

# **The National Archives and Records Administration**

**Electronic Records Archives (ERA)**

**Monthly Status Review**

**October 14, 2005**

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# **Agenda**

- |   |           |       |
|---|-----------|-------|
| – Introductions & Opening Remarks   | C. Relick | 9:00  |
| – Program Director's Assessment   | C. Relick | 9:05  |
| • Schedule, Risk Management, Organizational Change<br>Management, Quality Assurance |           |       |
| – Program Events  |           |       |
| • SRR   | S. Hansen | 9:25  |
| • PDR   |           |       |
| – Close   | C. Relick | 10:55 |

# **The National Archives and Records Administration**

**Program Director's Assessment  
Clyde Relick**

**October 14, 2005**

# Program Director's Assessment

	Projected													
	Current	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Cost/Financial	Y	Y	G	G	G									
Schedule	G	G	G	G	G									
Requirements	Y	Y	G	G	G									
Technical Solution	G	G	G	G	G									
Risk	G	G	G	G	G									
Deliverables	G	G	G	G	G									
Staffing	G	G	G	G	G									
Performance Parameters	G	G	G	G	G									
Customer Satisfaction	G	G	G	G	G									
Subcontracts	G	G	G	G	G									
Workforce Transformation	G	G	G	G	G									

# ***Program Director's Assessment***

## **Cost / Financial – Yellow**

- FY 07 required for Increment may fall below required levels
- Estimates done to understand an Increment 1 with a \$19M FY07 objective and a total Increment 1 value of \$63M
- Program course must be adjusted by December to maintain efficiency and effectiveness

## **Schedule - Green**

- Re-plan schedule developed and reviewed
- Completed schedule through February, 2006
- Critical Dates
  - Increment 1 requirements allocation agreed to at early November SRR
  - Authorization to develop Engineering Change Proposal (ECP) received by 11/14/05
  - ECP negotiated by 12/16/05

# ***Program Director's Assessment***

## **Technical Requirements – *Yellow***

- Increment 1 requirements allocation settled at SRR
- Activities appear to be on track

## **Technical Solution – *Green***

- A&D Phase technical evaluation feedback provided as input to design activities

## **Risk – *Green***

- Risk management program re-initiated with the Risk Review Board (RRB) and risk management training

# ***Program Director's Assessment***

## **Deliverables - Green**

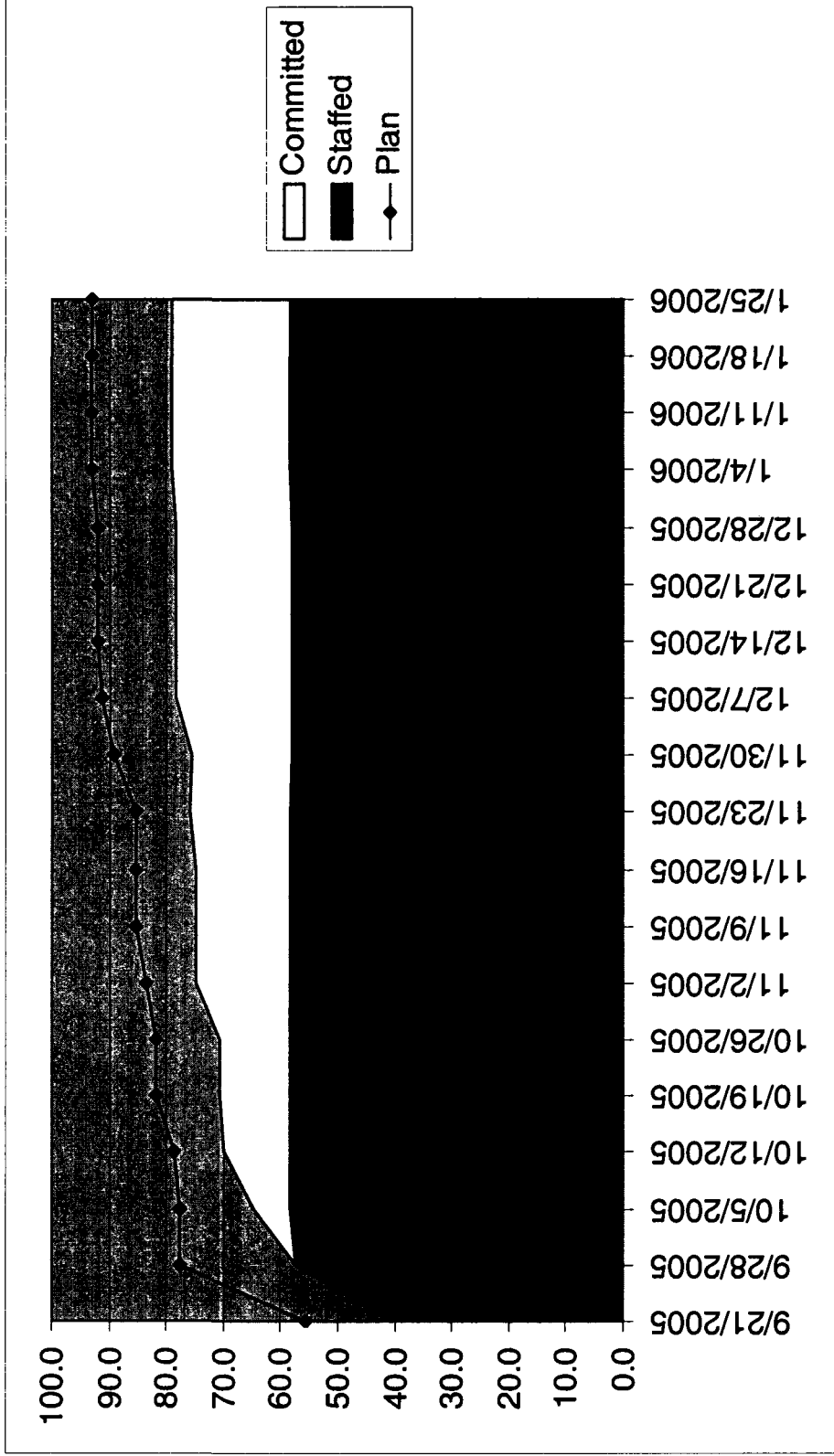
- CDRL delivery position provided to scale to smaller Increment 1
- Awaiting feedback on suggestions

## **Staffing - Green**

- Staffing adjusted for smaller Increment 1 with the objective of
  - Meeting SRR and PDR
  - Supporting re-plan
  - Expected reductions in CDRL requirements
- Test Lead key personnel change requested
- Non-key personnel changes include Workforce Transformation Lead and Deputy Program Manager
- Joint ERA PMO and LM Team Kickoff 9/16/05
- LM Team moved to permanent location on 9/23/05

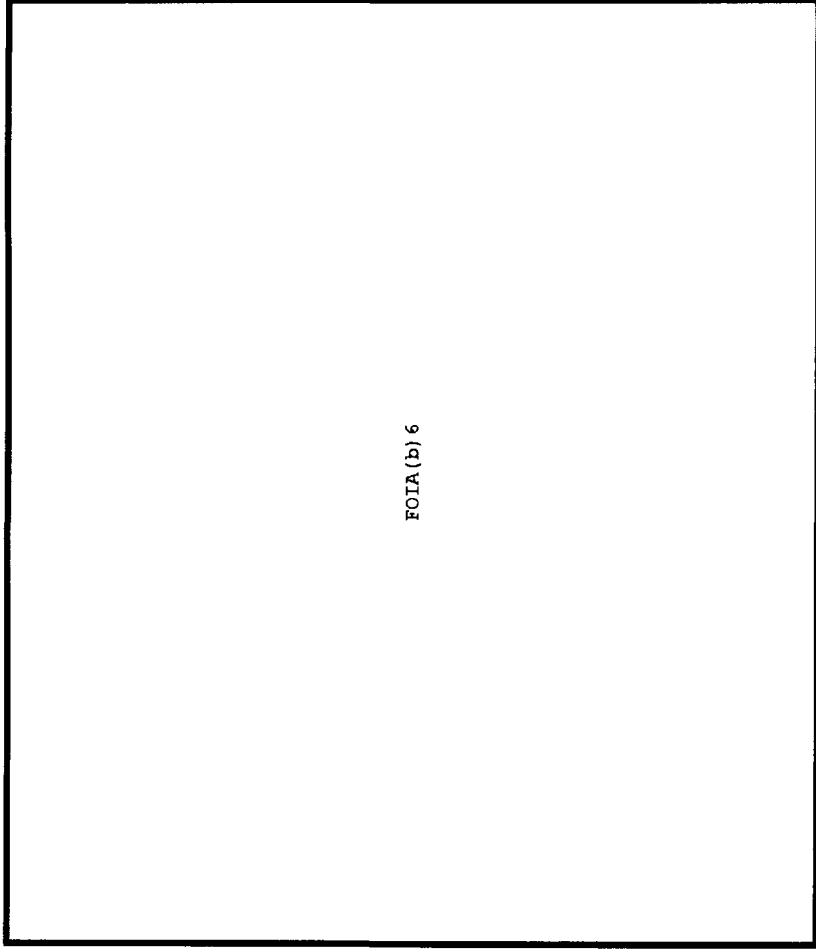
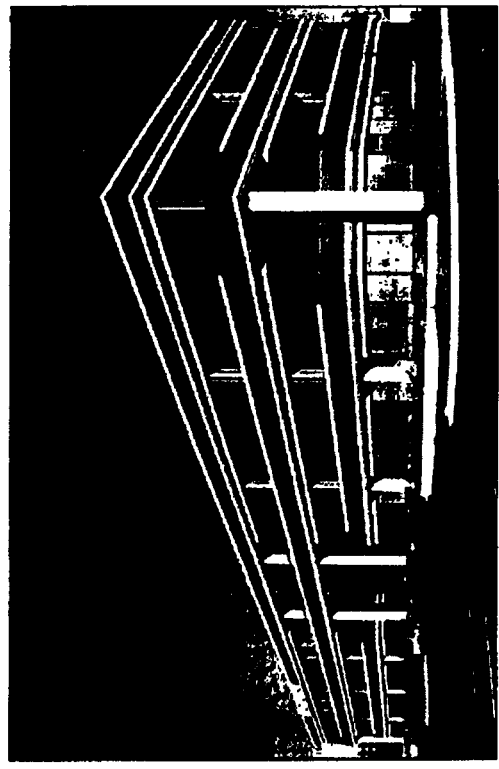


# Staffing



**Have slowed staffing to review plan line against \$63M funding level**

# Facilities



FOIA (b) 6

- LM Team moved on 9/23/05 to 3<sup>rd</sup> floor of building 7615
- Labs and Demonstration facility remain in building 7601

# ***Program Director's Assessment***

## **Performance Parameters - *Green***

- Will be revised with re-plan

## **Customer Satisfaction - *Green***

- Addressing issues of LM Team building access and LM Team Portal and WGC access
- Program Manager Communications Meetings re-instated
- IPTs established with government participation 9/26/05
- Reviewing overall communication structure with ERA PMO

## **Subcontracts - *Green***

- Met with partners to communicate implementation phase staffing needs in July
- Executed letter contracts with partners through February and will be adjusted after re-plan
- Suppliers notified of program status
- Tracking disposition of all interested suppliers and subcontractors

# ***Program Director's Assessment***

## **Organization Change Management – Green**

- Rebaselined work plan and cost structure completed; includes:
  - Interviews with key influencers to validate OCM strategy and begin building detailed plan
  - Focus groups with key stakeholder groups to inform, educate, and collect feedback
  - Support of outreach activities utilizing ERA demo
    - Award Announcement Press and NARA ERA Advisory Council members 9/08/05
    - OMB 9/09/05
    - GAO 10/03/05
  - Submitted pictures and article for the Foundation for the National Archives magazine “Prologue”
  - Delivery of OCM Plan on 12/09/05
- Fully staffed to interim personnel plan
- Providing input and ensuring change management activities are fully integrated with design/development work streams
- Developing contact plan for key interviews and focus groups
- Discussion materials and focus group protocols in process

# ***Near Term Actions In Progress***

## **Lockheed Martin Team**

- Lay in budgets through February 2006 by 10/28/05
- Deliver re-plan Increment 1 schedule by 11/02/05
- Deliver ECP by 12/09/05

## **ERA PMO**

- Provide CDRL feedback 10/25/05
- Provide contractual update to requirements document and interface requirements document by 10/28/05
- Provide ECP authorization by 11/14/05
- Coordinate Stennis site visit 11/15/05

# **The National Archives and Records Administration**

**Schedule Management and Status  
Clyde Relick**

**October 14, 2005**

# Level 1 Schedule View

## Schedule of Program Events as of 9/30/05

Line Item T/Y	2006												2007											
	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep		
Event					12/9																			
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Increment 1 Initial Integrated Baseline Review Conducted

2/24

Increment 1 Program Management Completed

9/24

Increment 1 System Requirements Review Conducted

11/11

Increment 1 Release 1 PDR Conducted

2/21

Increment 1 Release 2/3 PDR Conducted

4/25

Increment 1 Release 1 TRR Milestone Completed

9/28

Increment 1 Release 2 TRR Milestone Completed

1/9

Increment 1 Release 3 TRR Milestone Completed

4/25

Increment 1 IOC Completed

9/7

Increment 2 Contract Awarded

9/7

# Level 2 Schedule View

Unique ID	2005			2006			2007			2008			2009			2010			2011			
	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	
4725																						
						9/8																
						■																
						■																

Increment 1 Startup Activities Completed  
 Management Plan Updates Completed  
 Initial Integrated Baseline Review Conducted  
 Program Management Conducted  
 Financial Management Conducted  
 Technical Management Conducted  
 Workforce Transformation Activities  
 Lab Configuration Completed  
 Increment 1 SRR Conducted  
 Increment 1 Systems Engineering A- Specifications Updated  
 Increment 1 Release 1 Software Requirements Specification (Sw RS) Developed  
 Increment 1 Release 1 PDR Meeting Conducted



# Level 2 Schedule View (continued)

Unique ID	2005				2006				2007				2008				2009				2010				2011				
	Qtr.2	Qtr.3	Qtr.4	Qtr.1	Qtr.1	Qtr.2	Qtr.3	Qtr.4	Qtr.1	Qtr.2	Qtr.3	Qtr.4	Qtr.1	Qtr.2	Qtr.3	Qtr.4	Qtr.1	Qtr.2	Qtr.3	Qtr.4	Qtr.1	Qtr.2	Qtr.3	Qtr.4	Qtr.1	Qtr.2	Qtr.3	Qtr.4	
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4837																													
4773																													

# Level 2 Schedule View (continued)

Unique ID	2005				2006				2007				2008				2009				2010				2011			
	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2			
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2518																												
2331																												
238																												
2330																												
224																												
797																												
4791																												
2512																												

## ***Increment 1 Schedule Approach and Plan***

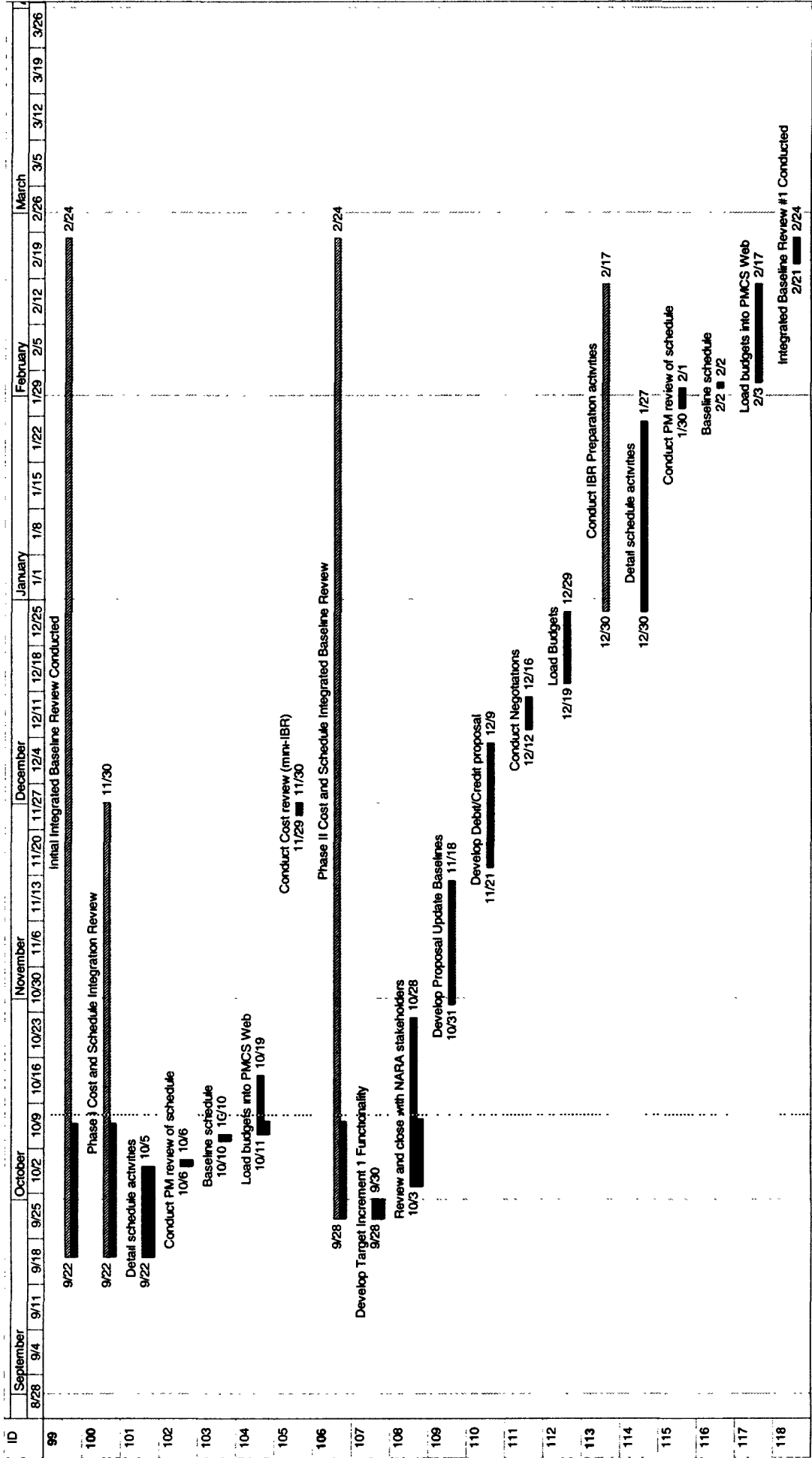
**Recent discussions with ERA PMO indicate that smaller Increment 1 program profile should be utilized**

**Next schedule delivery on 11/02/05**

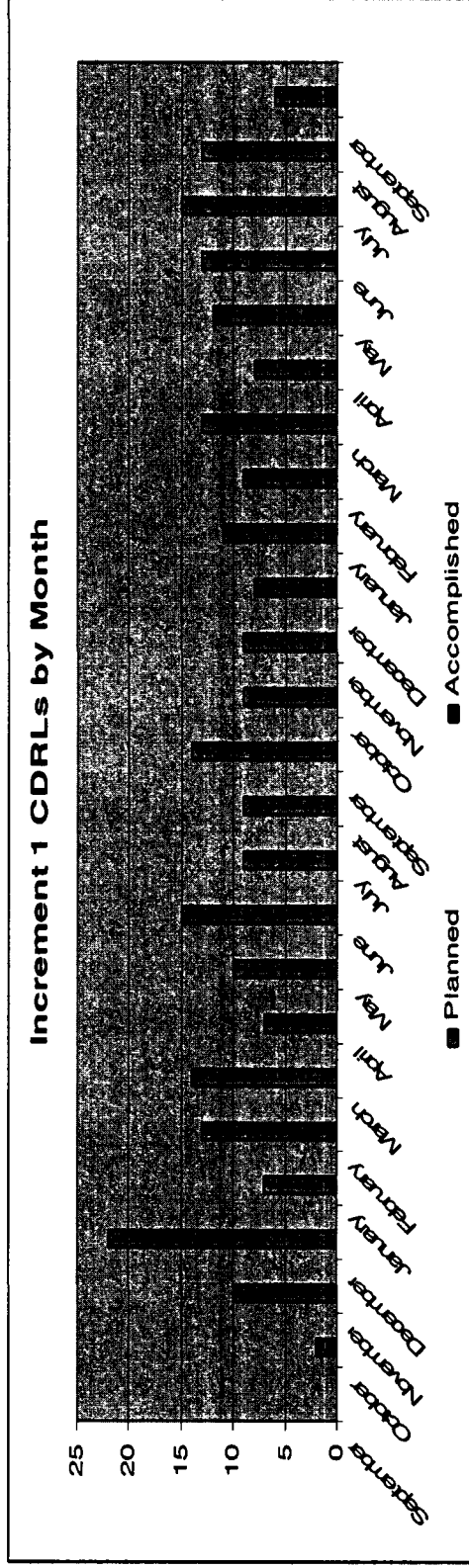
**Proposed schedule content**

- Reflect worse case funding scenario (GFY06 = \$44M, GFY07 = \$19M)**
- Deferred functionality moved to Increment 2**
- Second site moved to Increment 2**
- Reflect 2 releases instead of 3**
- Program re-plan schedule added**
- Remove periodic IBRs**
- Remove SCE/SCAMPI Support**
- Defer CAT Lab to Increment 2**
- Update CDRLs to match planned reductions**

# ERA Re-plan Schedule - DRAFT



# CDRL Performance



As of September 30, 2005

CDRLs reflect contract baseline

Remaining deliverables for October accounting month (Sept 24- Oct 28):

- None scheduled

# **The National Archives and Records Administration**

**Risk/Opportunity Management  
Clyde Relick**

**October 14, 2005**

# ***Risk/Opportunity Management Program Status***

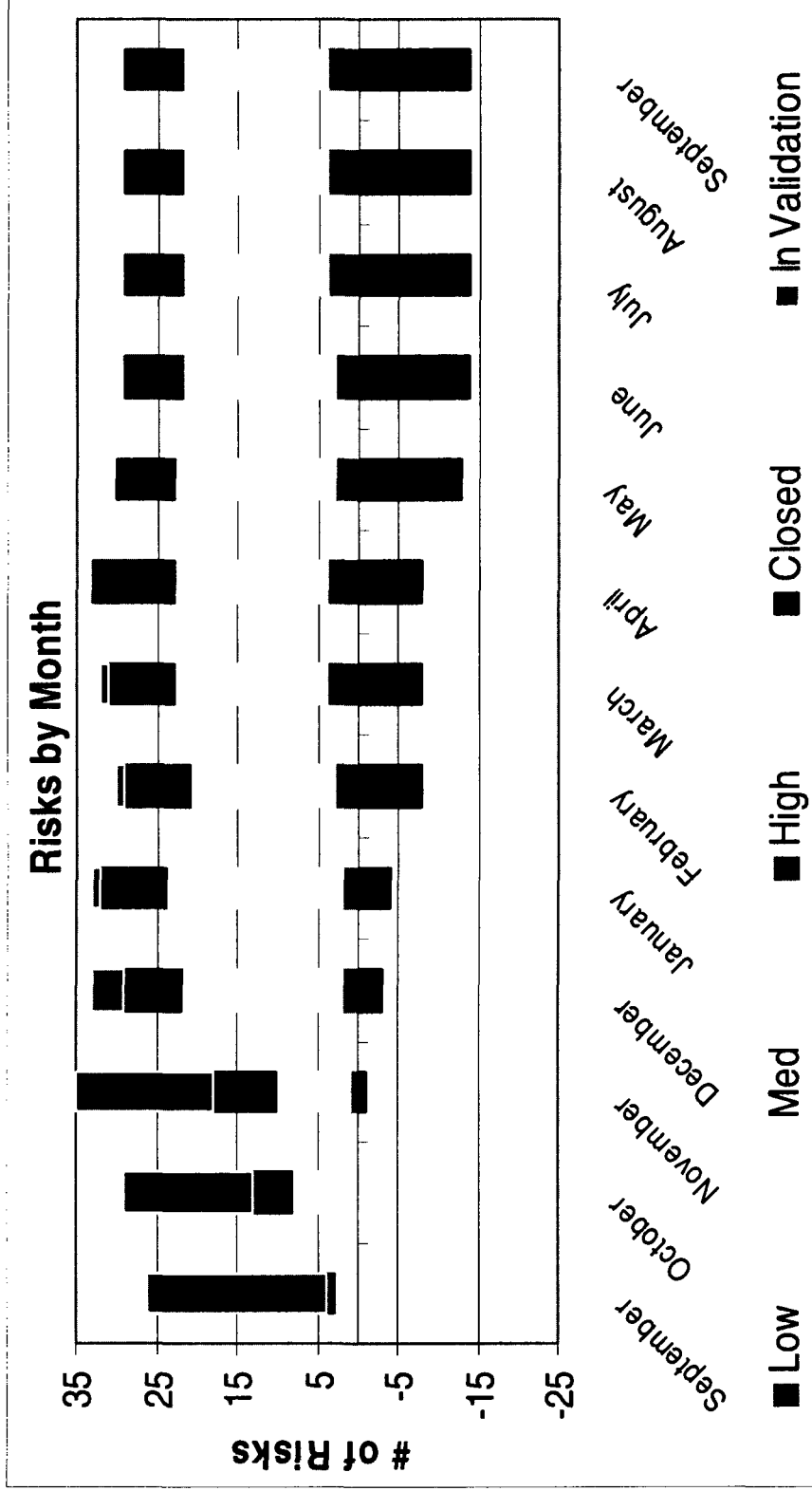
## **Changes to Risks**

- Reduced risk level for Staffing Continuity between A&D and Implementation Phase (risk #27) – from medium to low

## **Risk/Opportunity Program Activities**

- Risk Review Board meeting weekly
- First risk review for Implementation Phase will be held 10/20/05 at 1:00 pm in Greenbelt

# Open/Closed Risks With Pre-Mitigation Assessment by Month (as of 09/23/05)



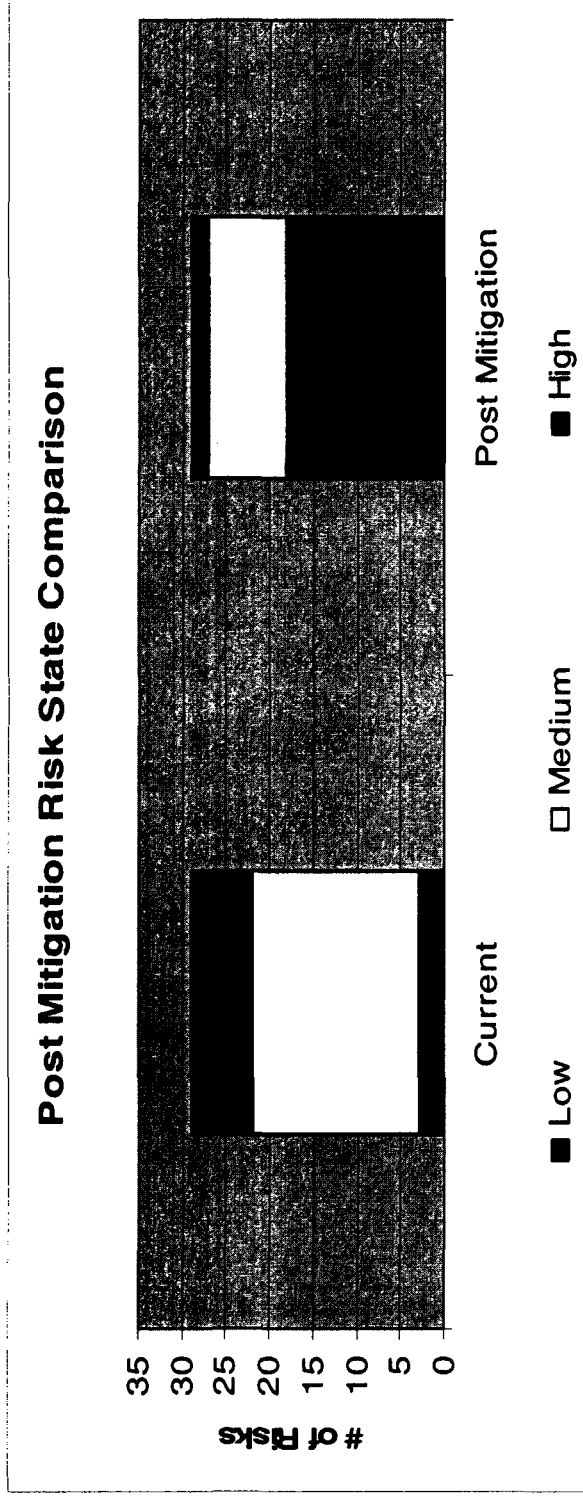


# Post Mitigation Assessment

Post Mitigation Assessment available when:

- Mitigation Plan must have been approved,
- Resources allocated, and
- Plan is on schedule

Risk Review Board routinely reviews the plan to validate the current state.



# **The National Archives and Records Administration**

**Quality Assurance  
Clyde Relick**

**October 14, 2005**

# ***Quality Assurance***

**Cross-team introduction and discussions held**

**CDRL feedback requested and received**

**Invitation made to NARA QA Leadership to address LMTSS QA  
organization for Quality Week**

# **The National Archives and Records Administration**

**Program Event Progress and Outlook**  
- **System Requirements Review**  
- **Preliminary Design Review**  
**Steve Hansen**

**October 14, 2005**

## ***Increment 1 Scope Planning***

**Prepared an exercise to manage Increment 1 technical and program content within a \$63M funding profile on 9/30/05**

- Working with NARA to finalize content with ERA PMO and NARA stakeholders
- Expect to close on content by 10/28/05
- Expect to update contract documentation by 12/23/05

**Developed key exercise assumptions for Increment 1**

- NARA to provide a single data center site at Stennis Space Center with associated security and telecommunications
- SOC support provided from LM lab in Greenbelt, MD
- Hardware sized at 30% of specified storage volume
- Reduced lab configuration and deferred Customer Acceptance Test lab to Increment 2
- Deploy system sized for reduced single point of failure and availability requirements
- Reduction in the number of formal CDRL deliverables; some work products provided informally
- Reduced OCM support to 1 FTE

# ***FY07 Function Summary***

## **Ingest**

- Ingest any unclassified record in original format via electronic transfer and NARA provided media
- Recognize file types via templates
- Record type processing includes e-mail files

## **Records Management**

- Capture record lifecycle data
- Support record scheduling
- Workflows for selected records management functions
- Disposition agreement processing provided

## **Storage**

- Store electronic records in original format
- Copy records to media for GFE safe store backup

## **Dissemination**

- Disseminate electronic records in original format via electronic distribution only
- Provide viewers to present records
  - Simple databases supported
- Provide record index with search capability

## **Local Services and Control**

- Provide electronic connections between Stennis and Naranet
- Basic help desk functionality
- Basic enterprise services (directory, integrated CM and asset mgmt, remote management, etc.)
- Electronic interface to transferring entity (all other external interface deferred)

# ***System Requirements Review***

## **System Requirements Review (11/09/05 – 11/10/05)**

- Reset date to support definition of Increment 1 content

## **Completed development of CR to synchronize SyRS and IRS baseline with the Requirements Document**

- Complete CCB approval by 10/20/05
- Require contract direction on NARA CCB version of RD by 10/28/05

## **Developing detailed requirements allocation**

- Using Target Release Paper summary as guidance
- Expect to complete by 10/28/05

## **Need to close on list of operational scenarios**

- Use to develop items that require business practice support

## **Require ERA PMO closure with stakeholders on increment 1 content by 10/28/05 to support SRR date**

# **System Requirements Review Entry/Exit Criteria**

## **Baselines in place**

- Complete CCB baselining process for SADD, IRS, SyRS, HF Spec

## **System Design Review Logistics**

- Conducting Business day at Archives II
- Conducting Engineering day at LM Greenbelt facility

## **System Design Review Exit Criteria**

- Completion of all planned presentations
- Disposition of all issues
- Publish minutes

## **Delivering updated specifications with SRR comments incorporated by 12/08/05**

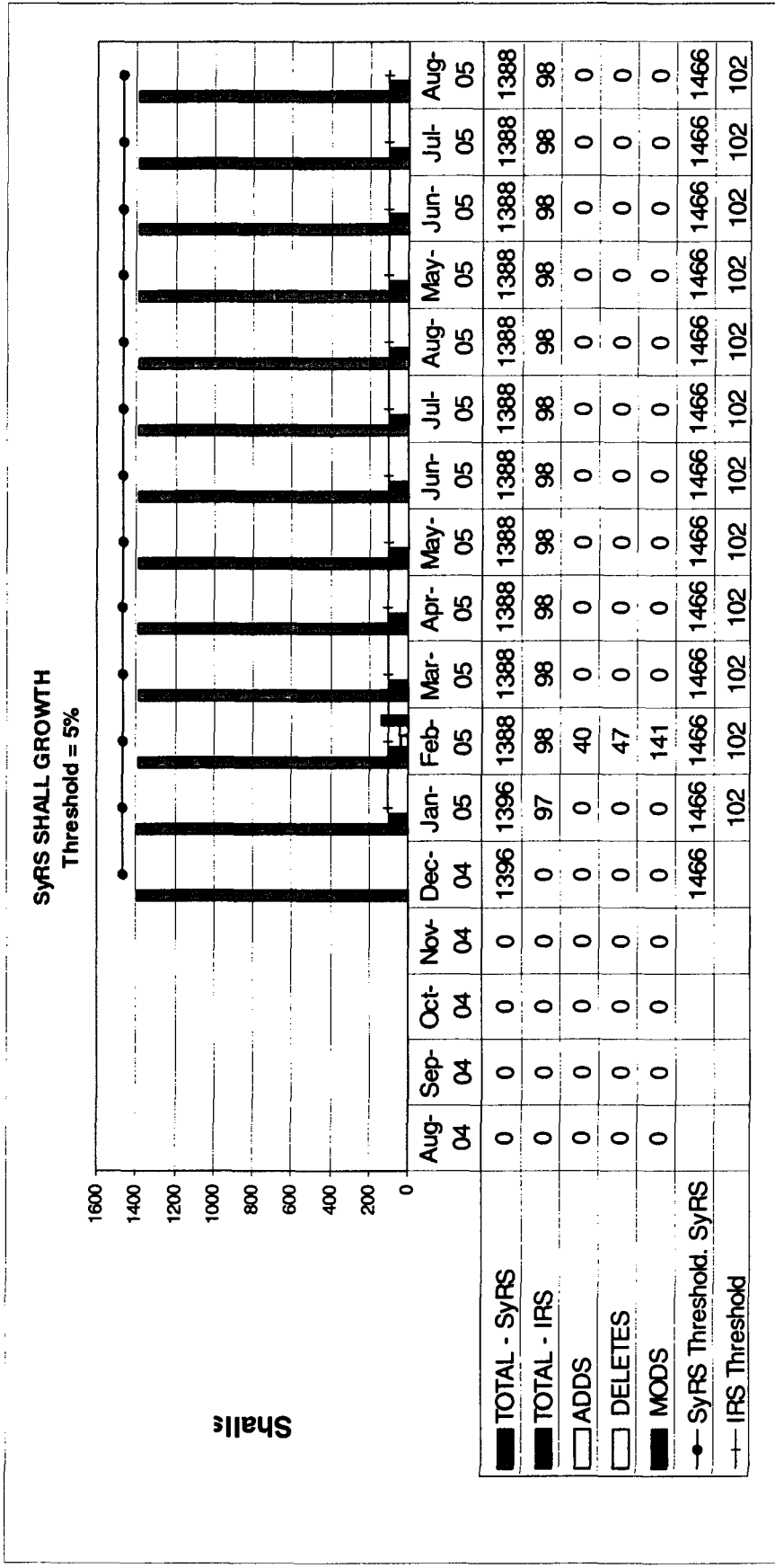
- Requires closure on issues during or shortly after SRR



# Draft SRR Agenda (November 9-10, 2005)

Wednesday, November 09		Thursday, November 10	
9 am	Introduction/Engineering Process		Records Management (ERA1 - ERA6)
	Architecture Summary		Preservation (ERA7 - ERA9)
10:00			Break
	Increment 1 Target Release Paper Summary		Archival Storage (ERA10 - ERA12)
11:00			Security (ERA13 - ERA14)
	Lunch		Lunch
12:00			Ingest (ERA15 - ERA16)
	Increment 1 Operational Scenarios		Access (ERA17 - ERA20)
1:00			User Interface and Administration (ERA21 - ERA26)
2:00			Break
	Subsumed Systems and External Interfaces		System Characteristics (ERA29-33)
3:00			Technical Risk Summary
	Operations, Facilities, and Training Plans		Wrap-Up and Assessment
4:00			
5:00	Wrap-Up		

# SyRS and IRS Volatility Metrics



**Update next month to reflect SyRS/RD reconciliation**  
**Update in December to reflect SRR for increment 1**

# ***Program Plans***

**Updating analysis and design phase program plans delivered  
December 8, 2005**

- Risk Management Plan (CDRL 9)
- Quality Management Plan (CDRL 10)
- Configuration Management Plan (CDRL 8)
- Program Management Plan (CDRL L35)
- System Engineering Management Plan (CDRL L45)
- Software Development Plan (CDRL L54)

**Received ERA PMO point of contact**

- Working with counterparts to understand and resolve evaluative comments screened during the A&D phase

# ***Operations and Facilities***

**Requesting that NARA schedule initial site visit to Stennis**

- Target date is 11/15/05

**Have rescheduled Stennis Site Survey to July 2006**

- Addresses site specifics rather than site selection

**Working feasibility for early deployment**

- May use initial installation to reduce lab contention to support customer activities

**Re-evaluating operations plan and approach based on budget constraints**

- Operating SOC out of Greenbelt, MD
- Reduced help-desk operations

# ***PDR Activities***

## **Working PDR schedule, content, and logistics with ERA PMO**

- Anticipate closure by 10/31/05

## **Developed white paper and trade study plan**

- Papers have been assigned to LM IPTs
- Schedules driven by PDR 1 vs. PDR 2 allocation

## **Selected Borland tool suite for engineering and development environment**

- Have refined LM methodology to synchronize with tools for requirements efforts
- Working through procedures for full tool suite
- Plan to work through training plan for NARA engineering reviewers

# ***Development Lab Status***

## **Completed change request to baseline development lab**

- Reutilizing analysis and design phase equipment
- On schedule for 11/09/05 development lab operational date

## **Developing strategy for remaining laboratories**

- Combining software and COTS integration labs into the development lab configuration
- On schedule to complete software and COTS integration lab configuration update by 1/25/06
- Developing approach for systems integration lab to reduce hardware and provide flexibility for full range of activities that may require support

## **Reviewing the possibility of installing the initial site early to help reduce lab contention issues**

# **Other Activities**

## **Review legacy systems content**

- **Subsuming functionality of 4 legacy systems for Increment 1 (AERIC, AMIS, APS, AAD)**
- **Pursuing meetings to understand current operations and expected “to-be” operations for this functionality**

## **Business practices input**

- **Use Increment 1 scenarios and requirements to identify areas for workflow, business rules, users roles, and policy analysis of NARA IPTs**
- **ERA PMO to resolve governance and configuration management process**

## **Request sample activity diagram for analysis**

- **Plan to generate sample artifacts through CDR by end of year**

# **Research Activities**

## **Meeting with NARA research to review ongoing NARA activities**

- Initial meeting scheduled 10/17/05
- Expect to identify collaboration opportunities and candidates for application to ERA

## **Continuing ongoing Independent Research and Development (IRAD) activity**

- Performing storage manager trade study
- Prepared search study focused on non-textual search challenges
- Will provide results to NARA by the end of the year

## **Developing IRAD plans for 2006**

- Work with NARA to develop coordinated strategy for research activities



# **The National Archives and Records Administration**

**Action Item Review & Wrap-up  
Clyde Relick**

**October 14, 2005**

# Action Item Review

AI #	Description	Owner	Due Date	Status

# **Wrap-Up**

- **Review Actions Taken**
- **Suggestions for Monthly Status Review (MSR) Improvement**
- **Next MSR – Program: November 14, 2005 9:00am**
- **Next MSR – Business: November 28, 2005 9:00am**

# Report and Review Schedule

CDRL #	Name	Date
18	<b>Monthly Status Report</b>	
	Monthly Status Report #1 Delivered	10/7/05
	Monthly Status Report #2 Delivered	11/4/05
	Monthly Status Report #3 Delivered	12/2/05
17/1	<b>Monthly Program Status Review</b>	
	Monthly Program Status Review #1 Conducted	10/17/05
	Monthly Program Status Review #2 Conducted	11/14/05
	Monthly Program Status Review #3 Conducted	12/9/05
17/1	<b>Monthly Business Status Review</b>	
	Monthly Business Status Review #1 Conducted	11/28/05
	Monthly Business Status Review #2 Conducted	12/23/05
22	<b>Cost Performance Report</b>	
	Cost Performance Report #1 Delivered	11/23/05
	Cost Performance Report #2 Delivered	12/21/05
23	<b>Contract Funds Status Report</b>	
	Contract Funds Status Report #1 Delivered	11/23/05
	Contract Funds Status Report #2 Delivered	12/21/05
26	<b>Earned Value Management</b>	
	Earned Value Management Data #1 Delivered	11/23/05
	Earned Value Management Data #2 Delivered	12/21/05

# **The National Archives and Records Administration**

**Monthly Status Review  
Backup**

**October 14, 2005**

# The National Archives and Records Administration

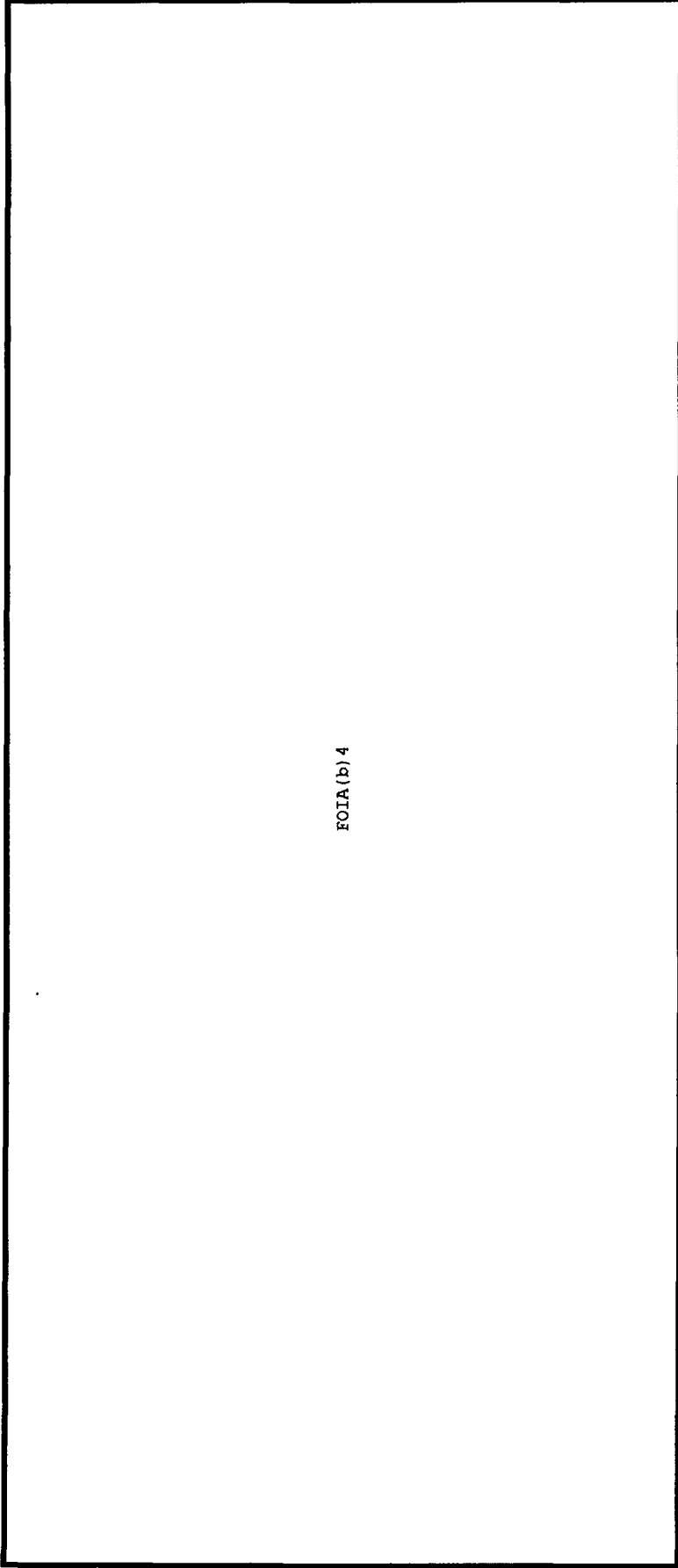
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Finance

October 14, 2005

Lockheed Martin Proprietary Information

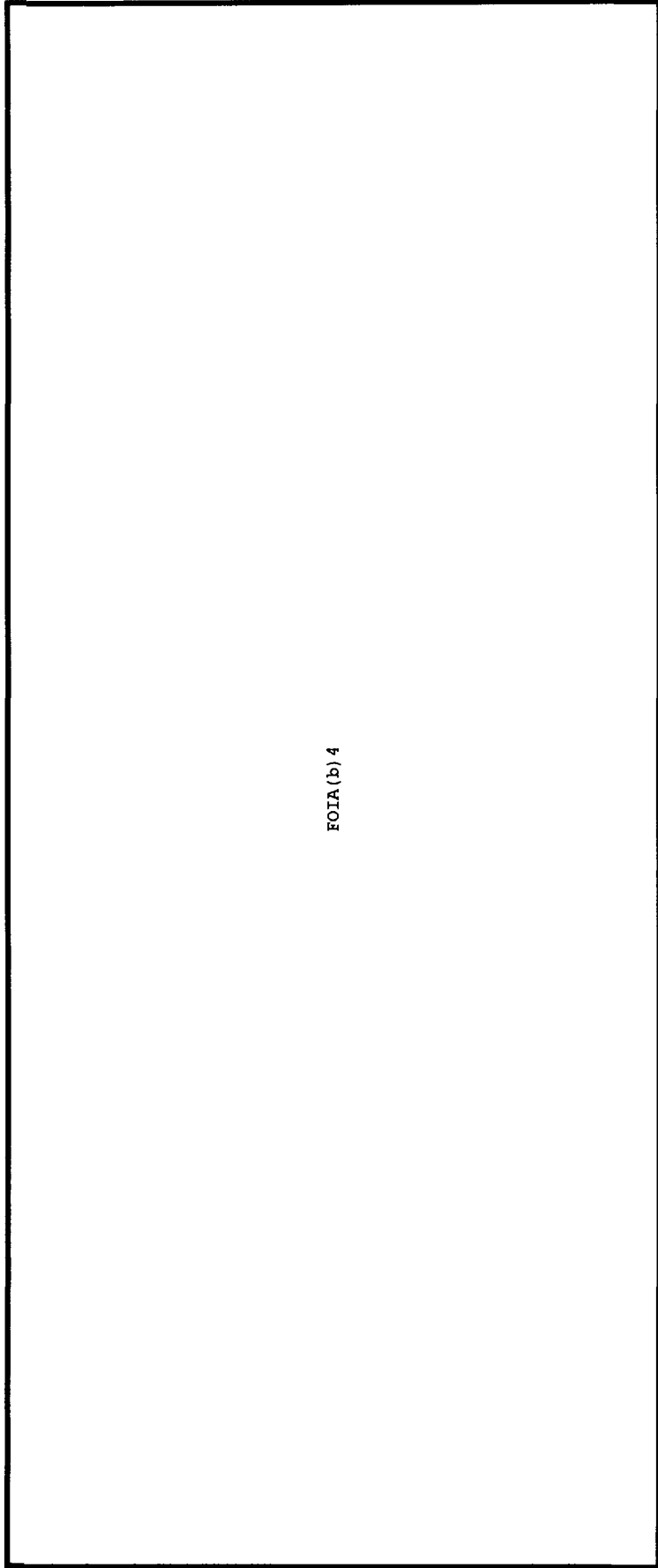
# **Actual Costs vs Proposed Costs**



FOIA (b) 4

- Proposed costs from 8/3/05 BAFO
- Actual costs are through 10/7 excluding fee; all of subcontractor labor is not included.
- October estimate assumes an average burn rate based on actuals for week ending 9/30 and 10/7.

# **Actual Costs vs. Proposed Costs Inception to Date**

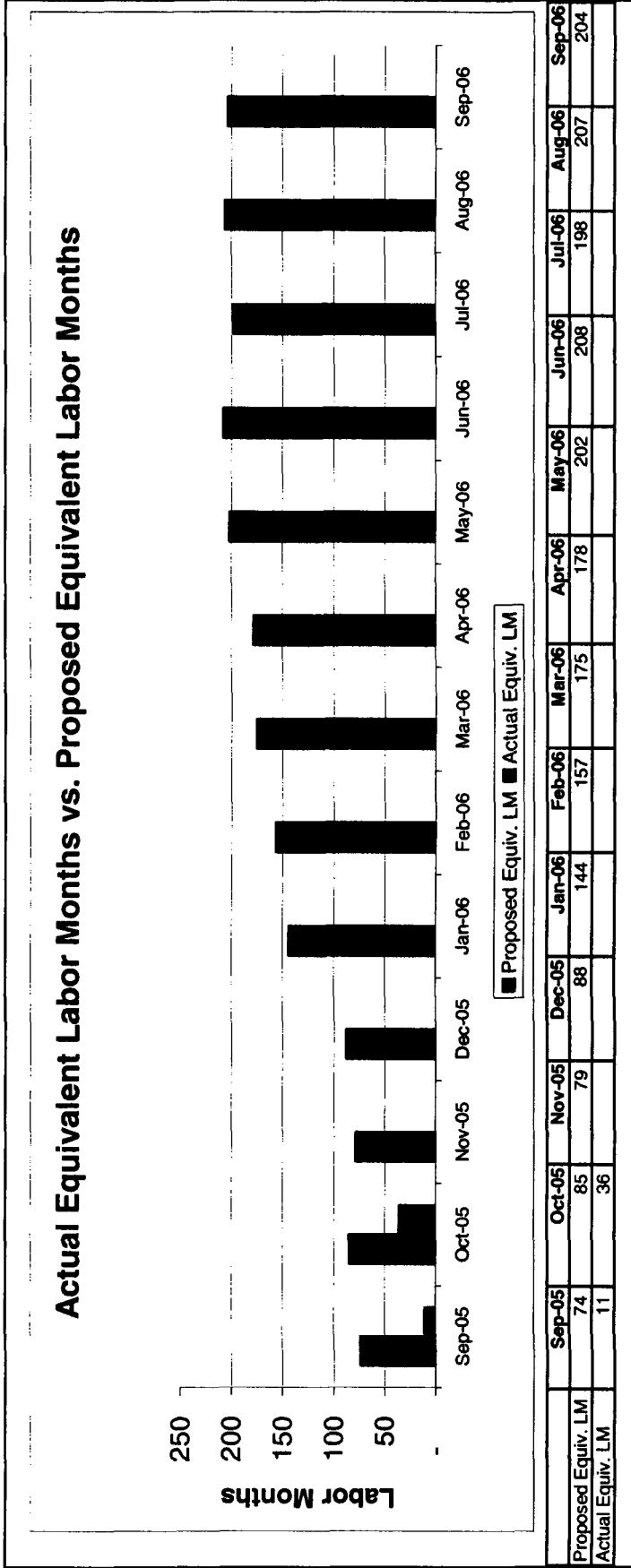


FOIA (b) 4

- Proposed costs from 8/3/05 BAFO
- Actual costs are through 10/7 excluding fee; all of subcontractor labor is not included.
- October estimate assumes an average burn rate based on actuals for week ending 9/30 and 10/7.



# Actual Equivalent Labor Months vs. Proposed Equivalent Labor Months



- Actual equivalent labor months through 10/7; all of subcontractor labor is not included.
- October estimate assumes an average burn rate based on actuals for week ending 9/30 and 10/7.

## ***Baseline Plans***

- **Baseline through February**
- **Baseline completed by 10/28**
- **CPR delivered 11/23**

# **The National Archives and Records Administration**

**Contracts / Subcontracts**

FOIA (b) 6

**October 14, 2005**

Lockheed Martin Proprietary Information

# **Contracts**

## **P00003 Contract Modification**

- Received August 12, 2005

### **Previously Anticipated & Incorporated per P00003**

- Deliverable Technical Data & Computer SW (CDRL 28)
  - Initially targeted for removal, but utilized in conjunction with H.12 changes to categorize software per H.12 SW definitions
- H-12 Clause Revised - Notice to Offerors Regarding Deliverable Technical Data and Computer Software, Obligations Associated Therewith and Rights Therein Data Rights Clause
  - Revised to provide clarifications/reflect FAR Data Rights - 52.227.14 Alt IV
- SCE/SCAMPI Evaluation (SW-CMM/CMMI Independent Review (Section E, Item 2.0, SW Capability Evaluation))
  - Eliminated SW-CMM/CMMI review in A&D Phase
- Misc. CDRL Updates
  - Replacement of DITSCAP references to DCID

# **Contracts**

## **P00004 Contract Modification**

Received September 8, 2005

- Contract Values & Funding / Updated "B" Tables
- CDRL Items Noted ( 28, L39, L48, L49, L52, L53, L58, L59, L60, 6 security CDRLs TBD)

## **P00005 Contract Modification**

Received September 28, 2005

- Incremental Funding of \$989K

## **Awaiting Incorporation to Contract / FYIs**

- CDRL updates/clarifications (ref P00004), including number of CDs (3), 3<sup>rd</sup> Diskette for COR
  - Ref Ltr NARA-2005-0170 / Near Term Schedule Monthly Status Review/Reports
- DD254
  - Incorporate updated form to Contract (Section J-10)
- Definitized Contract Attachments, ie, Award Fee Plan, Integrated Schedule, etc.
- Invoice email submission address revision (Ref email dated 10/07/05)

## **For Your Information (FYIs)**

- Cost & Price Review report contents (A&D FFP data in Dev CPAF report)
- Update to Legend / Copyright (Ref email dated 10/05/05)
- Adjustments Needed to IBR/SBR (Ref email dated 9/22/05)
- Replacement of DOORS/Clearquest/Clearcase with Borland Suite (Ref email 9/23/05)

## ***Key Subcontracting Activity***

- **Currently fully staffed with the exception of the Human Factors Lead Position.**
- **Hardware and software vendors being vetted to determine applicability to the NARA ERA effort; Disposition of demo hardware on-going.**
- **Executive Steering Committee meeting scheduled for Oct. 28 to communicate contract performance and commitments to LM Team executives.**