| Deliverable | Frequency | Medium/Format | C | O | NOTES | D | W | M | Q | Y | Senior Project/Program Manager | Team Lead | Senior Software Developer Lead | Senior Quality Assurance Analyst/Software Tester | Tier-1 Help Desk Specialist | Mid-Level Documentation Specialist | Web Designer | Database Architecht/DBA | Astor PMO | Astor Quality Mgr |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ProjectManagement  Plan  Task 1 |  Initialplan on Day1 with final plan due 30 days after contractaward   Provide when changedor updated  Annual review | ElectronicWord document | X |  | 24 hrs for initial version  Average of 1 hr a month for updates |  |  | X |  | X | X | X |  |  |  | X |  |  |  |  |
| PM analyses, presentations,white papers, impact statementsor other similardocuments  Tasks 1, 2 and 7 | Ad-hoc   Provide when changedor updated | ElectronicWord document | X |  | One a month – estimated hours are 3 days (24 hours)  Agree with estimate |  |  | X |  |  | X | X |  |  |  | X |  |  |  |  |
| ProjectReports  StatusMeetings  Tasks 1 and 2 | Weekly   DailyStand-up meetings | ElectronicWord document | X |  | Half an hour daily  One hour on weekly basis  Is the whole team to participate in the standup meetings? | X | X |  |  |  | X |  |  |  |  | X |  |  |  |  |
| Meetingminutesand artifacts  Tasks 1, 2 and 7 | Ad-hoc   At the startof each project/release | ElectronicWord document,Excel MSProject,Website | X |  | Half an hour for meeting minutes for documentation specialist | X | X | X | X | X | X |  |  |  |  | X | X |  |  |  |
| Configuration  Contol Meetings  Task 1,2 and 7 | Ad-hod   At the startof each project/release | ElectronicWord document,ExcelMS Project,Website | X |  | How often are changes proposed? Recommend monthly meetings. Need to select members of the control board. |  |  |  |  |  | X |  | X | X |  |  |  |  |  |  |
| ContractSupport Risk and Issue Matrix  Tasks 1, 2 and 7 | Weekly | ElectronicWord or spreadsheetdocument | X |  | 8 hrs for initial version. 1 hr a week to review and keep current. | X | X |  |  |  | X | X |  |  |  | X |  |  |  |  |
| Software Design/Test Plans/ReleaseNotes and Documents  Tasks 1, 2 and 7 |  Ad-hoc in sync with project/develop mentschedules   Ad-hoc as changed  Weekly | ElectronicWord document | X |  | What is the state of the current design documents and test plans? Average of 4 man/hrs a week. |  | X | X |  |  | X |  | X | X |  | X |  |  |  |  |
| Publish missing and/or updated System/Application Documentation  Tasks 1, 2 and 7 | Monthly   Ad-hoc as changed   In sync with new project/release schedules | ElectronicWord document | X |  | What is the current state of documentation. Average of 2 man/hrs a week. |  |  | X |  |  | X |  |  |  |  | X |  |  |  |  |
| Property Inventory  Task 3 |  100% property inventory annually   25% of Sensitiveitem inventory quarterly | Electronicspreadsheet document | X | X | How many pieces of equipment need to be inventoried? How spread out is the equipment? |  |  | X |  |  |  |  |  |  | X |  |  |  |  |  |
| HelpdeskTicketLog  Review  Task 3 |  Monthly review of ticketstats  and log | Electronicspreadsheet document | X |  | 4 hrs a week. |  | X | X |  |  |  |  |  |  | X |  |  |  |  |  |
| Property Inventory  RecordsReview  Task 3 | Quarterly | Electronicspreadsheet document | X |  | 4 hrs a quarter |  |  |  | X |  |  |  |  |  | X |  |  |  |  |  |
| Software  Documentation  Tasks 2 and 7 |  Updateatthe end of each project/release   Updateas changed | ElectronicWord document | X | X | 4 hrs a week. |  | X | X |  |  | X | X | X |  |  | X |  |  |  |  |
| Configuration  ManagementPlan  Task 2 |  Within 90 days of contract start   Ad-hoc as changed  Annual review | ElectronicWord document | X |  | 16 hrs for initial version. average of 3 man/hr a month. |  | X | X |  |  | X | X | X |  |  | X |  |  |  |  |
| SoftwareBaseline Configuration StandardDocument  Task 2 |  Within 90 days of contract start   Ad-hoc as changed  Annual review | ElectronicWord document | X |  | 16 hrs for initial version. average of 3 man/hr a month. |  | X | X |  |  | X | X | X |  |  | X |  |  |  |  |
| System/Application Requirements Document(SARD)  Tasks 1, 2 and 7 |  At the startof each project/release   Ad-hoc as changed   Ad-hoc in sync with project/release schedules | ElectronicWord document | X |  | How many average releases are there a year. Average of 32 man/hours a month. | X | X | X |  |  | X | X | X |  |  | X |  |  |  |  |
| ChangeRequests with SARD and OCIO SAR  Tasks 1 and 7 |  At the startof each project/release   Ad-hoc as changed   Ad-hoc in sync with project/release | ElectronicWord documentOCIO Format | X |  | Not sure what this task is. |  |  | X |  |  | X | X | X |  |  | X |  |  |  |  |
| UpdateDatabase Documentation (Schemaand Dictionary)  Task 5 | Quarterly   Full review annually | ElectronicWord documentandVisio | X |  | Build/update data dictionary. Initial version easily 80 man hrs. 40 hrs annually. |  |  |  | X | X | X |  | X |  |  | X |  | X |  |  |
| Database  Normalization  Task 5 | Provide a plan  to normalization   60 days after contractaward   Monthly review of progress to  90% normalizationof maindatabases | ElectronicWord documentandVisio | X |  | Monthly database normalization  80 man hrs for initial plan. 40 hrs a week for 6 months. |  |  | X |  |  | X |  | X |  |  | X |  | X |  |  |
| Transition-OutPlans  Task 6 |  Due 45 days prior to the end of the contract | ElectronicWord documentandVisio | X |  | 16 hrs one time |  |  |  |  | X | X |  |  |  |  | X |  |  | X |  |
| Invoices/ Timesheets  Task 1 | Monthly   Provide NLT 12thof each month | ElectronicWord and spreadsheetdocument | X |  | 2 hrs a month |  |  | X |  |  |  |  |  |  |  |  |  |  | X |  |
| TEST/PRODserver environments synchronizationand backup testing  Task 2 | Annually | Email | X |  | 8 hrs a year |  | X | X |  |  | X | X | X |  |  | X |  |  |  |  |
| ModernizationPlan  Task 7 |  Plan of Action60 days after contract start   Modernizati on Plan 120 days after contract  start | ElectronicWord and spreadsheetdocument | X |  | 40 hrs for plan of action.  120 man/hrs for plan. | X | X | X |  |  | X | X | X | X |  | X |  |  |  |  |

Yellow – daily, weekly, monthly, quarterly, yearly

Green – New resource

Blue – Astor Resources

Pink – Astor On-site Resouces

There is One Copy

Submit everything to COR