

A dark blue world map with numerous small, light blue dots scattered across the continents, representing a global network or data points.

NSP

*Nebraska State Patrol
MSS
Project Management Plan
April 7, 2023*

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1.0 INTRODUCTION

The purpose of this document is to outline the management approach that will be adopted and employed in regard to the above named project. The goal of Datamaxx is to provide the highest level of project management possible. This document should be used as a reference to the methods that will be utilized in the overall management of the project.

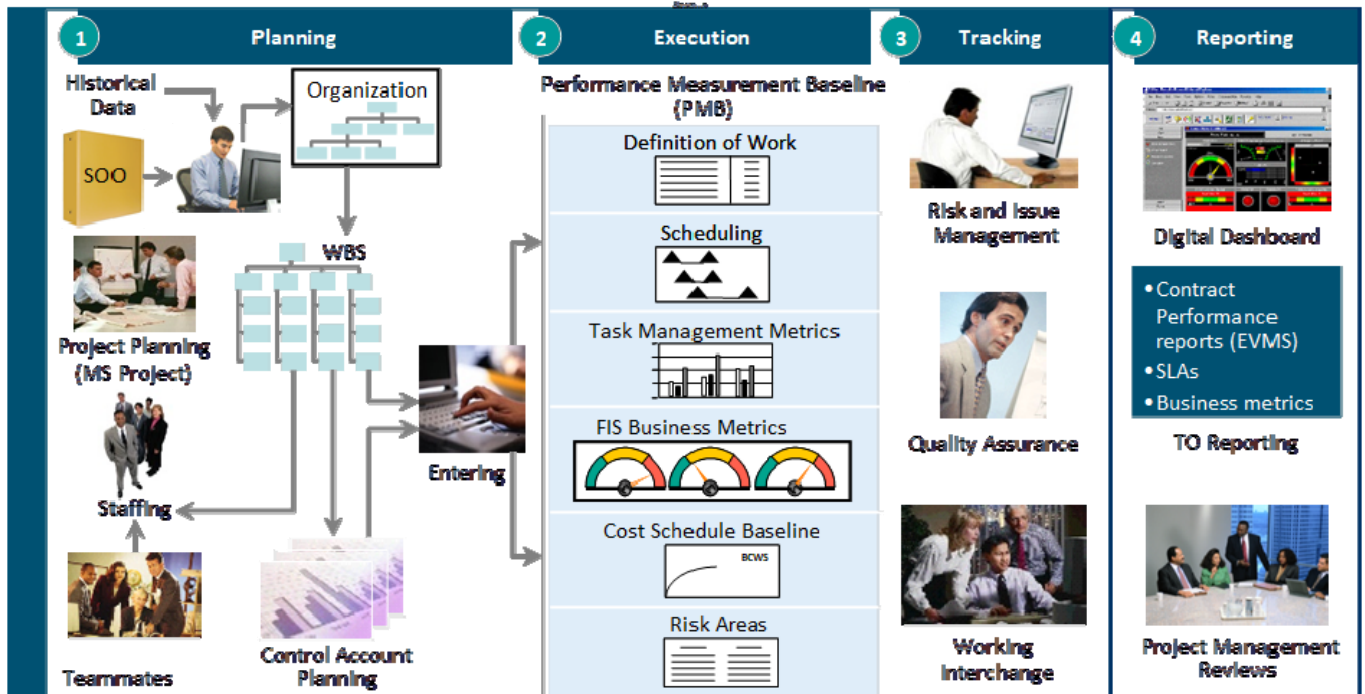
1.1 PROJECT MANAGEMENT APPROACH

1.1.1 Datamaxx Project Management Office

Datamaxx utilizes a modified “Strong Matrix Organization” structure as defined by the Project Management Body of Knowledge (PMBOK). This was derived from the Project Management Institute (PMI) designed to deliver projects on time, on budget, and with the desired results. This is coupled with deep experience integrating PMI with multiple life cycle framework and CMMI methods to insure successful delivery.

The Program Management approach begins with a robust Project Management Plan (PMP). The PMP incorporates proven best practices and procedures that are measurable, attainable, focused on quality, and cost savings. It provides the essential foundation to reduce program risk, provide critical visibility to stakeholders, generate control tools for managers, and produce steady, meaningful reporting results to the client. In addition, the PMP incorporates the lessons learned from past achievements and previous challenges, and provides best practices that continue to comprise a core part of our overall methodology. Our Project Manager follows the PMP, it serves as an operating manual helping to drive high quality, standardized, repeatable processes across tasks; enforce compliance with client guidelines, policies, and regulations; and reduce costs and establish successful partnership.

Our comprehensive management approach (see figure below) depicts the quality process for all program products and services and that we have maximum management and control of task milestones, schedules, cost, budget, risks, and deliverables. The six main operating principles of our management approach are: 1) we will work within the contract to always accomplish the mission; 2) customer satisfaction is paramount; 3) we will establish clear lines of accountability, authority, and communication; 4) risk management is essential and will be established at the programmatic, technical, and organizational level; and 5) process improvement is core to all processes.



1.1.2 Purpose of Project Management Plan

The purpose of this Project Management Plan (PMP) is to have a formal, approved document that will be used to manage the project execution. This PMP documents the actions necessary to define, prepare, integrate and coordinate the various planning activities. The PMP defines how the project is executed, monitored and controlled, and closed.

It is also intended that this PMP be used as a communication vehicle for ensuring key stakeholders share an understanding of the project.

It is imperative to note that this PMP is not a project schedule. A detailed project schedule listing planned dates for performing tasks and activities to meet milestones will be provided as a separate document.

1.1.3 Key Personnel

The Key Personnel that will be assigned to the NSP MSS Message Switch Project are listed below.

RESOURCE NAME	ROLE IN PROJECT
Miranda Woodard	Datamaxx Project Manager
Jonathan Waters	Architecture/Technical Lead
Tate O'Connor	Solution Architect
Donnie Lewis	Architecture

Dirk Bradbury	Implementation
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1.1.4 Project Schedule

The project schedule provides the following information:

- Activity/Task Breakdown
- Estimated Start and Finish Dates for each Task
- Milestones and Pay Points
- Project Phases
- Resources required to complete each Tasks
- Prerequisites for each Task

The project schedule will be updated after the discovery phase to provide a predictable timeline for project tasks, deliverables, and pay points.

Milestone	Completion Date
Initiation and Project Management Phase Complete	8/1/2023
Design Phase	10/5/2023
Development Phase	11/17/2023
Implementation Phase	3/4/2024
Testing Phase	9/27/2024
System Migration	4/15/2025
Project Closeout	4/24/2025

1.1.5 Technical Documentation

The technical documentation delivered as a part of this project includes:

System Design Document

The purpose of this document is to document the design of the solution including software required to meet the requirements of the solution. A Requirements Traceability Matrix (RTM) will be included with this document. The purpose of the RTM is to provide traceability from the requirements to the solution software and configuration. The RTM will also be used when building the Test Plan to insure that the requirements are fully tested during the Testing Phase of the Project.

Database Design Document

The purpose of this document is to document the design of the solution database.

Interface Design Document

The purpose of this document is to document the system interfaces and how they integrate into the overall system solution. Interfaces include NCIC, Nlets, PCH (Patrol Criminal History), DMV VTR, DMV/DL/PRO, DMV DC Photo, Batch Interface and Weather Process Interface.

Installation Drawings

The purpose of this document is to provide a visual representation of the solution including software, interfaces, databases and system communications.

COOP Plan

The purpose of this document is to document the COOP activities including backing up and restoring data, using COOP site for primary processing then restoring entire system and insuring that the repositories and databases are current and identical across the sites.

Data and Property Management Plan

The purpose of this document is to document the procedures for management of data, documentation and state property, if any.

1.1.7 Maintenance Support

The Datamaxx Help Desk Support will be utilized when a problem occurs during the maintenance period. All software support will be provided by the Datamaxx Technical Support Group located in Tallahassee Florida.

2.0 IMPLEMENTATION

This section shall cover Datamaxx and NSP required actions and activities associated with the Interfaces Project, as applicable.

2.1 OVERALL PROCESSES AND PLANS

The purpose of section is to assist in the planning for implementation of the MSS Project solution.

The implementation of the project will begin with the necessary project initiation related activities including project kick-off, review of the respective solution requirements as outlined in the RFP and Datamaxx response, and finalization of the project schedule. Phase 1 of the project will also include finalization and acceptance of project management documentation.

The MSS Project solution will be delivered according to a mutually agreed upon project schedule. The effort associated with implementing this solution will involve review of the

requirements, completion of project documentation, development tasks, implementation tasks, testing tasks, training tasks and project closeout tasks.

At the conclusion of the implementation activity, User Acceptance Testing will be conducted. During this formal test, specific criteria, as outlined in the Requirement Traceable Matrix (RTM) and Test Plan, will be used by NSP personnel. These tests are designed to ensure that the Project System is performing the expected functionality, operating reliably and within acceptable parameters. The ultimate goal of these tests is to determine the readiness of the system to be placed in Operational, or Production mode.

Datamaxx will assist the NSP project team with the migration of this system to the production state as well as the migration of agencies to the new system.

Upon acceptance of the solution in the production environment, the solution will fall under the normal warranty operating procedures.

PROJECT PLANNING

Project planning will be an integral part of this project. The Datamaxx planning process will begin during the initial project initiation phase and will continue throughout the project. It is the process of defining the deliverables and anticipating the steps needed to complete the project. The generation and maintenance of visible and current plans during the life of the project are key elements of successful project management. Planning is a dynamic process that continues through the life of the project, integrating changes in the work process. The steps required for this planning process are:

1. Break down the project into manageable definable tasks.
2. Determine the interdependencies between tasks.
3. Estimate the size of each task and identify the type and number of resources.
4. Determine the duration of each task.
5. Structure the project to determine the overall project duration.
6. Produce a project schedule.

Steps 3, 4 and 5 usually need repeating to assure that the overall project duration is within expectations, optimum use of available resources is achieved and the most effective execution of the Project's critical path is employed.

PROJECT MONITORING

Communication is an integral part of the Datamaxx management approach. Communication must be on going between the Datamaxx Team and NSP Project Manager. The project will use two methods of regular communications: the first, through the issuance of regular status reports; the second, by project status meetings.

As mentioned previously, the Datamaxx Project Manager will be the primary point of contact between the Datamaxx Project Team and the NSP Project Manager. On an "as needed" basis, individual personnel associated with the project may be directed by the Project Manager to

initiate contact directly with the NSP Project team. Because the Datamaxx Project Manager and the NSP Project Manager bear ultimate responsibility for all aspects of the project, it is essential that the proper communication paths be maintained.

Status reporting is an integral part of the Datamaxx project management approach, providing a mechanism for both monitoring and controlling project progress. The Datamaxx staff will provide input to the status reports to be delivered on a regular basis. Datamaxx project tracking is a hierarchical process that will begin with individual team members of the Project Team and their detailed task plans and conclude with the Datamaxx Project Manager and the status reports that are provided to the NSP Project Manager.

WEEKLY STATUS REPORTING

The Datamaxx Project Manager will develop and disseminate a weekly report that provides ongoing status updating of the overall project. These reports will typically be focused on the current phase of the project however may include any aspect of project design, planning and implementation. Weekly reports will be fairly brief and will normally contain only a synopsis of the events occurring during the previous week and a synopsis of events planned for the next week.

Weekly project reports will be produced on Friday of each week, or on the first working day after holidays.

PROJECT ACTION ITEMS

Project Action Item management is critical to all projects. An Action Item Log will be created and maintained to track all project actions not specifically related to tasks specified by project schedule tasks to conclusion. The Action Item Log will be tracked and distributed in the Weekly project Report when updates are made in the Log.

PROJECT MEETINGS

Status review meetings will be conducted on an agreed upon basis throughout the project. The meetings will be scheduled for 30 minutes. If it is determined that 30 minutes is not enough time, the project team will adjust the duration of the meetings.

During these meetings the participants will discuss project status, issues, risk assessment.

Project meetings will occur on an agreed upon day of each week unless a scheduling conflict exists. In the event of a conflict, the NSP Project Manager and Datamaxx's Project Manager will determine the date for re-scheduling of the meeting.

It is expected that these meetings will consist of telephone conference calls.

CHANGE ORDERS

It is anticipated that throughout the project it will be necessary to adjust the requirements and/or deliverables that are contractually specified. When this occurs, a formal change request including the details and requirements of the change will be produced by the NSP Project Manager. A change order will be produced by the Datamaxx Project Manager utilizing the requirements in the change request. The Change Order will provide an overview of the change that is necessary including any impact on the project budget, schedule and tasking.

All Change Orders will be considered effective at the time they are accepted by NSP and Datamaxx.

PROJECT DOCUMENTS

It is expected that the Datamaxx Project Manager will produce or coordinate production of the following documents, in addition to the technical documents listed above, during this project:

Project Management Plan – This document.

Project Schedule – Detailed information related to the project tasks, and tasks' durations, predecessors, resource names and dates.

Deficiency Management Plan - The purpose of this document is to document the approach that will be utilized to manage project system issues as identified during testing activities.

Communications Plan – The purpose of this document is to document the communications that will occur during the project process.

Risk Management Plan – The purpose of this document is to document the approach to assess and mitigate risk during the project process.

Project Staffing and Resource Management Plan – The purpose of this document is to document the plan for project resources, resource contact information, roles and responsibilities.

Configuration and Change Management Plan – The purpose of this document is to document the system configuration and change management processes and procedures.

Test Plan – Provides detailed information about testing the project solution including the Requirements Traceability Matrix (RTM).

Training Plan – The purpose of this document is to provide the details regarding training including lesson plans and student requirements for training.

c. Implementation Resources:

The project schedule will identify the tasks that will require NSP resources. After project initiation activities, this section will be updated to provide additional detail regarding the specific roles and responsibilities.

d. Implementation Tasks:

The project schedule will identify the tasks that will be required to complete the implementation process based on Datamaxx experience as well as documented requirements.

Upon completion of the requirements review and analysis the project schedule will be updated to add additional detail if/where needed.

e. Task Dependencies:

The project schedule will identify the tasks and the current dependencies that will be required to complete the implementation process.

3.0 SIGNATURE PAGE

In Witness Whereof, the parties hereto, having read this Project Management Plan in its entirety, do agree thereto in each and every particular.

NEBRASKA STATE PATROL

**DATAMAXX GROUP, INC. D/B/A
DATAMAXX APPLIED TECHNOLOGIES, INC.**

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____