T.I.D.E. Pilot Guidance Schedule

Purpose

The purpose of this schedule is to ensure thorough and effective testing. There are two user roles, **DOT&E AOs** (Action Officers) and **TETRA Analysts**, each with distinct, interdependent responsibilities. To test these roles properly, we've created a structured timeline to guide key tasks and objectives. This schedule provides a brief overview; for more detailed information on tasks and tool usage, please refer to the user guide sent on November 25th or 26th.

If you have any questions about the schedule, please contact hannah.wells@peopletec.com.

December 2 - 3

- **Objective:** Setup and Account Activation
- **Actions:**
    - Set up and activate account with provided credentials – refer to the user guide.
    - Report any login issues to hannah.wells@peopletec.com

December 4 - 6

- **For DOT&E AOs:**
    - Add tags to your profile and create RFI Requests.
    - Update profile information as needed.
    - Provide feedback on any of these pages. *(Refer to the Feedback section in the User Guide for instructions.)*
- **For TETRA Analysts:**
    - Upload documents to the Intel Database.
    - Review and respond to incoming RFI Requests from AOs.
    - Provide feedback on any of these pages. *(Refer to the Feedback section in the User Guide for instructions.)*
- **Optional:**
    - Explore other features of the T.I.D.E. system after completing these tasks.

December 9 - 13

- **For TETRA Analysts and DOT&E AOs:**
    - Review **Intel Trend Analysis**.
    - Test the **Notifications Page**.
    - Review the **TETRA Chatbot**.
    - Review the **T&E Threat Gap Analysis**.

- Provide feedback on any of these pages. *(Refer to the Feedback section in the User Guide for instructions.)*
- **Optional:**
  - Continue exploring T.I.D.E. after completing these tasks.

December 16 - 20

- **For TETRA Analysts:**
  - Upload additional intel documents.
  - Test **Messages/Chats** functionality.
  - Provide feedback on any of these pages. *(Refer to the Feedback section in the User Guide for instructions.)*
- **For DOT&E AOs:**
  - Confirm receipt of notifications for uploaded intel documents from Analysts.
  - Test **Messages/Chats** functionality.
  - Provide feedback on any of these pages. *(Refer to the Feedback section in the User Guide for instructions.)*
- **Optional:**
  - Repeat any of the previous tests and add further feedback if needed.