XN-ABB-471-A

TO: Joel Cotten, IRM Task Leader

FROM: Frank H. Chuang, CDSI

DATE: February 24, 1984

ID #191

SUBJECT: The Delivery of the Master Work Plan for the PVO Information System

Computer Data Systems, Inc. (CDSI) is pleased to submit the proposed master work plan for the PVO Information System to the Office of Information Resource Management, Agency for International Development.

The master work plan proposes an 81 man week effort to complete the detailed programming, testing, implementation, installation and training phases of the PVO Information System in accordance with the submitted system specifications.

Please review and have comments to CDSI within 5 days of receipt. If we have not received comments by this date, we will assume concurrence/agreement.

cc: Distribution

Mr. Linwood A. Rhodes, M/SER/IRM
Mr. William King, CDSI
Ms. Ronnye McIntoch, FVA/PVC
Ms. Rita Hudson, FVA/PVC

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PVO INFORMATION SYSTEM IMPLEMENTATION
MASTER WORK PLAN

Section 1. Purpose

The purpose of this master work plan is to provide a detailed technical work plan to complete the development and implementation of the PVO Information System. The System Specifications for the PVO Information System will be the primary guideline for the following subtasks.

Section 2. Task Definition

Subtask #1 - Review and Approval of the System Specifications.

This subtask is overlayed with the prior task order F200. The following two subtasks were scheduled for completion by March 9, 1984. The implementation task will begin with subtask #2 after the approval of the system specifications and the master work plan.

Subtask 1.1 - Participate in review of preliminary design documentation and the master work plan with FVA/PVC, perform adjustments to these documents as required, deliver the final version of the System Specifications and master work plan to IRM.

Subtask 1.2 - Make oral presentation and obtain IRM's approval.

Subtask #2 - Develop detailed data dictionary and panels/menus

This subtask is to develop panels/menus and a data dictionary by interfacing with the database administrator and users. Task #2 should be completed by June 18, 1984.

Subtask 2.1 - Develop detailed data dictionary.

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Subtask 2.2 - Develop fifty-one panels/menus using panel builder: one main menu, one processing mode menu, one transaction code menu, twenty data entry menus, twenty-two regular reporting menus, twelve most frequently used retrival menus and four instruction menus.

Subtask 2.3 - Two CDSI's programmer orientation to the system specifications.

Subtask #3 - Define a maintenance staffing plan recommendation to the FVA.

This subtask is to provide FVA/PVC with a staffing plan recommendation. Subtask #3 should be completed by April 30, 1984.

Subtask 3.1 - Prepare maintenance staffing plan recommendations to FVA.

Subtask #4 - Data Collection

This task is to create the data bases by the gathering of relevant historical data by FVA/PVC and the utilization of the forms or panels prepared in Subtask #2 for data entry. Subtask #4 should be completed by June 27, 1984. Subtask 4.3 - The gathering and preparation the historical data will be conducted by FVA/PVC or a third party designated by FVA/PVC.

Subtask 4.1 - Define the databases needed to be created.

Subtask 4.2 - Develop data collection procedures.

Subtask 4.3 - FVA/PVC will gather and prepare the historical data. CDSI will create the databases.

Subtask 4.4 - Load the databases and obtain the IRM's approval.

Subtask #5 - Write and debug programs

This subtask is to prepare the program specifications, write the programs and conduct testing efforts. Subtask #5 should be completed by July 6, 1984. There are five programs in the PVO Registration Subsystem: Two programs are to reformat the TAICH directory and the registration reports of Lucas, Tucker & Co. Three programs are to process registration and PVO capabilities not obtained by Lucas, Tucker & Co. There are two programs in the PVO Ocean Freight Statistics Subsystem: One program is to produce the quarterly report and the other program is to produce the annual report. There are eleven programs in the PVO Project Subsystem: Five programs are to be interfaced with the five subsystems, and six programs will produce the PVO Project Information Reports. There are three programs in the PVO Performance Subsystem: One program will generate the PVO Performance Report, and two programs will be interfaced with the Development Information System (DIS) and the PVO Registration subsystem. The AID/PVO Assistance Subsystem is basically a word processing application and will not be developed under the present task order.

Subtask 5.1 - Determine the development priority of the subsystems, and prepare written program specifications for IRM approval.

Subtask 5.2 - Prepare program flowcharts.

Subtask 5.3 - Code programs.

Subtask 5.4 - Prepare Job Control Language for program compilation and execution.

Subtask 5.5 - Unit test programs using test data provided by IRM.

Subtask 5.6 - Delivery of unit tested programs for IRM's approval.

Subtask #6 - System Test the Four Subsystems

This subtask is to system test the PVO Information System. Subtask #6 should be completed by August 17, 1984.

Subtask 6.1 - Prepare a system test plan for IRM approval.

Subtask 6.2 - System Test the four subsystems.

Subtask 6.3 - Modify the systems where appropriate.

Subtask 6.4 - Present test results for IRM approval.

Subtask #7 - Prepare system documentation

This subtask is to develop system documentation using the FIPS 38 standard. Subtask #7 should be completed by September 7, 1984.

Subtask 7.1 - Prepare operations manual.

Subtask 7.2 - Prepare user's manual.

Subtask #8 - Implement user training program

This subtask is to assist in the training and user orientation provided by IRM. Subtask #8 should be completed by September 21, 1984.

Subtask 8.1 - Assist in the user's orientation of the PVO Information System. (User's must have prior INQUIRE knowledge provided to them by IRM).

Subtask 9 - System Turnover to IRM

This subtask is to provide the operation assistance while turning the PVO Information System over to IRM. Subtask #9 should be completed by September 28, 1984.

Subtask 9.1 - Turnover system operation of the PVO Information System to FVA/PVC.

Subtask #10 - Maintain the PVO Information System

This subtask is to provide technical assistance in maintaining the PVO Information System. Subtask #10 should be completed by November 2, 1984.

Subtask 10.1 - Provide maintenance support for the PVO Information System for six weeks.

Section 3. Deliverables

The following schedule of deliverables is based upon the specifications in the statement of work.

(1) A staffing plan recommendation to FVA will be due on April 30, 1984.

(2) A detailed comprehensive data dictionary will be due on June 18, 1984.

(3) Program specifications and program listings including JCL will be due on June 27, 1984.

(4) System test plan will be due on July 20, 1984.

(5) System test results will be due on August 17, 1984.

(6) User's manual will be due on September 7, 1984.

(7) Operation manual will be due on September 7, 1984.

(8) Document with recommendations and procedures for future system maintenance will be due on November 2, 1984.

Refer to Attachment C for the Schedule of Deliverables.

Section 4. Resources

Following is the estimated support effort suggested to complete the aforementioned tasks.

4.1 Staffing - This task will be conducted by one automated systems analyst, two programmer/analysts with programming skills in INQUIRE, COBOL, documentation experience, the writing of program specifications, user manuals and operation manuals.

Staff	Workdays
Frank H. Chuang (Specialist)	170
Two (Programmer/Analysts) Total	235
Total workdays	405
Total costs	

4.2 Travel - Local travel as needed.

4.3 Access to computer.

4.4 Refer to Attachment D for the Staff Plan.

ATTACHMENT A

SUMMARIZED

TASK SCHEDULE

TASK IDENTIFICATION		USER	TASK REQUEST NUMBER
PVO INFORMATION SYSTEM IMPLEMENTATION		FVA/PVC	F200
CDSI TASK LEADER	SUBTASK/MILESTONE	TASK START DATE	TASK DURATION
Bill King	Mar 1 - Nov 2, 1984	March 1 , 1984	34 weeks*

ACTIVITIES	MONTHS/WEEKS AFTER TASK INITIATION (1 2, 3 4, 5 6, 7 8, 9 10, 11 12, 13 14, 15 16, 17 18, 19 20, 21 22)	% COMPLETE DATE	% COMPLETE ACTUAL
Subtask #1-Review & approval of the System Specifications		3/9	
Subtask #2-Develop detailed data dictionary and documentation		6/18	
Subtask #3-Define a staffing plan recommendation to the FVA/PVC		4/30	
Subtask #4-Data Collection & Load databases		6/27	
Subtask #5-Programming & debugging, program documentation		7/6	

▲ CDSI Deliverable Milestone (Number)
● User Review

Figure 5-01

A1-A8 apply to the CDSI's deliverables.

* Subtask #1-Review & Approval of the System Specifications is overlayed with the previous assignment.

** The implementation task will begin with subtask #2 March 12 after the approval of the system specifications and the master work plan.

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ATTACHMENT A

SUMMARIZED

TASK SCHEDULE

TASK IDENTIFICATION		USER	TASK REQUEST NUMBER
PVO INFORMATION SYSTEM IMPLEMENTATION		FVA/PVC	F200
CDSI TASK LEADER	SUBTASK/MILESTONE	TASK START DATE	TASK DURATION
Bill King	Mar. 1 - Nov. 2, 1984	March 1, 1984	34 weeks

ACTIVITIES	MONTHS/WEEKS AFTER TASK INITIATION												% COMPLETE	
	23 24	25 26	27 28	29 30	31 32	33 34	35 36	37 38	39				DATE	ACTUAL
Subtask #6-Test the PVO information system		4		5									8/17	
Subtask #7-Prepare system documentation					6/7								9/7	
Subtask #8-Training													9/21	
Subtask #9-Begin new operation													9/28	
Subtask #10-Maintenance & follow-up									8				11/2	

▲ CDSI Deliverable/Milestone (Number)
⊙ User Review

Figure 5-01

Δ4-Δ8 apply to the CDSI's deliverables.

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ATTACHMENT B

TASK SCHEDULE

TASK IDENTIFICATION		USER	TASK REQUEST NUMBER
PVO INFORMATION SYSTEM IMPLEMENTATION		FVA/PVC	F200
CDSI TASK LEADER	SUBTASK/MILESTONE	TASK START DATE	TASK DURATION
Bill King	March 1-Mar 9, 1984	March 1, 1984	5 weeks

ACTIVITIES	MONTHS/WEEKS AFTER TASK INITIATION												% COMPLETE	
	1	2	3	4	5	6	7	8	9	10	11	12	DATE	ACTUAL
Subtask #1-Review & Approval of the System Specifications														
Subtask 1.1-Participate in reviews of design documentation and master plan with FVA/PVC, deliver the final version of the system specifications and master work plan													3/9	
Subtask 1.2-Make oral presentation and obtain IRM approval													3/9	

▲ CDSI Deliverable/Milestone (Number)
● User Review

Figure 5-01

NOTE: This Subtask #1 is overlayed with the previous task assignment.

ATTACHMENT B

TASK SCHEDULE

TASK IDENTIFICATION	USER	TASK REQUEST NUMBER
PVO INFORMATION SYSTEM IMPLEMENTATION *	FVA/PVC	F200

CDSI TASK LEADER	SUBTASK/MILESTONE	TASK START DATE	TASK DURATION
Bill King	Mar. 12 - Jun. 18, 1984	March 12, 1984	15 weeks

ACTIVITIES	MONTHS/WEEKS AFTER TASK INITIATION												% COMPLETE	
	5 6	7 8	9 10	11 12	13 14	15	16	17	18	19	20	.	DATE	ACTUAL
Subtask #2-Develop detailed data dictionary														
Subtask 2.1-Develop detailed data dictionary & documentation												△ 2	6/18	
Subtask 2.2-Develop panels menus using panel builder & procedure language interfaces												△ 2	6/18	
Subtask 2.3-CDSI's programmer orientation to the system													4/30	

▲ CDSI Deliverable Version Number
○ User Review

Figure 5-01

* The implementation task will begin with Subtask #2.

ATTACHMENT B

TASK SCHEDULE

TASK IDENTIFICATION		USER	TASK REQUEST NUMBER
PVO INFORMATION SYSTEM IMPLEMENTATION		FVA/PVC	F200
CRSI TASK LEADER	SUBTASK/MILESTONE	TASK START DATE	TASK DURATION
Bill King	April 12-July 6, 1934	April 12, 1984	12 weeks

ACTIVITIES	MONTHS/WEEKS AFTER TASK INITIATION												% COMPLETE	
	11	12	13	14	15	16	17	18	19	20	21	22	DATE	ACTUAL
Subtask #4-Data collection														
Subtask 4.1-Define the data bases													4/12/84	
Subtask 4.2-Develop data collection procedures													5/14/84	
* Subtask 4.3-Gather historical data, create databases													6/27/84	
Subtask 4.4-Load the database and obtain the IRM's approval													7/6/84	

▲ CSSI Deliverable/Milestone (Number)
○ User Review

Figure 5-01

* Subtask 4.3-Gather and prepare historical data, will be performed by the FVA/PVC.

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ATTACHMENT B

TASK SCHEDULE

TASK IDENTIFICATION	USER	TASK REQUEST NUMBER
PVO INFORMATION SYSTEM IMPLEMENTATION	FVA/PVC	F200

CDSI TASK LEADER	SUBTASK/MILESTONE	TASK START DATE	TASK DURATION
Bill King	April 12 - July 6, 1984	April 12, 1984	12 weeks

ACTIVITIES	MONTHS/WEEKS AFTER TASK INITIATION												% COMPLETE	
	11	12	13	14	15	16	17	18	19	20	21	22	DATE	ACTUAL
Subtask #5-Programming & Debugging														
Subtask 5.1-Define the program development priority of the sub-systems, write program specifications													6/27	
Subtask 5.2-Develop program flowcharts													6/27	
Subtask 5.3-Code programs													6/27	
Subtask 5.4-Prepare JCL and compilation													6/27	
Subtask 5.5-Unit Test programs													6/27	
Subtask 5.6-Obtain IRM approval													7/6	

▲ CDSI Deliverable Milestone (Number)
O User Review

Figure 5-01

ATTACHMENT B

TASK SCHEDULE

TASK IDENTIFICATION		USER	TASK REQUEST NUMBER
PMD INFORMATION SYSTEM IMPLEMENTATION		FVA/PVC	F200
CONTRACT LEADER	SUBTASK/MILESTONE	TASK START DATE	TASK DURATION
Bill King	July 9 - Aug. 17, 1984	June 28, 1984	6 weeks

ACTIVITIES	MONTHS/WEEKS AFTER TASK INITIATION												% COMPLETE	
	23	24	25	26	27	28							DATE	ACTUAL
Subtask #6-Test the system using the existing equipment														
Subtask 6.1-Prepare a system test plan													7/20	
Subtask 6.2-Test four subsystems		4											8/17	
Subtask 6.3-Modify the system interfaces						5							8/17	
Subtask 6.4- Present test results						5							8/17	
						5								

▲ [illegible]
○ [illegible]

Figure 5-01

ATTACHMENT B

TASK SCHEDULE

TASK IDENTIFICATION	USER	TASK REQUEST NUMBER
PVO INFORMATION SYSTEM IMPLEMENTATION	FVA/PVC	F200

CDSI TASK LEADER	SUBTASK/MILESTONE	TASK START DATE	TASK DURATION
Bill King	July 9 - Sept. 7, 1984	July 9, 1984	9 weeks

ACTIVITIES	MONTHS/WEEKS AFTER TASK INITIATION												% COMPLETE	
	23	24	25	26	27	28	29	30	31				DATE	ACTUAL
Subtask #7-Prepare system documentation														
Subtask 7.1-Prepare operation manual									△ 6				9/7	
Subtask 7.2-Prepare user's manual									△ 7				9/7	

▲ CDSI Deliverables/Milestone (Number)

● User Review

Figure 5-01

ATTACHMENT B

TASK SCHEDULE

TASK IDENTIFICATION		USER	TASK REQUEST NUMBER
PVO INFORMATION SYSTEM IMPLEMENTATION		FVA/PVC	F200
CDSI TASK LEADER	SUBTASK/MILESTONE	TASK START DATE	TASK DURATION
Bill King	Sept. 10-21, 1984	Sept. 10, 1984	2 weeks

ACTIVITIES	MONTHS/WEEKS AFTER TASK INITIATION												% COMPLETE	
	32	33											DATE	ACTUAL
Subtask #8- Training														
Subtask 8.1- Assist in the user's training													9/21/84	

▲ CDSI Deliverable/Milestone (Number)

● User Review

Figure 5-01

ATTACHMENT B

TASK SCHEDULE

TASK IDENTIFICATION		USER	TASK REQUEST NUMBER
PVO INFORMATION SYSTEM IMPLEMENTATION		FVA/PVC	F200
CDSI TASK LEADER	SUBTASK/MILESTONE	TASK START DATE	TASK DURATION
Bill King	Sept. 21-28,1984	Sept. 21, 1984	2 weeks

ACTIVITIES	MONTHS/WEEKS AFTER TASK INITIATION												% COMPLETE	
	34												DATE	ACTUAL
Subtask #9-System Turnover to IRM													9/28/84	

▲ CDSI Deliverable Milestone Number

◆ User Review

Figure 5-0*

ATTACHMENT B

TASK SCHEDULE

TASK IDENTIFICATION	USER	TASK REQUEST NUMBER
PVO INFORMATION SYSTEM IMPLEMENTATION	FVA/PVC	F200

CDS TASK LEADER	SUBTASK/MILESTONE	TASK START DATE	TASK DURATION
Bill King	Sept 21 - Nov. 2, 1984	Sept. 21, 1984	6 weeks

ACTIVITIES	MONTHS/WEEKS AFTER TASK INITIATION												% COMPLETE	
	34	35	36	37	38	39							DATE	ACTUAL
Subtask #10-Maintain The PVO Information System														
Subtask 10.1-Provide maintenance to the PVO Information System						△ 8							11/2	

▲ CDS Deliverable Number

Figure 5-01

ATTACHMENT C

SCHEDULE OF DELIVERABLES

TASK IDENTIFICATION			USER		TASK REQUEST NUMBER
PWO INFORMATION SYSTEM IMPLEMENTION			FVA/PVC		F200
NO.	DESCRIPTION	DUE DATE	APPLICABLE STANDARD	ACCEPTANCE PERIOD	COMMENTS
1.	A staffing plan recommendation to the FVA/PVC	4/30/84	FIPS	5 days	
2.	A detailed comprehensive data dictionary	6/18/84	AID	5 days	
3.	Program specifications & program listings, JCL	6/27/84	FIPS	5 days	
4.	System test plan	7/20/84		5 days	
5.	System Test Results	8/17/84		5 days	
6.	User's manuals	9/7/84	FIPS	5 days	
7.	Operation manuals	9/7/84	FIPS	5 days	
8.	Document with recommendation & procedures for future system maintenance	11/2/84		5 days	

Figure 6–01

ATTACHMENT D

STAFFING PLAN

TASK IDENTIFICATION	CUSTOMER AGENCY	TASK ORDER NUMBER
PVO INFORMATION SYSTEM IMPLEMENTATION	FVA/PVC	F200
TASK LEADER: CDSI: Bill King; CUSTOMER: Joel Cotten	TASK START DATE: Feb. 1, 1984	TASK DURATION: 34 weeks*

SKILL CATEGORY		DATES		STAFF HOURS WEEKS															
ITEM NO.	TITLE	FROM	TO	1 2	3 4	5 6	7 8	9 10	11 12	13 14	15 16	17 18	19 20	21 22	23 24	25 26	27 28	29 30	TOTAL
1	Frank H. Chuang Specialist	2/1/84	11/2/84																
2	1 Programmer/	4/16/84	11/2/84			3/12													
3	1 Programmer	4/16/84	8/31/84																

* 5 weeks of the first task-reviews and approval of the system specifications is not included in 34 weeks task duration.

The implementation task will start on March 12, 1984.

ATTACHMENT D

STAFFING PLAN

TASK IDENTIFICATION	CUSTOMER AGENCY	TASK ORDER NUMBER
PVO INFORMATION SYSTEM IMPLEMENTATION	FVA/PVC	F200
TASK LEADER CDSI: Bill King CUSTOMER: Joel Cotten	TASK START DATE Feb. 1, 1984	TASK DURATION 34 weeks*

SKILL CATEGORY		DATES		STAFF HOURS															
ITEM NO.	TITLE	FROM	TO	31 32	33 34	35 36	37 38	39											TOTAL
1.	Frank H. Chuang Specialist	2/1/84	11/2/84																34
2.	Programmer/ Analyst	4/16/84	11/2/84																28
3.	Programmer	4/16/84	8/31/84																19