MSS Modernization Project

DEL-01 Program Management Plan (PMP)

April 7, 2023

Version 0.1

Status: DRAFT

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Document Revision History

Version	Date	Author	Summary of Changes
0.1	April 7, 2023	Jeff Corn	Initial Draft Document

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1. Introduction

The intended audience of this document includes Nebraska State Patrol (NSP) and Unisys Team involved with architecture, implementation, and testing. This Exhibit 1 – Project Management Plan (PMP) is a living document that will be updated at the start and throughout the project, per approval of the NSP. Please note that our Preliminary Project Plan content (required by section 5.6 of the RFP) is included in Section IX – Preliminary Project Plan of this proposal. The section IX content summarizes and cross references the project management content found within this Exhibit 1- PMP as well as the contents found in our Section VI – Scope of Work response document and our Exhibit 3 – Integrated Master Schedule.

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1.1 Purpose

The purpose of this project management plan is to document the project content, schedule, resources, interdependencies, and other related information for Message Switching System (MSS) Modernization Project being developed jointly by NSP and Unisys Team. This plan provides a means to document, track, and manage project progress. The detail and scope of the plan will vary as the project evolves. The project management plan can also be used as an historical reference and can provide insight for planning future projects and process improvements.

1.2 Scope

The scope of this project management plan is applicable only to Nebraska State Patrol and Unisys Team of the MSS Modernization Project.

1.3 Definitions

Term	Definition
PMO	Project Management Office
SOW	Statement of Work
NSP	Nebraska State Patrol
MSS	Message Switching System

1.4 Overview

The project management plan contains project organization, management processes that include pointers to project estimates, project plans, project resources, project monitoring and control, and applicable technical and supporting process plans.

1.5 Project Purpose, Scope, and Objectives

The MSS Modernization project is a client-funded engagement for NSP client. The project involves modernization of the message switch and user interface as well as hot files applications within the NSP organization to meet the client needs as detailed in State RFP. The project includes performing requirements analysis, design, development, system testing, documentation, and deployment involving COTS products using a variety of technologies.

The project vision is described in detail within the Executive Summary of Unisys final response and contract agreement with NSP document.

The overall project scope for Unisys Team is also described in the Unisys Team final response and contract agreement with the State.

Unisys Team scope of effort is described in the RFP – Volume 2 Technical Proposal, Project Contents – Sections f. Implementation Plan Response and h. Operations Plan Response.

Commented [CJJ2]: Need to confirm location.

1.6 Assumptions and Constraints

Date Identified	Assumption/Constraint Description
	<Fill during project initiation>

1.7 Project Issues

For MSS modernization project, the Unisys Team will track all project issues using the established SharePoint site.

<Include SharePoint Location at project initiation.>

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1.8 Project Action Items

Action items are created to capture the actions resulting from project meetings.

The project's action items are maintained in the established SharePoint site using a well-formed MS Excel document.

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1.9 Data Management Plan

The project's *Development Case* provides a list of project artifacts and describes how the various artifacts are stored and maintained. The management of project data is monitored on a regular basis by the standard use and management of project artifacts within the project team. The project's *Configuration Management Plan* describes how the data repositories are managed.

1.10 Project Charge Codes

The project's *Project Charge Codes* specifies the charge codes to be used for project time accounting and expenses.

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2. Project Organization

2.1 Project Team Structure

Figure 2.1-1 shows the Unisys Development & PMO project team structure.
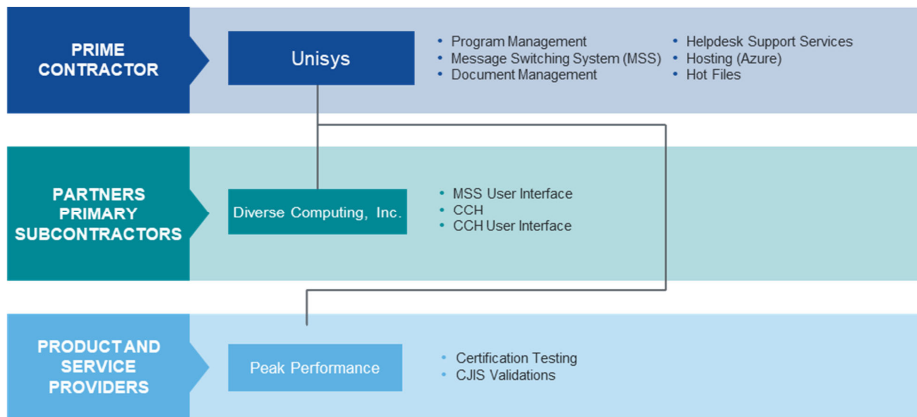
Figure 2.1-1. Unisys Team Structure.

2.2 External Interfaces

Table 2.2-1 describes how the project interfaces with external groups. For each external group, it identifies its location, the internal contact name, and the external contact names.

Table 2.2-1. External Interfaces.

Group Name	Location	Internal Contract Name	External Contract Name

<Include details at project start and evolve during the implementation as necessary.>

2.3 Roles and Responsibilities

Some project team members serve multiple roles.

The *Development Case* will identify the roles and the individuals filling those roles.

2.4 Stakeholders Identification and Involvement Plan

The project's *Development Case* identifies the stakeholder types and describes their planned involvement in key activities and artifacts of the project.

2.5 Communications Management Plan

The project's *Communication Management Plan* identifies its significant stakeholders by name along with contact information and the types of project communications the stakeholder receives. This Communications Plan is incorporated into the *Development Case* artifacts along with the Stakeholder Involvement Plan.

The communications between the Unisys Team and NSP is documented in a separate communications plan that is maintained by the Unisys Team PMO as part of the governance of this project.

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3. Management Process

3.1 Project Estimates

The Unisys Team did project estimates when the RFP was submitted. If revisions are required during BAFO and/or contract negotiations, the estimates are understood and documented in an updated Statement of Work between NSP and the Unisys Team.

3.1.1 Initial Estimates

See section <TBD> within the NSP and Unisys Team SOW.

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3.1.2 Initial Schedule

See section <TBD> within the NSP and Unisys Team SOW.

<Include SharePoint Location at project start.>

3.1.3 Current Estimates

Current estimates will be updated as project progresses.

3.1.4 Current Schedule

Current schedule will be updated as project progresses.

3.1.5 History

Date of Re-estimation	Reason for Re-estimation
April 7, 2023	Initial Estimates

3.2 Project Plan

3.2.1 Phase Plan

Project plan and milestones can be found in 'Project Plan' section of (SOW) between NSP and the Unisys Team.

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Detailed Project Plan and its baselines in Microsoft Project Plan documents are in the Project Portal (SharePoint) as outlined in the Development Case document.

3.2.2 Iteration Objectives

Iteration	Objectives of Iteration
Iteration 1	TBD – Input Needed
Iteration 2	TBD – Input Needed

3.2.3 Releases

Project/Product Artifact	Release Level	Release Date	Type of Release (Baseline, etc.)
Deliverable XXX	v1.0	04/07/2023	Baseline
Iteration X – LEMS component	v1.0	04/07/2023	Baseline
Iteration X – Test Reports	v1.0	04/07/2023	Baseline

3.2.4 Measurement & Analysis

The measurement and analysis of the MSS Modernization project is living document, maintained as part of the Unisys PMO governance model.

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3.2.5 Project Resourcing

3.2.5.1 Staffing Plan

The staffing plan is reviewed on a periodic based on the project implementation and operational support progresses throughout the life of the MSS Modernization Project. Different phases within the project will have implications on the staffing needs for that phase of the project. Planned staff verse the actual resource needs are reviewed in order understand the effects to the project budget, timeline, etc. The staffing plan will trying anticipated start and end dates for each resource on the project.

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3.2.5.1.1   Actual Staffing

Actual Staffing will be updated as project progresses.

3.2.5.2   Resource Acquisition Plan

Team Member	Role	Start Date		End Date	
		Plan	Actual	Plan	Actual

3.2.5.3   Training Plan

The MSS Modernization Project has different aspects to consider concerning the resource-training plan.

The Project Governance perspective will leverage Microsoft Office tools primarily. All project team members fulfilling key positions within the overall project team are expected to be familiar and knowledgeable with these tools (MS Word, MS Excel, and MS Project).

The Solution Components is leverages different COTS solutions within the Unisys Team. Each component owner maintains resources familiar with their functional product and/or required technology stack in order to fulfill the implementation and operations objectives within the project.

3.2.6   Budget

The project's budget, which includes labor and material costs, is maintained in the Project Budget.

The Unisys PMO will periodically review different elements of the project budget including:

- Budgeted Cost (BC) To Date,
- Actual Cost (AC) To Date,
- Estimated Cost To Complete (ETC),
- Estimated Cost At Completion (EAC).

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3.2.7   Iteration Plans

The project's *Project Plan* contains all of its "Iteration Plans." Each "Iteration Plan" defines a planned set of activities and tasks, showing assigned resources and task dependencies, for that iteration.

3.3 Project Monitoring and Control

3.3.1   Requirements Management Plan

The project's *Requirements Management Plan* describes the requirements artifacts, specifying the information to be collected and control mechanisms to be used for measuring, reporting, and controlling changes to the solution requirements.

3.3.2   Schedule Control Plan

The project's schedule is updated and reviewed periodically, usually monthly, during the project's internal monthly management reviews. An additional review may occur during specific events of the project implementation, such as at the end of each iteration.

The results of the schedule reviews are recorded in the project's *Status Assessment*. Corrective action is taken to address any deviations that exceed the control threshold.

3.3.3   Budget Control Plan

The project's budget is updated and reviewed periodically, usually monthly, during the project's internal monthly management reviews. An additional review may occur during specific events of the project implementation, such as at the end of each iteration.

The results of the budget reviews are recorded in the project's *Status Assessment*. Corrective action is taken to address any deviations that exceed the control threshold.

3.3.4   Quality Control Plan

The project's defect rates are updated and reviewed periodically, usually weekly, during the project's internal weekly and monthly management reviews.

The results of the quality reviews are recorded in the project's *Status Assessment*. Corrective action is taken to address any deviations that exceed the control threshold.

3.3.5   Reporting Plan

Weekly Status Reports are created and made available at the project team level for providing weekly progress.

Monthly Status Reports are created and made available to executive management.

3.4 Risk Management Plan

The project's *Risk Management Plan* details how to manage the risks associated with a project. It details the risk management tasks that will be carried out, assigned responsibilities, and any additional resources required for the risk management activity.

4. Technical Process Plans

4.1 Development Case

The purpose of a Development Case is to describe the software development process that a project has chosen to follow.

This project follows the Unisys Solutions and Services Delivery Framework (SDF), which is aligned with the Project Management Institute's Guide to Project Management Body of Knowledge (PMBOK) – Fourth Edition and PMI best practices. SDF provides the platform to consistently deliver projects that reliably meet success criteria. The project's Development Case specifies its authorized deviations from the standard SDF process that are necessary due to the constraints pointed out in this document's "Assumptions and Constraints" section.

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4.2 Methods, Tools, and Techniques

The project uses the following templates to ensure consistency and the capture of necessary metrics:

- Meeting Minutes Template
- Review Record Template

4.3 Infrastructure Plan

The project's *Infrastructure Plan* describes the engineering facilities needed to support the construction, deployment, and ongoing support of the solution. These engineering facilities include any hardware and software, such as computers and operating systems, on which engineering tools and components run, as well as any hardware and software used to interconnect computers and users.

For the MSS Modernization project, the Infrastructure Plan will include any hosted options like Microsoft Azure as noted in the Unisys RFP response.

4.4 Product Acceptance Plan

The Unisys Team will prepare the UAT plan. NSP review, approve, and conduct the UAT. The UAT plan verifies the requirements set forth in the MSS Modernization project.

Commented [CJJ3]: Confirm this is a Unisys Requirement.

MSS Program Management Plan (PMP)

The plan will define the *MSS Modernization Product Acceptance Plan* for the work delivered by the Unisys Team. This plan will be used by both NSP and Unisys project management to verify the quality of the project's deliverables prior to deployment.

5. Supporting Process Plans

5.1 Configuration Management Plans

The project's *Configuration Management Plan* defines all configuration and change control management activities that are performed during the course of the project lifecycle. It details the schedule of activities, the assigned responsibilities, and the required resources, including staff, tools, and computer facilities.

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5.2 Quality Assurance/Test Plans

The project's quality assurance strategies are focused around the following themes:

- Use standard Unisys Solution Delivery Framework (SDF) processes and artifacts.
- Use peer reviews as a prevention mechanism (when necessary).
- Use unit, integration, and limited system testing as detection mechanisms.
- Manage defects through test results monitoring.
- Manage multi-organizational complexities through clearly defined interaction processes.
- Maintain traceability from requirements to test cases.

The project's *Test Strategy* defines the strategic plan for how the test effort will be conducted.

5.3 Problem Resolution

The problem resolution describes the process used to report, analyze, and resolve problems that occur during the project.

5.3.1 Problem Resolution Tasks

Throughout a project, several different types of problems may be identified, including technical problems, project/product problems, and process problems. All problem resolution activities follow these steps:

- Problem identification,

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- Problem analysis,

- Problem prioritization,

- Verification of corrective actions,

- Delivery of solution/corrective action.

Depending on the type of problem (technical, project/product or process based), the Unisys test manager will work with the necessary team members to appropriate determine the corrective active plan. When problems span organizational boundaries, the Unisys test manager liaises with corresponding testing leads in the other organizational units involved, following defined communication processes based on assigned roles/responsibilities within the project.