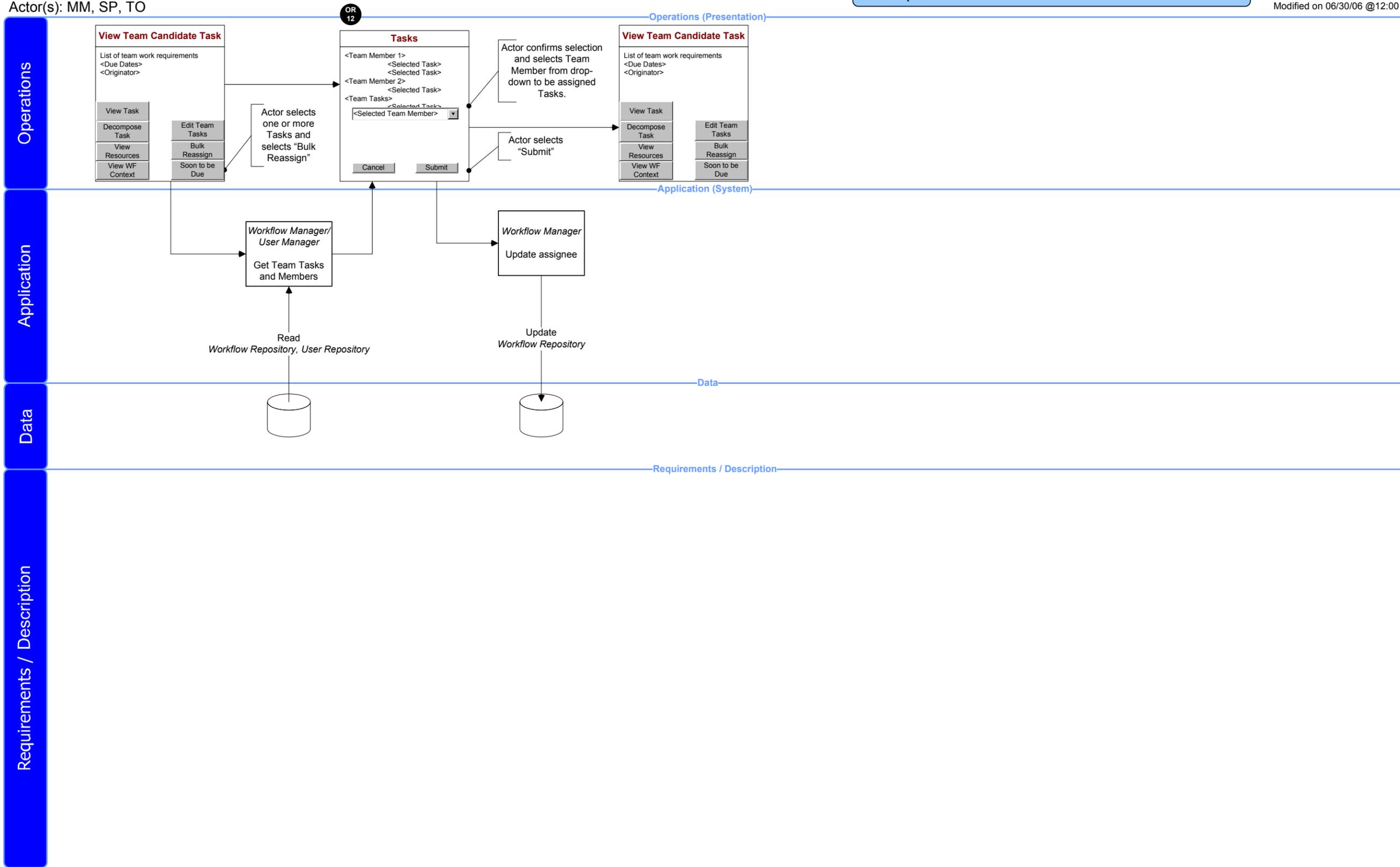
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Activity: [WM-MNGTT] Manage Team Tasks; Bulk Reassign
 Service Area: WM Workflow Management
 Actor(s): MM, SP, TO

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

Technical Expert: Mark Tobias

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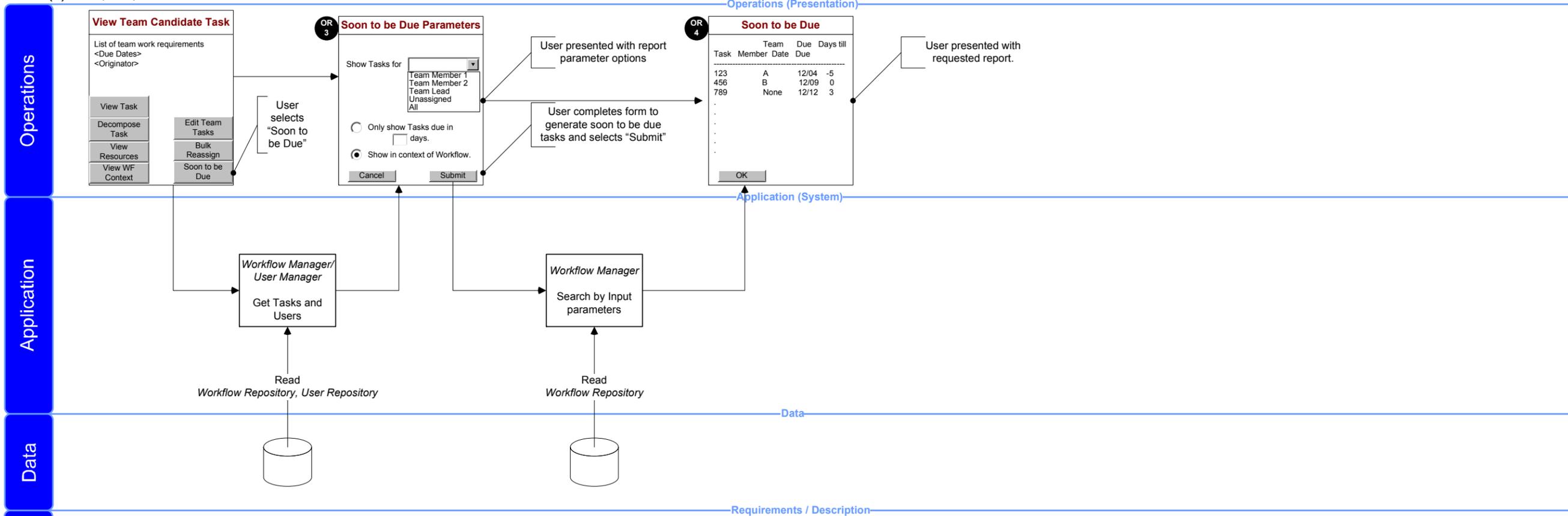


Activity: [WM-MNGTT] Manage Team Tasks; Soon to be Due
 Service Area: WM Workflow Management
 Actor(s): MM, SP, TO

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

Technical Expert: Mark Tobias

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[WM-MNGMA] Manage My Tasks

Service Area: Workflow Management

Actor(s): GU

Tool(s):

Goal:

Provide the capability for users to create, review, update, and delete tasks for themselves.

Description:

This activity provides the capability for actors to create, review, update, and delete tasks for themselves as appropriate to their role. This activity may be used to create new tasks not necessarily associated with workflows. Additionally, this activity is used to modify manager created or automatically created tasks. An actor may claim a task that is currently assigned at the organization or role level by changing the assignee. Canceling a task is done with an update of the status on the task to cancel.

Most will primarily use this activity to review what they need to do on a daily or periodic basis. Activities required to complete tasks may be launched directly from this activity.

When a task is updated to the closed/completed status, this activity will also update information in the need that generated the task, providing the ability to close a need based on the completion of one or more related tasks.

Functions:

Create task

Review tasks

Update tasks

Delete tasks

Claim tasks

Assumptions:

Questions:

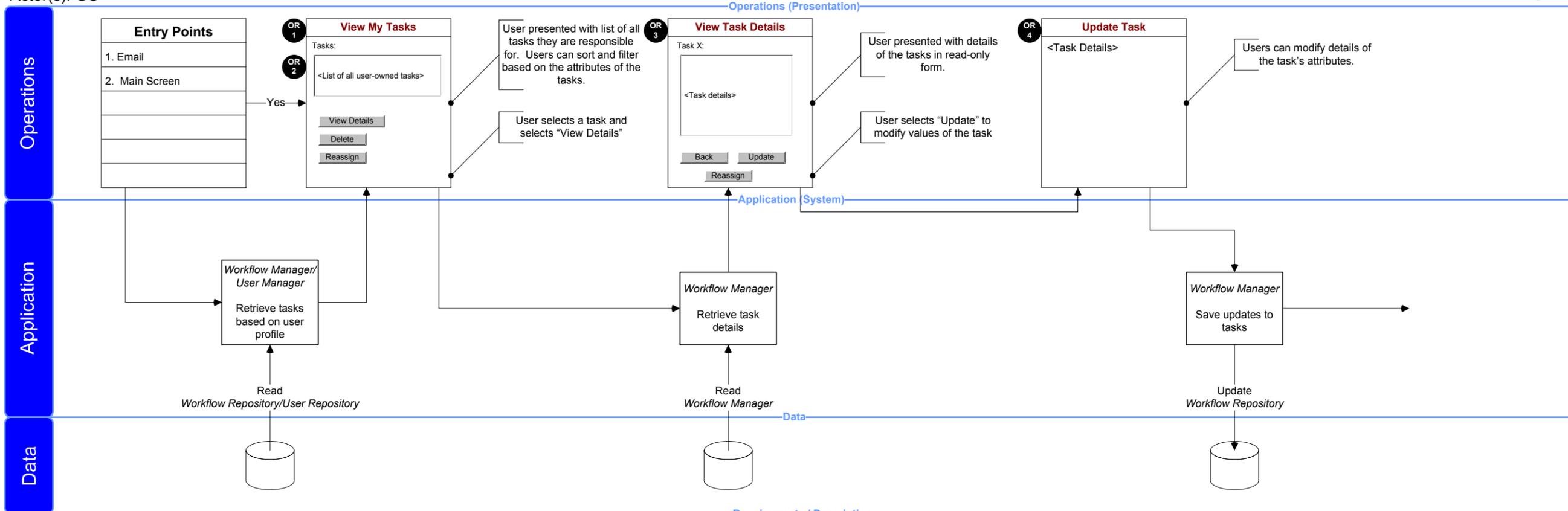
Notes:

Activity: [WM-MNGMA] Manage My Tasks; View and Update
 Service Area: WM Workflow Management
 Actor(s): GU

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

Technical Expert: Mark Tobias

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Requirements / Description

OR-1 The system shall have the ability to list all user owned tasks

OR-2 The system shall have the ability to allow the user to view, delete, or reassign tasks

OR-3 The system shall display task details in read-only form

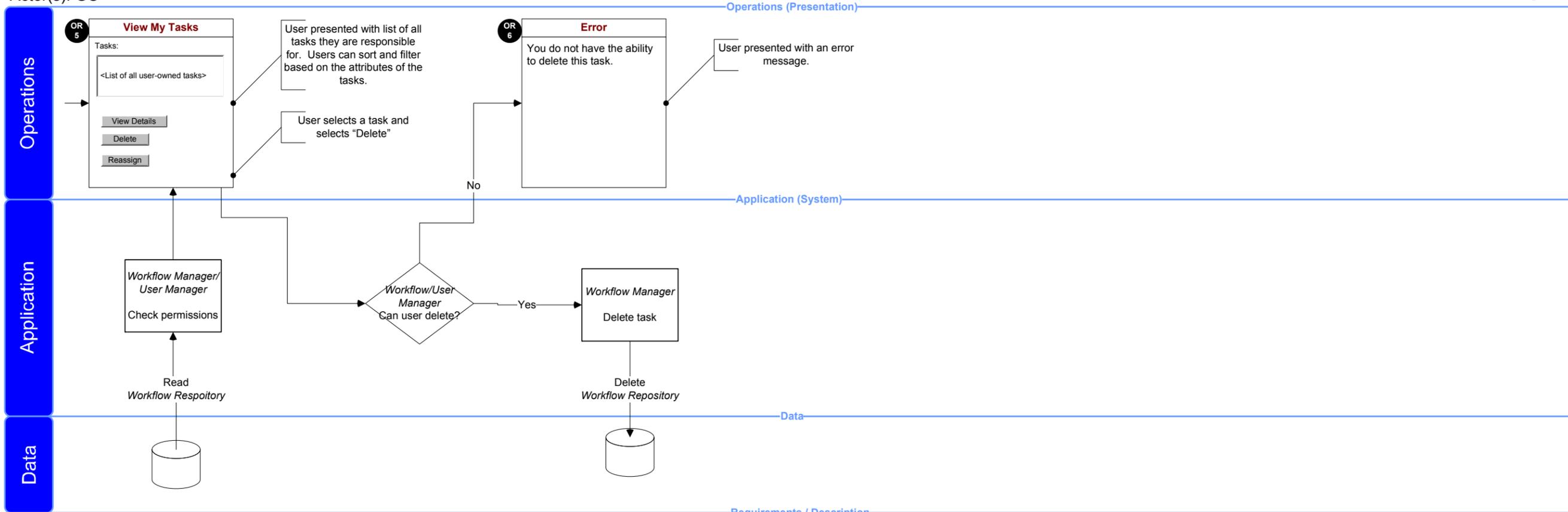
OR-4 The system shall allow the user to modify task attributes

Activity: [WM-MNGMA] Manage My Tasks; Delete
 Service Area: WM Workflow Management
 Actor(s): GU

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

Technical Expert: Mark Tobias

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OR-5 The system shall have the ability to allow the user to view, delete, or reassign tasks

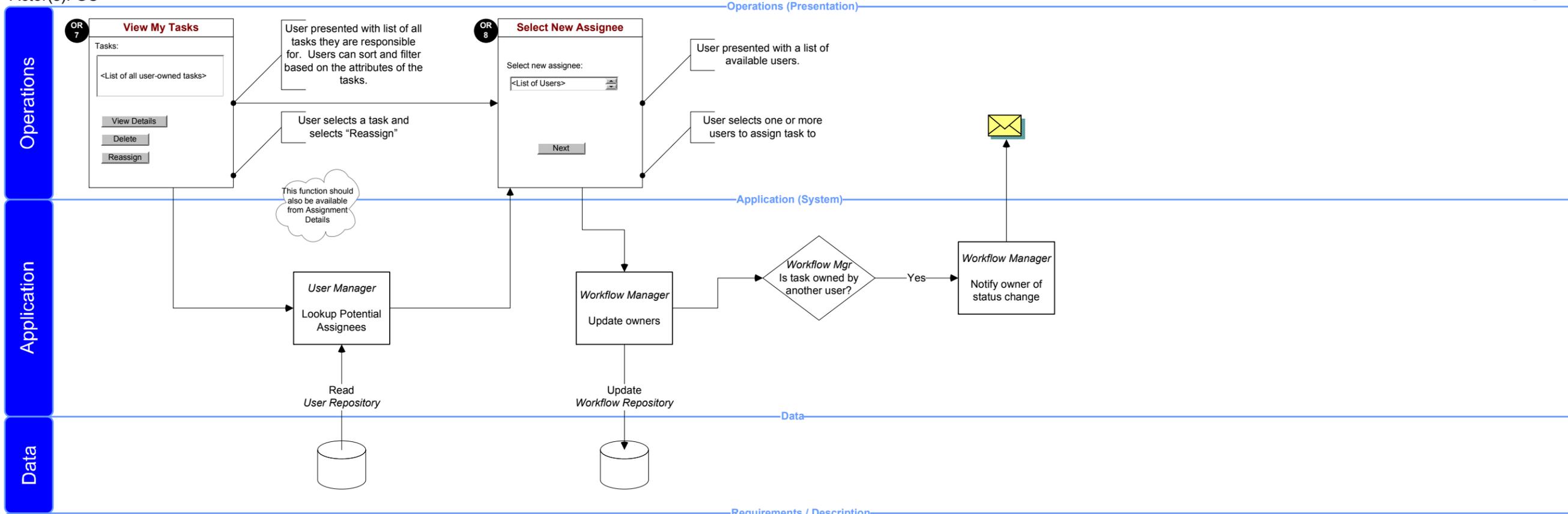
OR-6 The system shall display an error message if user is not authorized to delete

Activity: [WM-MNGMA] Manage My Tasks; Reassign
 Service Area: WM Workflow Management
 Actor(s): GU

Facilitator: Steve Tulk
 Analyst: Courtney Lane
 Domain Expert:

Technical Expert: Mark Tobias

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OR-7 The system shall have the ability to allow the user to view, delete, or reassign tasks

OR-8 The system shall have the ability to allow the user to select a new assignee

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INFORMATION MANAGEMENT SERVICE AREA

Content Management [CM]

This service area contains activities that create and manage web portal content. Activities provide the capability to upload photos and publish news items and success stories. Users are also provided the capability to customize their portal by configuring navigation and defining styles.

[CM-UPLPH] Upload Photos

Service Area: Content Management

Actor(s): DA

Tool(s):

Goal:

Provide the capability to upload photos to the system and associate captions to the photos

Description:

The activity begins when a user chooses to upload a photo to the database. The user will browse their machine for the photo and select the appropriate one. The user will then be able to preview the photo and add a caption before it is added to the system. After this is completed, the user will upload the photo. Once it is uploaded, it will be routed to the appropriate approval authority for validation.

Functions:

Assumptions:

Questions:

Notes:

[CM-PUBNI] Publish News Item

Service Area: Content Management

Actor(s): DA

Tool(s):

Goal:

Provide the capability to publish a news item.

Description:

The user would be prompted by the system to enter or upload news item. Once the item is uploaded, the user will be asked which mission does this information pertain to. A general category will be provided as well. Once created, it will be sent to the appropriate approval authority for validation. News items can include success stories, updates, or general news.

Functions:

Assumptions:

Questions:

Notes:

[CM-CNAV] Configure User Navigation

Service Area: Content Management

Actor(s): SA

Tool(s):

Goal:

Provide the capability to define the functions, data, and content provided to a specific user type.

Description:

This activity provides the capability for the system administrator to define a set of tools, functions, and data content that all of a specific user type will have on their respective homepages.

Functions:

Assumptions:

Questions:

Notes:

[CM-DESST] Design Styles

Service Area: Content Management

Actor(s): SA

Tool(s):

Goal:

Provide the capability to define the look and feel of content on the system.

Description:

Users performing this activity will have the capability to define the font, color, layout and other graphic and textual displays for content that appears through the system interface. This activity will not adjust the styles for reports or report elements.

Functions:

Assumptions:

Questions:

Notes:

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SYSTEMS ADMINISTRATION SERVICE AREA

Data Administration [DA]

The activities in this service area allow for the system managers to configure, manipulate, manage backup and restore the databases and database related capabilities of the system. Much of the functionality in this service area will be determined by the tools that are selected for integration.

[DA-BUDAT] Backup Data

Service Area: Data Administration

Actor(s): SA

Tool(s):

Goal:

Provide the capability to save the current state of the database, so that it can be restored to a known state in the future

Description:

This activity provides the tools, policies, and expertise to create a reliable series of saves of the database. This capability includes verifying the quality of the save at the point of save, the ability to perform incremental and full saves.

Functions:

Assumptions:

Questions:

Notes:

[DA-ARCDT] Archive Data

Service Area: Data Administration

Actor(s): SA

Tool(s):

Goal:

Provide the capability to organize previous backups

Description:

This activity provides the capability to perform a complete cataloging, reporting, and maintenance function to document and manage the save inventory according to all established retention, recovery, and security policies.

Functions:

Assumptions:

Questions:

Notes:

[DA-RESDT] Restore Data

Service Area: Data Administration

Actor(s): SA

Tool(s):

Goal:

Provide the capability to revert the database to a previous state

Description:

This activity provides the tools, policies, and expertise to locate and access a retrievable series of saves of the database, and then restore and recover the database to a usable state. This capability includes accessing the incremental and full save catalog for database recovery, and to both manage and report on the save inventory according to retention and security policies.

Functions:

Assumptions:

Questions:

Notes:

[DA-MNGMC] Manage Metadata Catalog

Service Area: Data Administration

Actor(s): SA

Tool(s):

Goal:

Provide the capability to update the metadata catalog.

Description:

This activity is comprised of three subordinate activities, Analyze Metadata, Validate Metadata, and Perform Metadata Change. These activities provide the capability to determine how metadata changes affect the metadata catalog, review proposed changes with relevant parties, and implement required changes in the metadata catalog.

Functions:

Assumptions:

Questions:

Are we going to have metadata, and if so, what type of metadata will we be maintaining?

Notes:

[DA-MNGDC] Manage Data Configuration

Service Area: Data Administration

Actor(s): SA

Tool(s):

Goal: _____

Description: _____

Functions: _____

Assumptions: _____

Questions: _____

Notes: _____

COMMENT: Vague. Does this mean database schema, data model, reporting formats, etc.?

[DA-MADMD] Manage Agency Data Model

Service Area: Data Administration

Actor(s): SA

Tool(s):

Goal: _____

Provide the capability to update the agency data model.

Description: _____

Functions: _____

Assumptions: _____

Questions: _____

Do we want this functionality in the system? It could mean far reaching changes in the database (while in production), and therefore break all functionality.

Notes: _____

[DA-DDEST] Define Data Export Sets

Service Area: Data Administration

Actor(s): SA

Tool(s):

Goal:

Provide the capability to create new sets of data the system will export

Description:

Functions:

Assumptions:

Questions:

Do we mean ability to generate new report types and share them?

Notes:

Do we mean ability to generate new report types and share them?

[DA-SCHDE] Schedule Data Exports

Service Area: Data Administration

Actor(s): SA

Tool(s):

Goal:

Provide the capability to schedule exports of data sets at regular or one-time intervals

Description:

Scheduling exports will be accomplished through an export management screen

Functions:

Assumptions:

Questions:

Notes:

[DA-EXPDT] Export Data

Service Area: Data Administration

Actor(s): SA

Tool(s):

Goal:

Provide the capability to export a previously defined data set

Description:

Scheduling exports will be accomplished through an export management screen

Functions:

Assumptions:

Questions:

Notes:



SYSTEMS ADMINISTRATION SERVICE AREA

Systems Maintenance [SM]

This service area provides the capabilities to maintain the AMG system. Much of this functionality and the activities will depend on what tools are selected for the system design.

[SM-DBSYS] Debug System

Service Area: Systems Maintenance

Actor(s): SA

Tool(s):

Goal: _____

Provide the capability for a technical user (e.g. systems administrator) to diagnose problems with the operation of the system.

Description: _____

This functionality must be provided through logging. COTS products will need to have logging enabled, as will custom code. A Data architect must dissect the problem as it occurs based on logging info

Functions: _____

Assumptions: _____

Questions: _____

Notes: _____

[SM-PDQAS] Perform Data Quality Assessment

Service Area: Systems Maintenance

Actor(s): SA

Tool(s):

Goal: _____

Provide the capability to verify that data sets conform to some validity test

Description: _____

Functions: _____

Assumptions: _____

Questions: _____

Notes: _____

Data quality could take on a lot of meanings.

[SM-SUBCR] Submit Change Request

Service Area: Systems Maintenance

Actor(s): SA

Tool(s):

Goal:

Provide the capability to create and submit a change request. Provide the capability to review and edit previously submitted change requests.

Description:

This generic activity provides the capability for controlled change requests to the database. Users are provided the capability to create and submit a change proposal to create, update, or delete data fields and geospatial objects.

Users can view their submitted change requests and the associated status of the request (pending approval, approved, rejected). If a change request is rejected, the user is presented with a rejected rationale. The user may then edit the change request for re-submittal.

Functions:

Create change proposal

Submit change proposal

Review change request

Edit change request

Assumptions:

Questions:

Notes:

[SM-PRCRQ] Manage Change Requests

Service Area: Systems Maintenance

Actor(s): SA

Tool(s):

Goal:

Provide an automated change management system that performs automated workflow to support USAID/ANE change management policy. The system will provide the requests and approval cycle and a work order that tracks the service through the delivery queue.

Description:

This activity provides the capability for each change request to have a series of tracked tasks assigned to appropriate actors.

Once the actor completes the task, it will be routed to the next person in the workflow.

Functions:

Assumptions:

Questions:

What kind of change requests?

Notes:

[SM-SUBCN] Submit Change Notification

Service Area: Systems Maintenance
Actor(s): SA
Tool(s):

Goal: _____

Provide the capability for notification to affected users of a change request.

Description: _____

This activity provides the capability for timely feedback to change requesters and other interested parties that a change has been requested.

Functions: _____

Assumptions: _____

Questions: _____

Notes: _____

[SM-SCHAN] Submit Change Approval Notification

Service Area: Systems Maintenance
Actor(s): SA
Tool(s):

Goal: _____

Provide the capability to notify affected users that a change request has been approved and implemented.

Description: _____

This activity provides the capability for timely feedback to change requesters and other interested parties that a change has been approved to the baseline. This can inform external parties that their current information is obsolete, and inform review participants of final outcome.

Functions: _____

Assumptions: _____

Questions: _____

Notes: _____



SYSTEMS ADMINISTRATION SERVICE AREA

Security Administration [SA]

This service area contains activities that allow for role-based security. Activities provide the capability to manage system access rights and other information of user groups and user accounts. Users are also provided the capability to log-in and log-out of the system.

[SA-MNGUG] Manage User Groups

Service Area: Security Administration

Actor(s): SA

Tool(s):

Goal:

Provide the capability to create, modify, and delete user group accounts.

Provide the capability for user groups, and the users within those groups the ability to access and easily integrate or make available:

- A) Tools applicable to the group.
- B) Information applicable to the group.
- C) New COTS/GOTS
- D) Community Web sites
- E) Product and Data Repositories

Provide the capability to allow/disallow individual users to modify organizational attributes for their personal use.

Description:

This activity provides the capability for actors to manage the higher level user group accounts, from which individual user accounts are derived and the specific user group access attributes. The actors may also allow the individual users to modify user group attributes as they apply to that individual user account. This activity also allows the system administrator to create organizational templates to provide access for users, based on their user groups, tools, information sources, software, websites and repositories.

Functions:

Assumptions:

Questions:

Notes:

[SA-MNGAC] Manage User Account

Service Area: Security Administration

Actor(s): SA

Tool(s):

Goal:

Provide the capability to centrally enable the creation, modification, suspension and deletion of user accounts. Provide the capability to make available new COTS/GOTS, community web sites and product and data repositories. Provide the ability to build customer user permissions/views with appropriate access to allowable COTS/GOTS, web sites and network locations, data repositories.

Description:

This activity provides the capability for security engineers and administrators to enforce a Privilege Management Infrastructure (PMI) which is the set of hardware, software, people, policies and procedures needed to create, manage, store, distribute and revoke Authentication Certificates based on Public Key Cryptography. This activity is a basic tenet of the Computer Network Defense that will be employed in the Enterprise Service Center.

This activity provides the capability for system administrators to create and manage users accounts. This activity provides the systems administrator functions that enable them to easily provide access approved, newly integrated COTS/GOTS, web sites and product/data repositories.

Functions:

Assumptions:

Questions:

Notes:

[SA-LOGIN] Log-In

Service Area: Security Administration

Actor(s): GU

Tool(s):

Goal:

Provide the capability for a user to enter in a name and password combination and be authorized and authenticated to use the system and access functionality relevant to their user profile.

Description:

This activity begins when the user attempts to access functionality that is restricted to registered users of the system. The user will be presented with a prompt that requests their username and secret password. Upon entering the requested data and submitting it to the system, the authentication process will begin. A user will have up to 3 chances to enter a correct user and password combination before their account is locked out. Upon the second failed attempt, the system will warn the user that a third failure will result in account suspension. If a users account is suspended the failure will be logged, and the system will provide contact information about how they can request re-activation of their account. Once a successful username and password is entered the user will be presented with their personalize workspace screen based on their profile information.

Functions:

Assumptions:

Questions:

Notes:

[SA-LGOUT] Log Out

Service Area: Security Administration

Actor(s): GU

Tool(s):

Goal:

Provide the capability for users to log-out of the system. Once logged out, users will not be able to access the system and must log back in to do so.

Description:

Users can log-out of the system by clicking on a 'Log Out' link. The user's access will then be denied until they log in again. Users will also be logged-out of the system after 30 minutes of inactivity. After 25 minutes, a warning of potential log-out will be presented to the user. If no activity happens after the warning, the user will be logged-out of the system at 30 minutes of inactivity.

Functions:

Assumptions:

Questions:

Notes:

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ANE MIS/GIS Term Dictionary

Actor Definitions:

GU - General User

All people who will “read” data from the system. For example, General Users will be able to access Information Discovery Activities, view the Common Operating Picture, Generate Visualizations from Search results, Annotate Maps, Publish Maps and Imagery, and Access the Reference Library. These users will generally be the principal users at the Washington level.

WM - USAID/W Manager

Will have the ability to access the system to manage keywords from Washington. They will also have the ability to manage reports. They will have the ability to perform searches and perform queries in the system.

DA - Data Analyst

This user will have the ability to collect and input the data into the system. They would manage the creation, edits, and deletions of templates, reports, and all other data.

GA - Geospatial Analyst

This user would have the capability of creating and running advanced geospatial queries. The user will also have the ability to create, edit, import, and manipulate geospatial data.

MM - Mission Manager (Director, Deputy Director and Mission Program Office staff)

This user will have the ability to manage the creation, edition and deletion of implementers. They will also have the ability to input and manipulate data in the system along with creating and managing forms to collect data.

TO - Technical Officer (users in a Strategic Objective Office at the Mission level)

This user type uses the AMG to plan how a particular mission carries out its Strategic Objectives (SO). The Technical Officer will use the system to register their Mission specific SO's with the AMG utilizing interfaces that allow for the definition of their project Results Framework. Additionally, they will have the ability to

manage the data collection forms, schedule the input of data, and report management.

IM - Instrument Manager

This user manages instruments (contracts, grants, cooperative agreements) by creating, reviewing, editing, and/or deleting them. Has the ability to assign them to an implementing partner. They will also have the ability to periodically update Mission Activities with instrument information.

FM - Financial Manager

This user would have the ability to review financial and strategic plans provided by the Strategic Planning Officer. They would have the ability to manage reports and input all financial data.

IP - Implementing Partner

This user would have the ability to input data into the system as well as view reports that they have been given access to.

SA - Systems Administrator

This user has the responsibility to maintain the system by providing any necessary updates, performing routine maintenance and by managing access to the system.

Functional Activity (Mission Engineering definition)

Bounded piece of work performed by an Actor on or with the system. Activity has a defined Goal and Description. An activity is comprised of people, process and technology. People are the human or system (in cases where there is no GUI) actors that perform the work of the activity. Process is the workflow steps to achieve the goal of the activity. Technology is the COTS/GOTS or custom code that enables the functions within the workflow. Examples include Review Strategic Development Plans, Input Data.

Activity (USAID definition)

A set of actions through which inputs such as commodities, technical assistance and training are mobilized to produce specific outputs such as vaccinations given, schools built, and micro-enterprise loans issued. Activities are undertaken to achieve Strategic Objectives as part of an Intermediate Results Package. They are performed through one to many

Instruments by one to many Implementing Partners. Activities are measured by one to many indicators.

Activity Description

The details of the workflow, actions and results of performing the activity. One or two paragraphs describing what the actor sees and does, inputs and receives from the system.

Activity Functions

Discrete operational or application steps within the activity. Illustrated within the top layer of the MRV, this is the business process for the activity as performed by a human actor through a GUI. Functions may also ‘just’ be illustrated within the Application layer of the MRV if there are no human actors performing the activity.

Activity Goal

The objective end result by completing the Activity. Two or three sentences. Not for an entire business process, just focused on the activity as a standalone object. Example: ‘Provide the capability to select agency-wide Strategic Objectives and define them for applicability at a specific Mission.’

Actor (general definition)

Actors comprise the collective characteristics of the persons or systems (in the case where there is no GUI) that perform work within the enterprise. In most cases Actors will be human, but there are cases where autonomous systems are the actor. Examples: Program Manager, Data Analyst

Bureau

A major organizational unit of USAID that is responsible to the Office of the Administrator; a Level I organization. A bureau administers complex and diverse programs involving a designated geographic area; major policy, program and technical advisory services; or management and program support functions.

Intermediate Results Package

A package of one to many activities that satisfies an intermediate step towards the completion of a Strategic Objective.

Indicator

A metric used to track performance regarding a specific activity, intermediate result or strategic objective.

Indicators can measure inputs, outputs, and results. Indicators can also be used to measure other indicators; for example, an indicator to measure the number of healthy women could be supported by an indicator to measure the number of women who have been vaccinated.

Instrument

A contract, grant, bilateral agreement, or other mechanism that obligates or sub-obligates program or Operating Expenses (OE) funds.

Mission

The Agency field office that oversees USAID activities in a host country.

Program Component

One of forty standard USAID products and services that cover the breadth of USAID program activities. A component comes with a set of common indicators to be used for Agency-level reporting

Role

A person or entity with specific user access privileges.

Service/Service Area

A contextual grouping of like activities. Service areas can be used as architectural elements or in the case of web services, these service areas can be synonymous with the web services being developed. Example: Field Mission Planning, Workflow Management.

Strategic Objective

The most ambitious result that an Agency operational unit, along with its partners, can materially affect, and for which it is willing to be held accountable within the time period of the strategic objective.

Tools

COTS, GOTS or custom software applications or components that enable or support the activity. Activities can have one to many COTS/GOTS tools within an activity. Example: Phoenix, ArcView.

Workflow

A step-by-step process to complete a work assignment. Workflows execute autonomous processes, stage data and information, route data and information, and provide alerts.

Data Dictionary

Mission Table

Proposed Field Name	Brief Description	Allowable Values	Data Type
Mission Name	Name of the Mission (ex: ANE/Kabul)	Current ANE Missions	Text
Country	Country the Mission is located	ANE Mission Locations	Text
Operational Goal	As described in the USAID Strategic Framework for Asia and the Near East, operational goals help operating units determine how the goals should be met in terms of program type and funding source.	<ol style="list-style-type: none"> 1. Fragile State 2. Transformational Development State 3. Strategic State 4. Regional Mission 	
Mission Director	Name of the Mission Director		Text

Strategic Objective Table

Proposed Field Name	Brief Description	Allowable Values	Data Type
Strategic Objective ID	Unique identifier for the strategic objective		Long Integer
Joint State-Aid SO	Associated Strategic Objective from the joint State-USAID Plan	**Values available in the USAID ANE Strategic Plan; Should automatically populate depending on the foreign policy objective selected	
Joint State-Aid Strategic Goal	Associated strategic goal, associated to a strategic objective, from the joint State-USAID plan	**Values available in the USAID ANE Strategic Plan; Should automatically populate depending on the foreign policy objective selected	
ANE Foreign Policy Objective	Associated foreign policy objective related to the program	Values available in the USAID ANE Strategic Plan	
Name	Strategic objective name		Text
Description	Description of the strategic objective		Text

Program Component Table

Proposed Field Name	Brief Description	Allowable Values	Data Type
Program Component ID	Unique identifier for the program component		Long Integer
Strategic Objective ID	Associated SO identifier		Long Integer
Name	Program component name	Taken from the list of 36 program components listed in the ANE Strategic framework document.	Text
Description	Program component description	Descriptions of program components are listed in the USAID Strategic management interim guidance document.	Text

Activity Table

Proposed Field Name	Brief Description	Allowable Values	Data Type
Activity ID	Unique identifier for the activity		Long Integer
Activity Name	Name of the activity		Text
Activity Description	Brief description of the activity		Text
Planned Start Date	Estimated start date of the activity		Date
Actual Start Date	Actual start date of the activity		Date
Planned End Date	Estimated end date of the activity		Date
Actual End Date	Actual end date of the activity		Date
Latitude	Latitude of the activity (if available)		
Longitude	Longitude of the activity (if available)		
Percent Complete	Monitors activity progress	<ol style="list-style-type: none"> 1- 0% 2- 25% 3- 50% 4- 75% 5- 100% 	

Indicator Table

Proposed Field Name	Brief Description	Allowable Values	Data Type
Indicator ID	Unique identifier for the indicator		Long Integer
Activity ID	Identifier for the associated activity		Long Integer
Name	Name of the indicator		Text
Description	Description of the indicator including units of measurement		Text
Type	Type of indicator	1- Common Indicator 2- Instrument/Agreement Indicator 3- Other indicator	
Period of Performance	Time frame in which the indicator data will be collected		
Baseline	Value of the indicator before the indicator was being measured or the activity began		Long Integer
Target	Target set for the indicator for the current fiscal year		Long Integer
Value	Current value of the indicator		Long Integer
Last Updated	Date the indicator value was last updated		Date

Instrument Table

Proposed Field Name	Brief Description	Allowable Values	Data Type
Instrument Number	Unique identifier for the Instrument		Long Integer
Award Type	Type of the award	1- Contract 2- Grant 3- Cooperative agreement	
Start Date	Start date of the award		Date
End Date	End date of the award		Date
Number of Bidders	Number of businesses that bid on the instrument		Integer
State	State of the award	1- Activity Design 2- Pre-Award 3- Active/Current within POP 4- Close-out in progress 5- Closed	
Value	Monetary value of the contract (?); only applies to Contract award types		Long Integer
CLIN	only applies to contract award types		
Competition Type	Competition type of the contract; only applies to contract award types	1- Sole Source 2- Fair and Open	
Description	Description of the program; only applies to grants and co-operative agreements		Text

Bidders Table

Proposed Field Name	Brief Description	Allowable Values	Data Type
Name	Business name of a bidder		Text
Business Type	Business type of the bidder (ex: small business, women owned, minority owned, etc.)		

Implementing Partner Table

Proposed Field Name	Brief Description	Allowable Values	Data Type
Implementing Partner ID	Unique identifier for the Implementing partner		Long Integer
Name	Name of the implementing partner		Text
Address	Address of central office		Text
Contact Name	POC Name		Text
Contact Phone	POC Phone Number		Text
Contact Email	POC e-mail address		Text
Nationality	Nationality of the implementing partner	List of countries but can also include organizations (ex: UN, Red Cross, etc.)	
Tax Status	Tax status of the implementing partner	1- Profit 2- Non-Profit	
Business Type	Business type of the implementing partner including small business, women owned, minority owned, etc.		

Keyword Table

Proposed Field Name	Brief Description	Allowable Values	Data Type
Name	Keyword used to describe an instrument		

Earmark Table

Proposed Field Name	Brief Description	Allowable Values	Data Type
Earmark ID	Unique identifier for the earmark		Long integer
Name	Name of the earmark		Text
Definition	Description of the earmark		Text
Categories	**Not sure what this means		
Amount	Monetary value of the earmark		Long integer

Transaction Inventory

ID#	Transaction	Interfaces				Content (What)	Frequency	Media Type	Mode	System	Activity Name	Description
		From Actor Class	From Actor Type	To Actor Class	To Actor Type							
Budget Process Transactions												
1	Distribute Annual Reports Application	Supplier	Washington	Customer	Mission	Annual Reports Application for that FY	Yearly		Electronic		N/A	N/A
2	Submit Annual Report	Supplier	Mission	Customer	Washington	Annual Report through the Annual Report Application	Yearly		Electronic		N/A	N/A
3	Submit Bureau Program and Budget Submission (BPBS)	Supplier	Washington	Customer	Washington	BPBS	Yearly		Electronic		N/A	N/A
4	Submit Agency Budget Submission (ABS)	Supplier	Washington	Broker	OMB	ABS	Yearly		Electronic		N/A	N/A
5	Passback ABS	Broker	OMB	Supplier	Washington	ABS with comments from OMB	Yearly		Electronic		N/A	N/A
6	Submit Congressional Budget Justification (CBJ)	Supplier	Washington	Customer	Congress	CBJ	Yearly		Electronic		N/A	N/A
7	Submit 653a	Supplier	Washington	Customer	Congress	653(a)	Yearly		Electronic		N/A	N/A
8	Submit Operating Year Budget	Supplier	Washington	Customer	Mission Manager	OYB to each Mission?	Yearly		Electronic		N/A	N/A
Other Report Transactions												
9	Submit Performance Monitoring Plan	Supplier	Mission Manager	Broker	USAID/W Manager	PMP	????		Electronic		N/A	N/A
10	Submit Strategic Plan	Supplier	Mission Manager	Broker	USAID/W Manager	Strategic Plan	Yearly		Electronic		N/A	N/A
11	Submit Quarterly Reports	Supplier	Technical Officer	Broker	USAID/W Manager							
12	Submit Weekly Reports	Supplier	Technical Officer	Broker	USAID/W Manager							
13	Submit Global Health Expenditure Report (GHED)	Supplier	Technical Officer	Broker	USAID/W Manager							
Procurement Transactions												
14	Submit contract/grant	Broker	USAID/W Manager	Supplier	Implementing Partner	Contract/Grant	Ad hoc		Physical Submission		N/A	N/A
15	Pay Implementing Partner	Broker	USAID/W Manager	Supplier	Implementing Partner	Check/Direct Deposit	Monthly		Electronic		N/A	N/A
16	Submit Field Support Request	Customer	Congress	Broker	USAID/W Manager	Request for funding from Field Support	Ad hoc		Electronic		N/A	N/A
17	Submit Field Support Request	Broker	USAID/W Manager	Supplier	Mission Manager Investment Manager	Request for funding from Field Support	Ad hoc					
MIS/GIS Application Transactions												
18	Provide (Sub)Obligation	Supplier	Technical Officer Mission Manager	Broker	USAID/W Manager	(Sub)Obligation data for the Mission	Ad hoc		Electronic		FM-ACCFI	Access Financial Data
19	Provide Disburements	Customer	Congress	Broker	USAID/W Manager	Disbursement data for the Mission	Ad hoc		Electronic		FM-ACCFI	Access Financial Data
20	Provide Disburements	Broker	SP	Supplier	Mission Manager							
21	Provide Expenditures	Supplier	Technical Officer Mission Manager	Broker	USAID/W Manager	Expenditure data for the Mission	Ad hoc		Electronic		FM-ACCFI	Access Financial Data
22	Provide Operating Year Budget	Supplier	Technical Officer Mission Manager	Broker	USAID/W Manager	Operating Year Budget for the Mission	Ad hoc		Electronic		FM-ACCFI	Access Financial Data
23	Provide Operating Year Budget	Broker	USAID/W Manager	Supplier	Mission Manager							
24	Provide SOs	Supplier	Mission Manager	Broker	USAID/W Manager	SOs relevant to the Mission	Yearly		Electronic		FM-VAMSO	Validate and Assign Mission
25	Provide Strategic Plans	Supplier	Mission Manager	Broker	USAID/W Manager	Strategic Plan of the Mission	Yearly		Electronic		FM-RVSDP	Review Strategic Development Plans
26	Submit Data on Common Indicators	Supplier	Implementing Partner	Broker	USAID/W Manager	Data on pre-defined Common Indicators	Quarterly (?)		Electronic		DC-IPTDT	Input Data
27	Submit Data on Strategic Indicators	Supplier	Implementing Partner	Broker	USAID/W Manager	Data on pre-defined Strategic Indicators	Quarterly (?)		Electronic		DC-IPTDT	Input Data
28	Submit Data on Intermediate Results	Supplier	Implementing Partner	Broker	USAID/W Manager	Data on pre-defined intermediate results	Quarterly (?)		Electronic		DC-IPTDT	Input Data
29	Submit Other Results Data	Supplier	Implementing Partner	Broker	USAID/W Manager	Other data the IP is required to report on	Quarterly (?)		Electronic		DC-IPTDT	Input Data
30	Submit Data on Intermediate Results	Broker	Data Analyst SP	Customer	Congress	Data on pre-defined intermediate results	Quarterly (?)		Electronic		RP-GENRE	Generate Report

31	Submit Expenditures	Supplier	Mission Manager	Broker	USAID/W Manager	Money spent on Activities	Quarterly (?)		Electronic		PI-TRCKF PI-MNGAT DC-IPTDT	Track Funds Manage Activity Input Data
32	Submit Expenditures	Broker	Data Analyst SP	Customer	Congress	Money spent on Activities						
33	Submit Planned Expenditures	Supplier	Implementing Partner	Broker	USAID/W Manager	Money planned to be spent on Activities	Quarterly (?)		Electronic		PI-TRCKF PI-MNGAT DC-IPTDT	Track Funds Manage Activity Input Data
34	Submit Planned Expenditures	Broker	Data Analyst SP	Customer	USAID/W Manager	Money planned to be spent on Activities	Quarterly (?)	Phoenix	Electronic		N/A	N/A
35	Submit Disbursements	Broker	Data Analyst SP	Customer	Congress						N/A	N/A
36	Submit Disbursements	Supplier	Technical Officer Mission Manager	Broker	USAID/W Manager	Money disbursed to Implementing Partners	Quarterly (?)	Phoenix	Electronic			
37	Submit (sub)obligations	Broker	Data Analyst	Customer	Congress	Money (sub)obligated to programs	Quarterly (?)	Phoenix	Electronic		N/A	N/A
38	Submit Success Stories	Supplier	Data Analyst	Broker	USAID/W Manager	Success stories (text)	Ad hoc		Electronic		CM-PUBNI	Publish News Item
39	Submit Photos	Supplier	Data Analyst	Broker	USAID/W Manager	Photos (picture files)	Ad hoc		Electronic		CM-UPLPH	Upload Photo
40	Submit Data Request	Customer	Congress	Broker	USAID/W Manager	Request for data from the Missions on any number of things	Ad hoc		Electronic/ Phone Call		N/A	N/A
41	Submit Data Request	Broker	USAID/W Manager	Supplier	Technical Officer Data Analyst	Request for data from the Missions on any number of things	Ad hoc		Electronic/ Phone Call		WM-MNGTA	Manage Team Assignments
42	Submit Reports	Supplier	Data Analyst GIS Analyst Technical Officer Implementing Partner	Broker	USAID/W Manager	Report in response to a data request	Ad hoc		Electronic		RP-EDREP RP-SAVRE GV-PUBPI	Manage Reports Export Reports Publish Map and Imagery
43	Submit Reports	Broker	USAID/W Manager	Customer	Congress	Report in response to a data request						
44	Submit Data Approval Request	Supplier	Data Analyst GIS Analyst Technical Officer	Broker	USAID/W Manager	Approval of data entered into the MIS/GIS system	Ad hoc		Electronic		DC-IPTDT DC-IMP ^S DT CM-UPLPH CM-PUBNI	Input Data Import Structured Data Upload Photo Publish News Item
45	Submit Change Request	Supplier	General User	Broker	Data Analyst	Generic Change Request	Ad hoc		Electronic		SM-SUBCR	Submit Change Request
46	Submit Change Request Approval	Supplier	System Administrator	Customer	All	Approval or Disapproval of a Change Request	Ad hoc		Electronic		SM-SCHAN	Submit Change Request Approval Notification
47	Instruments??	Supplier	Investment Management	Broker	USAID/W Manager							

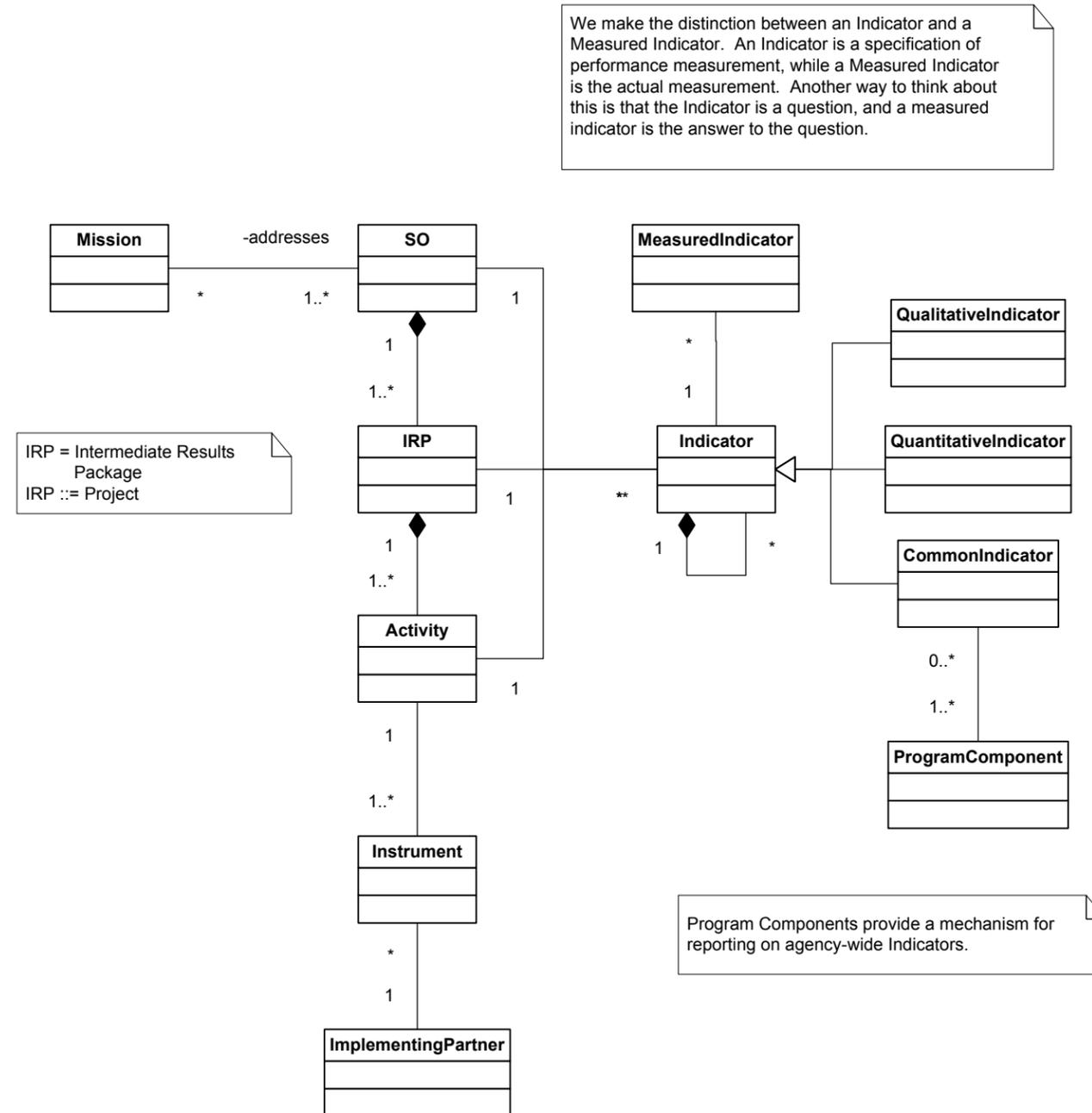
Conceptual Model Description

The Conceptual Business Data Entity diagram and Strategic Objective hierarchy diagram depicts the business concepts in use within USAID. A Mission addresses a number of Strategic Objectives (SO). An SO is composed of Intermediate Results Packages (IRP). An IRP is composed of multiple Activities, the atomic units of work. Each Activity is associated with at least one Instrument. An Instrument is assigned to one Implementing Partner, though an Implementing Partner may be associated with many distinct Instruments. Each SO, IRP and Activity may be associated with multiple Indicators. An Indicator may be described as a specification of a performance measure. This contrasts with a Measured Indicator, which is the actual measurement of performance, as described by its associated Indicator. For example, an Indicator might be “number of vaccinations administered,” while a Measured Indicator would be the measurement as it relates to the specification, say “40 vaccinations.” Indicators can be of several different specific types, including Qualitative (describe how you addressed this problem...), Quantitative (number of trees planted), and Common Indicators. A Common Indicator is associated with at least one Program Component. Program Components and their Common Indicators are applicable throughout the agency, so it provides a way to measure performance against agency-wide goals.

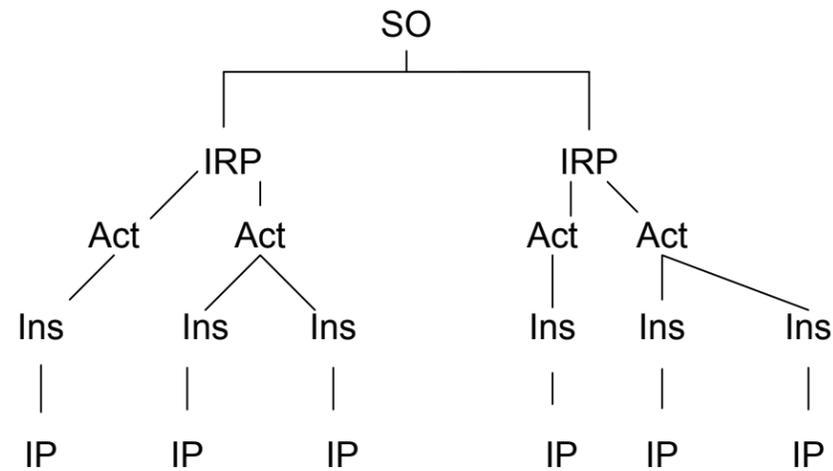
The Conceptual Report Data Entity relationships diagram depicts the various objects that are relevant to a reporting context. Data Collection Forms are simply a collection of Indicators. Collected Data is simply a completed Data Collection Form. Collected Data is composed of Measured Indicators, in the same way that a Data Collection Form is composed of Indicators. A Report is a collection of Report Elements. Report Elements provide the capability to aggregate and analyze Measured Indicators. Report Elements will often express a result in some way, with the Measured Indicators and associated analysis providing evidence of the result.

The Entities Related to a Geospatial Location diagram shows what data entities can be assigned to a specific location.

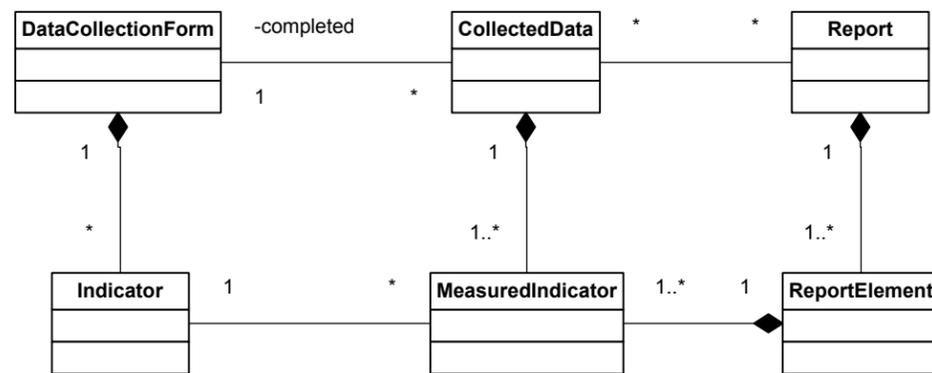
Conceptual Business Data Entity Relationship Model



Sample breakdown of a strategic objective at a Mission

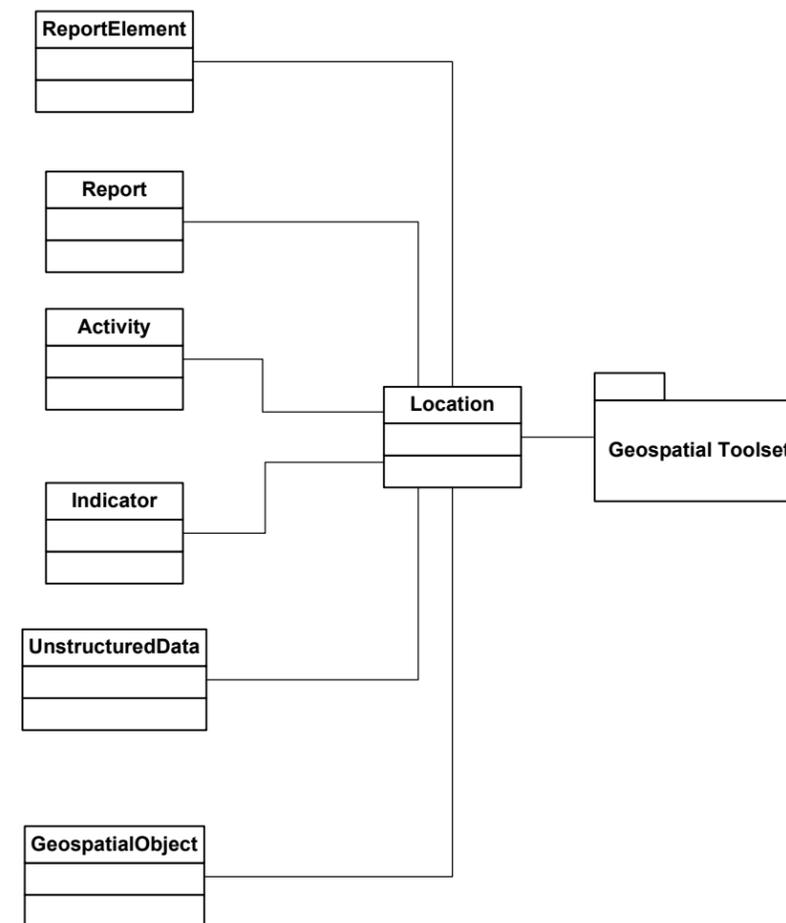


Conceptual Report Data Element Relationships



A Report Element is used to group and analyze measured indicators. In general, this can be thought of as a result. A result is a statement or an observation, relevant in the context of a Project/IRP/Activity etc. Measured Indicators and any associated analysis provide the evidence to substantiate the result.

Entities related to a Geospatial Location



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