

## IBFS APPORTIONED & 11 SUBSYSTEMS ACTION PLAN

TASK ITEM	LEAD	START	DONE	STATUS/COMMENTS
Hold Kickoff Meeting	MJ Solomon	7/17/02	7/17/02	Done
Determine time line for completing subsystems 2 & 3 tasks (apportioned & 11 subsystems, respectively)	MJ Solomon	7/17/02	7/17/02	Done <ul style="list-style-type: none"> <li>- Apportioned Requirements (6 weeks) – 7/17/02 – 8/27/02</li> <li>- 11 Subsystems Requirements ( 9 weeks) – 9/3 – 11/5/02</li> </ul>

Determine high-level strategy for incorporating ongoing changes to the existing IBFS system	MJ Solomon	7/17/02	7/17/02	Done <ul style="list-style-type: none"> <li>- Revise change order language for subtask 4 (everything not covered in requirements to date) to reflect the following: <ol style="list-style-type: none"> <li>1. known requirements (e.g. Bill Howden's documents);</li> <li>2. collaboration with maintenance staff re: ongoing changes to the IBFS System and all new work tickets, etc;</li> <li>3. conduct IBFS system review sessions with internal and external constituents to ensure needed existing system functionality is incorporated into requirements; and</li> <li>4. at a point in time, freeze major changes to IBFS.</li> </ol> </li> </ul>
Send out thank you e-mail to IB Schedule S Contributors	MJ Solomon	7/18/02	7/24/02	
Send out E-mail to internal IBFS users notifying them of new funding & start up of the next phase of requirements gathering	Jacki Ponti	7/18/02	7/24/02	MJ will draft an e-mail for Jacki's approval and distribution.
Review apportioned requirements & take 1 <sup>st</sup> cut at identifying which are clear, ambiguous, and out & which ones apply to internal vs external customers.	Michele Lamptey/Frenchi Mack	7/17/02	7/24/02	
Hold meeting with MJ Solomon & Jacki Ponti to review/approve categorizations	Michele Lamptey	7/23/02	7/24/02	
Schedule meetings & meet with internal IB staff to clarify ambiguous requirements	Michele Lamptey	7/26/02	8/02/02	
Schedule meetings & meet with internal IB staff to drill down on all clear internal requirements	Michele Lamptey	8/5/02	8/9/02	
Verify drilled down internal requirements with internal IB staff	Michele Lamptey	8/12/02	8/16/02	

Develop & distribute draft requirements document to internal IB staff for review before final validation session	Michele Lamptey	8/12/02	8/19/02	
Hold final validation session on apportioned requirements with internal IB staff.	Michele Lamptey	8/21/02	8/22/02	
Develop & issue PN to the public providing a list of external apportioned topics & asking them provide input electronically.	MJ Solomon	7/17/02	7/30/02	
Develop & send e-mail to our 25 Part 25 external customers providing a list of external apportioned topics & asking them to provide input electronically	Michele Lamptey	7/17/02	7/30/02	
Comments due back	Public	7/30/02	8/8/02	
Develop draft PowerPoint presentation of specific requirements for approval by MJ & Jacki	Michele Lamptey	8/8/02	8/13/02	
Issue PowerPoint presentation to both public & 25 Part 25 customers requesting feedback electronically	Michele Lamptey	8/14/02	8/14/02	
Comments due back	Public	8/14/02	8/23/02	
Incorporate both internal and external constituents' requirements into RD & provides RD deliverable to COTR	Michele Lamptey	8/12/02	8/27/02	
COTR reviews & provides feedback	MJ Solomon	8/27/02	9/4/02	
RD is revised to reflect COTR changes & delivered back to COTR for acceptance	Michele Lamptey	9/4/02	9/5/02	
Identify 11 subsystem internal & external stakeholders	MJ Solomon/Jac ki Ponti	9/3/02	9/6/02	
Schedule meetings	Michele Lamptey	9/9/02	9/11/02	
Hold requirements gathering sessions	Michele Lamptey	9/12/02	10/10/02	
Verification requirements	Michele Lamptey	9/12/02	10/10/02	
Hold validation sessions	Michele Lamptey	10/11/02	10/25/02	
Incorporate both internal and external constituents' requirements into RD & provides RD deliverable to COTR	Michele Lamptey	10/28/02	11/05/02	
COTR reviews & provides feedback	MJ Solomon	11/05/02	11/12/02	
RD is revised to reflect COTR changes & delivered back to COTR for acceptance	Michele Lamptey	11/12/02	11/13/02	