

## Project Summary

Project name:	Cancer Central Participant Registry (C3PR)
Start date:	March 7, 2008
Primary contractor:	Duke Comprehensive Cancer Center
Current stage of project:	version 3, elaboration phase

## Points of Contact

Position	Name	Organization	Phone	Email
PI	Jamie Cuticchia	Duke	919-681-9646	
co-Investigator	Bob Annechiarico	Duke	919-668-5188	
Project Director	Bob Annechiarico	Duke	919-668-5188	
Project Manager	Pankaj Agarwal	Duke	919-681-6573	
Software Engineering Manager	Patrick McConnell	SemanticBits	770-414-8143	
Other Stakeholders (Top 3)	Vijaya Chadaram Bob Morrell Sharon Elcombe	Duke Wake Mayo		

## Vision and Scope

See our [Vision Statement](#)

## Success Factors

Factors that should be met to achieve overall success of the application include:

- Meet all the use cases laid out in the proposal and the use case document
- Deliver a system that is deployable and usable by the adopters
- Meet all deliverables on-time and on-budget.
- Meet all requirements in the [SRS document](#)

In the Elaboration Phase, we met the following high-level goals:

- Elaborated high-level use cases for the majority of the system
- Created an architectural baseline that involved industry standard software platforms
- Implemented the high priority use cases
- Began the adoption/testing process

In the Construction Phase, we have the following high-level goals that will determine success:

- Flesh out the rest of the use cases with detailed requirements
- Complete the architecture, including integration with legacy systems
- Complete the implementation
- Complete the core testing process

In the Transition Phase, we have the following high-level goals that will determine success:

- Deploy the production version of C3PR at Adopter sites
- Complete the user acceptance/system testing
- Train end-users where appropriate
- Complete all end-user documents based on feedback from Adopters

## Project Dependencies

C3PR has key dependencies on existing caBIG projects:

- caGrid: C3PR is dependent on the caGrid 1.0 software for it's basic infrastructure and query language

There will potentially be dependencies on other caBIG CTMS applications (e.g. PO/PA). However, these specific dependencies will be determined as the use cases are elaborated. See the vision and scope document for a full list of potential integration (dependency) points.

## Activity List and Schedule

The project plan has been developed using Microsoft Project. It outlines the timelines, deliverables, and dependent tasks to meet milestones.

In addition to the Microsoft Project Plan, we leverage a set of [scrum artifacts](#) in alignment with the Agile/RUP/[Scrum](#) methodology.

## Deliverable Schedule

Reference	Deliverable	Period 1 Final	Period 2 Final
Task 1.1	Project Management Plan	4/15/08	
Task 1.2	Monthly Status and Financial Report	4/10/08, 5/10/08, 6/10/08, 7/10/08, 8/10/08, 9/10/08, 10/10/08	11/10/08, 12/10/08, 01/10/09, 02/10/09, 03/10/09
Task 1.3	C3PR Scope and Vision Document	4/15/08	
Task 1.4	Project Summary Report		3/2/09
Task 2.1	Use Case Document and Requirements and Specification Document	9/15/08	2/20/09
Task 2.2	Initial or Updated UML Model and	4/30/08	

	Master Design Document		
Task 2.3	Initial or Updated Master Test Plan	4/30/08	2/20/09
Task 2.4	API Documents, API Code	9/15/08	2/20/09
Task 2.5	Source Code and Test Activity Logs and bug reports	9/15/08	2/20/09
Task 2.6	Updated User Manual and Administration Guide	9/15/08	2/20/09
Task 2.7	Installation Guide and Release Notes	9/15/08	2/20/09
Task 3.1.1	Semantically Annotated XMLs	9/15/08	2/20/09
Task 3.1.2	CDE Use Report, and Annotated XML Files	9/15/08	2/20/09
Task 3.2	Compatibility Review Submission Package	2/20/09	
Task 5.1	Adoption Plan (an extension of PMP Task 1.1)	4/30/08	
Task 5.5	Adoption Report		3/2/09
Task 6.3.1	Monthly Production C3PR Version 2 Support Status Report	4/10/08, 5/10/08, 6/10/08, 7/10/08, 8/10/08, 9/10/08, 10/10/08	11/10/08, 12/10/08, 01/10/09, 02/10/09, 03/10/09
Task 6.3.2	Updated C3PR Version 2 Installation Notes (Monthly Summary)	4/10/08, 5/10/08, 6/10/08, 7/10/08, 8/10/08, 9/10/08, 10/10/08	11/10/08, 12/10/08, 01/10/09, 02/10/09, 03/10/09
Task 6.3.3	Deployment Lessons Learned Document (Quarterly Summary)	6/10/08, 9/10/08	12/10/08, 03/10/09

## Estimated Cost at Completion

This is a time and materials project. Consult the SOW and contract proposal for budgetary items.

## Staffing

Team	Members
Duke	Jamie Cuticchia (PI) Bob Annechiarico (Project Director, Co-investigator) Pankaj Agarwal (Project Manager) Mohammad Farid (DBA) Peter Le (IT Analyst) Vijaya Chadaram, RN (Subject Matter Expert)

	Emily Allred (Admin)
SemanticBits	<a href="#">Ram Chilukuri</a> (Technical Director, Architect) <a href="#">Patrick McConnell</a> (Architect) Kruttik Aggarwal (Lead Developer) Ramakrishna Gundala (Developer) Vinay Gangoli (Developer) Himanshu Gupta (Developer) TBD (Business Analyst) Shilpa Alluru (QA Tester) TBD (Technical Writer)
Wake Forest	Bob Morrell (Institutional Lead, Subject Matter Expert) Steven Cheng (Technical Tester) Kim Livengood (Subject Matter Expert)
Mayo Clinic	Sharon Elcombe (Institutional Lead, Subject Matter Expert)
CALGB	Kimberly Johnson (Institutional Lead, Subject Matter Expert) Amish Shah (IT Analyst)
Westat	Steve Riorden (Institutional Lead, Subject Matter Expert) etc.

## Risk Identification

Number	Risk	Date Surfaced	Status	Impact	Likelihood	Mitigation Strategy	Mitigation Description

## Configuration/Change Management Plan

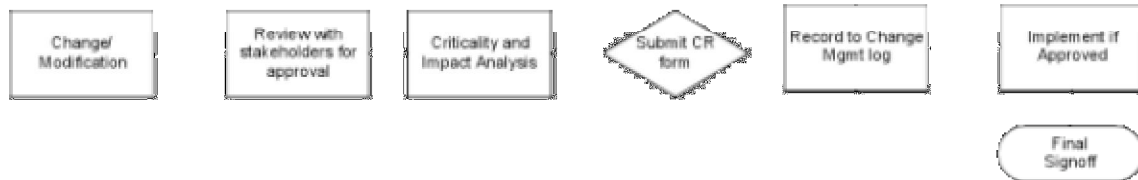
### Staff

Manager: Pankaj Agarwal  
Additional Staff for CM: Patrick McConnell

### Change Control Process

Change requests will be directed to the CM manager. They will be documented in a single Excel file sorted by date and coded/annotated for the type of change requested, the reason for the request, impact of the change requested to current phase of project, original and estimated new timeline, resources and cost and the requester's name. The outcome of the review of the request will also be documented, including from whom input was sought, if necessary, and the decision to grant the request or make a compromise. The Technical Point of Contact is considered a stakeholder, and so all modifications will be reviewed with him during regularly scheduled C3PR teleconferences. The NCI CCB is not considered a stakeholder. It is expected that changes with high impact will be identified as risks and will be elevated to SAIC/NCI by the TPOC as he sees fit.

## Change Control Workflow



## Technical Change Control

Prior to a release, the CM manager will review the deliverables leading to the release and ensure that issues identified in the testing phase have been addressed. This review will be presented to the project PI and the additional CM staff members, who will suggest potential problem areas to be tested.