UNITED STATES SENTENCING COMMISSION

Guidelines Manual Mobile Application Development

Project Kickoff Briefing - 14 August 2017

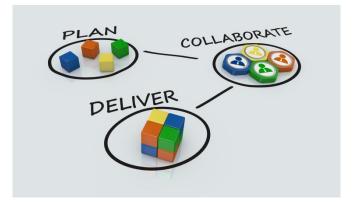# Kickoff Meeting Agenda

1. Welcome and Introductions
2. Project Team Member Roles & Responsibilities
3. Project Background
4. Project Scope Overview
5. Measures of Success
6. Constraints and Dependencies
7. Deliverables / High Level Timeline
8. Next Steps
9. Questions and/or Concerns

Swingtech Team Members

Kumar Pappu - Project Manager / Senior Solutions Architect

As a Senior Solutions Architect , Kumar improves business processes and implements new strategic initiatives for DoD and Federal Agencies - resulting in millions of dollars in savings. Kumar's 17 years of accomplishments include collaborating with stakeholders to develop and deliver IT architectural frameworks/guidance for projects and teams, ensuring that new initiatives can drive effective and efficient solutions for both web and mobile.

Jeffrey Friedler - Swingtech's Chief Technology Officer (CTO)

Jeffrey's highly successful 21+ year IT career includes nearly 8 years as a DoD Agency CIO and Chief Information Assurance Executive. Extensively certified, he has supported greater than 75% of the Cabinet Agencies via private industry roles across the IT architecture, cybersecurity engineering, IT service management, operations and program management disciplines.

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Swingtech Team Members

Maurice Novembre - User Interface (UI) / User Experience Designer

Maurice is an accomplished application UI and User Experience Designer with 7 years of proven experience creating conceptualized designs, functional demos and wireframes for widely utilized applications and web designs. Maurice brings excellent creative and analytical capabilities and is able to provide rapid, accurate, and compelling visual results.

Krishna Karumanchi - Lead Developer

Krishna is an experienced web and mobile application developer with 5 years of experience developing web/mobile applications using native, hybrid and responsive technologies. He spends his days and nights leveraging scalable platforms and technologies such as Ionic, Titanium Appcelerator, Xamarin, HTML5, JavaScript and CSS.

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Project Background

The United States Sentencing Commission is an independent agency in the judicial branch of the United States Government. Its principal purpose is to establish sentencing policies and practices for the federal criminal justice system by promulgating detailed guidelines that judges consult when sentencing federal offenders.

- In releasing this requirement, the USSC has demonstrated their commitment to developing a web-based mobile application that provides an accessible electronic version of the Guidelines Manual (and its corresponding supplements), optimized for mobile devices that is easily maneuverable and searchable.

- The target audience for the mobile application will include the typical users of the Guidelines Manual (e.g., judges, probation officers, criminal law practitioners).

- Swingtech Consulting, in support of the requirements, will provide a fully functional, completed, and responsively designed and developed mobile web app of the complete Guidelines Manual and its corresponding supplements.

Project Scope

Discussion and Q&A – Swingtech's High-Level Approach to the USSC Task Areas

Task 1 - Making the Guidelines Manual and Appendices B and C Available through a Mobile Web App (MWA)

Task 2 - Incorporating additional functionality to the mobile web app of the Guidelines Manual

Task 3 – Incorporating "Jump to Specific Location" Functionality to the mobile web app of the Guidelines Manual

Task 4 - Making the Appendix A of the Guidelines Manual available as a specific reference search engine in the MWA

Task 5 - Creating a Sentencing Range Calculator Tool to be available in the MWA

Task 6 - Creating Calculator for the Drug guideline to be Available in the MWA

Task 7 - Maintenance of the MWA

Task 8 - Incorporating Additional Functionality to a Completed /Deployed MWA

Task 9 - Technical Training to Commission Staff

Objectives / Our Measures of Success

USSC Objectives:

1) Develop a web-based mobile application ("mobile web app") with some offline capability (i.e., continued ability to access certain content without internet connection)

2) Mobile web app should be developed in way that is easy to use and navigate, as determined by the Commission and described in the Statement of Work section below

3) Mobile web app should have cross-browser and cross-platform compatibility

4) As succeeding editions of the Guidelines Manual and its supplements are published, the mobile web app users should be able to access/download the latest version of the Manual.

5) Making the completed and fully functional mobile web app publicly accessible to end users.

6) Mobile application should be developed in a way that allows the Commission to incorporate additional functions in the near-future.

Team Swingtech Measures of Success:

Measure #1 Clarify Remaining Requirements For Offline Capabilities

Measure #2 Implement A Visual Workflow That Is Agreeable by the USSC

Measure #3 Clarify Requirements For Specific Browsers and Platforms

Measure #4 Implement Local Device to Server Guidelines Manual Data Pull

Measure #5 Implement Fully Functional Mobile Web App Which Is Easily Accessible

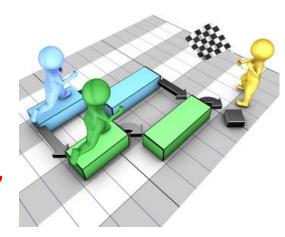Measure #6 Implement Functionality For Additional Flexibility And Configuration

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Constraints & Dependencies

CONSTRAINT:
None Identified at Present

DEPENDENCIES:
- **Ongoing coordination with USSC Stakeholder(s)**
- **Coordinated (mutual) review of converted HTML files**
- **Coordinated User Acceptance Testing (UAT)**
- **Access to any/all originating source files (WordPerfect, MS Word) for Appendices A, B and C**
- **Availability of IT Infrastructure Support Personnel (GOV/CTR) for Web Hosting and DNS elements**

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Deliverables / High Level Timeline

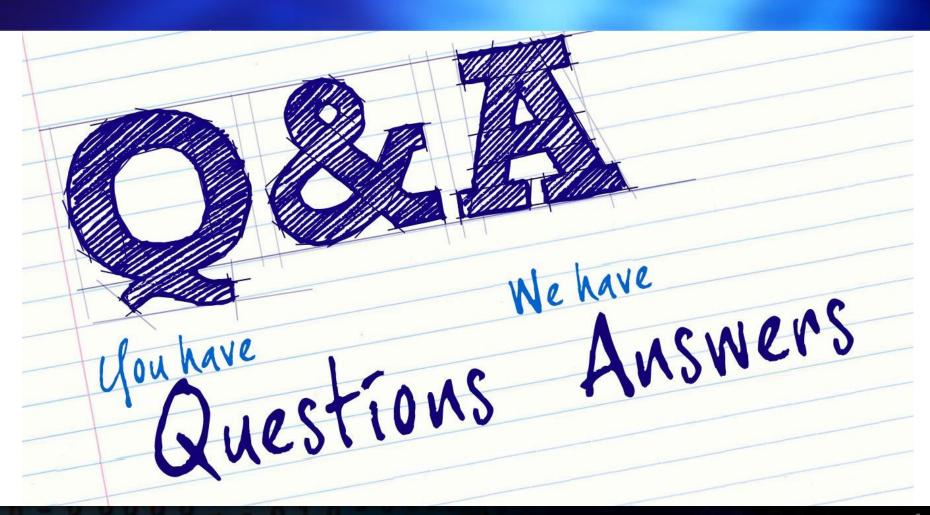| Deliverable (#)	Description and Format	Task Area	Due Date Business Days From Task Order Award
01	Kick Off Meeting	All PWS Tasks	August 14th 2017
02	Development of a comprehensive work plan for each task as well as any necessary training for Commission staff on content updating and technical maintenance to the web-based mobile application	All PWS Tasks	2 Weeks from Kickoff
03	Monthly status reports: Due to the COTR detailing the development process of the web-based mobile application	All PWS Tasks	5th day of the Month
04	Successful development of web-based mobile application that meets all the objectives set forth above. The overall security posture of the website(s) hosting the mobile application must be considered in all phases of this project. If the mobile application is to reside on existing infrastructure (www.ussc.gov) within the Administrative Office of United States Court Hosting Services, it will need to meet any technical and security protocols noted by the AO Hosting personnel	All PWS Tasks	6 Months
05	Making the successfully developed web-based mobile application publicly available to end-users.	All PWS Tasks	6 Months From Kickoff
06	Final Report: Due at completion and successful deployment of web-based mobile application. Detailed reporting identifying the web-based mobile application development process, list of software and security update activities, as well as programming language/code used to maintain and update the web-based mobile application, and all other script or program files used to maintain the web-based mobile application if applicable	All PWS Tasks	2 Weeks Post Deployment

Next Steps (What Can You Expect?)

BY 28 AUGUST 2017

➢ Submission of Deliverable 01 - Kickoff Briefing Slide Deck

➢ Submission of Deliverable 02 – Comprehensive work plan for each PWS Task and completion of Deliverable 02 training requirements.

➢ Identification of USSC personnel for requirements gathering

➢ Final selection of tools/resources and briefing(s) for USSC on the same.

➢ Establish meeting schedule with USSC and our personnel for Scrum calls.

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Questions and/or Concerns

THANK YOU

We're Ready To Begin

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