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U.S. Department
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Federal Aviation Administration

Standard

Preparation of Program Implementation Plans

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Information Handling Services, 1999
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Information Handling Services, 1999
August 11, 1999 11:13:06

SPECIFICATION CHANGE NOTICE (SCN)

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This notice informs recipients that the standard identified by the number (and revision letter) shown in block 4 has been changed. The pages changed by this SCN (being those furnished herewith) carry the same date as the SCN. The page numbers and dates listed below in the summary of changed pages, combined with non-listed pages of the original issue of the revision shown in block 4, constitute the current version of this specification.

13. SCN No.	14. Pages changed	S*	A/D*	15. Date
Revision A	This new revision incorporates the following NCPs: 11864, 14360. This standard is issued in its entirety with this revision.		A	05/06/92
Revision B	This new revision incorporates NCP 16312. This standard is issued in its entirety with this revision.	S		05/10/94

S* = Indicates Supersedes Earlier Pages *A = Indicates Added Page *D = Indicates Deleted Page

Information Handling Services, 1999
August 11, 1999 11:13:06

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Information Handling Services, 1999
August 11, 1999 11:13:06

FOREWORD

This standard defines the organization and minimum content of a Program Implementation Plan (PIP) prepared for, or by, FAA organizations. A PIP provides management direction and technical guidance in the implementation of a program to all levels of the FAA from program inception through commissioning.

Information Handling Services, 1999
August 11, 1999 11:13:06

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Information Handling Services, 1999
August 11, 1999 11:13:06

CONTENTS

Paragraph	Page
1. SCOPE	1
1.1 Scope	1
1.2 Purpose	1
2. APPLICABLE DOCUMENTS	1
2.1 Government documents	1
2.2 Non-Government documents	1
3. REQUIREMENTS	1
3.1 Program Implementation Plan (PIP) format	1
3.2 PIP Content	1
3.3 Compliance	2
3.4 PIP updates and revisions	2
3.5 Large programs or projects	3
3.6 Data requirements list and cross reference	3
4. QUALITY ASSURANCE PROVISIONS	3
5. PREPARATION FOR DELIVERY	3
6. NOTES	3
6.1 Definitions	3
6.2 Abbreviations and Acronyms	4

APPENDICES

Appendix		Page
A	PROGRAM IMPLEMENTATION PLAN (PIP) ANNOTATED OUTLINE	A-1
B	TRANSITION INFORMATION EXCHANGE	B-1
C	ACRONYMS	C-1

Information Handling Services, 1999
August 11, 1999 11:13:06

This Page Intentionally Left Blank.

Information Handling Services, 1999
August 11, 1999 11:13:06

1. SCOPE

1.1 Scope. This standard specifies the requirements for the organization and content of Program Implementation Plans (PIP).

1.2 Purpose. The purpose of this standard is to establish a common organization and minimum content of a PIP.

2. APPLICABLE DOCUMENTS

2.1 Government documents. The following documents of the issue currently in effect form a part of this standard to the extent specified. In the event of a conflict between the contents of this standard and the documents referenced, the documents referenced shall take precedence.

ORDERS:

Order 1810.1 Acquisition Policy
Order 0000.1 FAA Standard Subject Classification System

OTHER PUBLICATIONS:

Implementation Process Guidelines (ANS 210)
GPO Style Manual

2.2 Non-Government documents. This section is not applicable to this standard.

3. REQUIREMENTS

3.1 Program Implementation Plan (PIP) format. The PIP format shall conform to the organization specified in Appendix A of this standard. Appendix A of this standard is available on electronic media from ANS for read only.

3.1.1 PIP numbering. The number assigned to a PIP shall adhere to the following nomenclature. The first character shall be "P". The second through fifth digits shall reflect a subject category as defined by FAA Order 0000.1, FAA Standard Subject Classification System. Next, there shall be a period. Finally, a sequential number shall be assigned by ANS in order to uniquely identify a PIP within the subject category. Revisions to PIPs shall be indicated by an alphabetic character concatenated to the end of the number.

3.1.2 Cover and transmittal provisions. The PIP shall have a title page followed by a signature page with the control number placed in the top right corner, the program name and document issuance date centered on the page, and the appropriate FAA distribution codes placed at the bottom of the page.

3.1.3 PIP page format. Each odd page shall specify the issuance date in the top left corner, the PIP control number in the top right corner, and the page number in the bottom right corner. Each even page shall specify the issuance date in the top right corner, the PIP control number in the top left corner, and the page number in the bottom left corner. Text shall be presented in single column form, with left justification. The left and right margin shall be no less than one (1) inch. Font size of the text shall be no smaller than 10 pt. nor larger than 12 pt. Paragraph numbers and paragraph titles shall be left adjusted in bold typeface. Numbers and titles of figures and tables shall also be in bold typeface. All other style considerations shall conform to the GPO Style Manual.

3.2 PIP content The content of a PIP shall comply with the following criteria:

3.2.1 Emphasis. The main function of a PIP shall be to provide technical information and guidance to all levels of the FAA that are involved in program/project implementation. The writer of a PIP shall bear in mind that AF

Information Handling Services, 1999
August 11, 1999 11:13:06

Operations, AT Operations, System Configuration & Engineering, Physical Facilities, Financial Resources, Human Resources, Test & Evaluation, System Support, Schedule, Administration, and Implementation (Requirements) are the essential elements of a successful program/project implementation and, therefore, shall be the focus of a PIP. It is incumbent upon each PIP writer to consider the impact of these elements with respect to the program on all levels of the FAA and to structure the content of the PIP in a manner that provides useful program insight to all levels of the FAA concerned with program implementation. Refer to the Implementation Process Guidelines for additional information.

3.2.2 Level of detail. A PIP shall contain a sufficient level of detail to provide a basic understanding of the implementation strategy and plans, the physical and functional parameters, and the financial and operational impacts on the NAS caused by the program implementation. FAA Order 1810.1 recognizes that the availability of information and level of detail of some of the essential elements of information will change as the program progresses through the acquisition phases. See paragraph 3.3 for provisions pertaining to missing or incomplete information.

3.2.3 Referencing. References shall be included within each paragraph down to the second decimal level (e.g., 3.2.6 Personnel Certification). The reference shall indicate the name and version or date of the source for the information contained in the paragraph. Administrative paragraphs and headers without text directly associated with them do not need to be referenced.

3.2.4 Lack of program management plan. If a program management plan or equivalent does not exist, a PIP can additionally serve as a program management plan by increasing the detail included in the Administration and Program Overview chapters.

3.2.5 Program management plan exists. If a program management plan exists, the PIP shall contain relevant summary information and reference the program management plan for further details.

3.3 Compliance. The content of a PIP shall also comply with Appendix A of this standard. If an item that is required by Appendix A is not applicable to the PIP for a given program, it shall be so noted by use of the term 'Not Applicable' (N/A). If an item required by Appendix A is not yet available, it shall be so noted by use of the term 'To be supplied' (TBS). In instances where a TBS entry is made, a summary of the process and time-frame for supplying the information should be provided. The requirements of this standard and appendix A shall be used to define the minimum content of a PIP. The reserved sections in Appendix A shall be used as needed to fully document the approved tailored aspects of program implementation.

3.3.1 Waiver. A waiver may be granted for non-conformance to this standard if the program is beyond KDP 4, an approved PIP already exists based on the previous standard, and it is determined that the missing information is non-critical to deployment. This determination shall be made by the Program Manager (PM) and Associate Program Manager for NAS Implementation (APMNI). Waivers are granted by AAF-1.

3.4 PIP preparation updates and revisions. Ultimate responsibility for preparation, updating, and revision of the PIP resides with the Program Manager, as provided for in FAA Order 1810.1 This responsibility will normally be delegated to the APMNI who will assemble the PIP data supplied by program/project personnel and others cognizant of a particular section. Among organizations contributing information for the PIP are AAT, AAF, AHR, AOS, ACW, AVN, ASE and ANS. A PIP shall be updated at the end of each Transition Information Exchange (TIE) and a revision issued at least once during each acquisition phase in accordance with FAA Order 1810.1. Each organization supplying a TBS entry to a PIP shall immediately furnish the affected FAA program manager or the APMNI an updated entry upon the availability of the information required by the PIP. When program events (e.g., contract modifications) result in significant changes in deployment schedules or other specific deployment critical data, the Program Manager or APMNI may distribute change pages to the PIP. Major changes in program implementation planning shall be cause for a complete PIP revision. The update and revision schedules will be defined in the PIP based upon program-unique circumstances and the acquisition cycle as defined in FAA Order 1810.1. A Record of Changes sheet shall be included as part of the PIP and shall specify the issuance date and page changes or revision number if a complete revision was issued.

Information Handling Services, 1999
August 11, 1999 11:13:06

3.5 Large programs or projects. Programs or projects that encompass more than one major product shall create a PIP for each product , whenever practical as determined by the PM and APMNI.

3.6 Data requirements list and cross reference. When this standard is used in an acquisition which incorporates Contract Data Requirements List (CDRL), the data requirements identified in Appendix A shall be developed as specified by the Data Item Description (DID) ANS-I-001 and delivered in accordance with the approved CDRL as incorporated into the contract.

4. QUALITY ASSURANCE PROVISIONS

This section is not applicable to this standard.

5. PREPARATION FOR DELIVERY

This section is not applicable to this standard.

6. NOTES

6.1 Definitions.

Acquisition Phase. The period of time following a key decision point when specific activities are conducted to achieve acquisition objectives.

Associate Program Manager for NAS Implementation. A member of a Program Manager's matrix support team assigned by ANS to plan and coordinate program implementation, and to serve as an information bridge between Headquarters, Region, and field activities.

Essential Elements of Information. The eleven essential elements of information are critical topics required to be addressed in the PIP. The eleven elements are: AF Operations, AT Operations, System Configuration & Engineering, Physical Facilities, Financial Resources, Human Resources, Test & Evaluation, Implementation, System Support, Schedule, and Administration. The elements are described in greater detail in Appendix 2.

Implementation. Those activities necessary to deploy and support a new product into a facility or field environment.

Implementation Management Team. A team established by the APMNI and Program Manager. The IMT consists of the APMNI, representative regional implementation personnel and other Associate Program Managers.

Management by Exception. A management concept in which an issue is only elevated after every effort has been made to resolve the concern within the manager's authority and resources.

Milestone. A signification event that marks the successful completion of a series of dependent activities resulting in definable program progress.

Operational State. The period of time at a site following the successful completion of site implementation.

Platform. A basic type of NAS facility that hosts the systems and subsystems necessary to perform an essential air traffic control function. The three types of platforms as currently defined are: ARTCC, ATCT/TRACON, and GNAS facilities.

Pre-INCO. This phase begins with the program site survey and concludes with delivery of program equipment at the site. Pre-INCO activities include power installation, signal cable location, and overall site preparation culminating with the delivery of program equipment and successful completion of site preparation.

Information Handling Services, 1999
August 11, 1999 11:13:06

Program. A directed and funded effort that is designed to provide a new or improved capability in response to a validated need.

Project. A term used synonymously with program.

Risk. A subjective assessment made regarding the likelihood of achieving an objective within a specified time and with the resources provided.

Transition. The aggregate of activities required to deploy and support multiple programs into a single field facility environment.

Transition Information Exchange. A procedure conducted by the APMNI and IMT to identify and resolve program implementation and transition issues. At least one TIE cycle is completed during each acquisition program phase and is a criterion for exit to the next phase. A TIE cycle begins with development of the PIP and ends when all issues have been addressed.

Transitory State. The period of time at a site from the Pre-INCO through Equipment Removal phases of site implementation.

6.2 Abbreviations and Acronyms.

AF	Airway Facilities
ANS	NAS Transition and Implementation Service
APM	Associate Program Manager
APMNI	Associate Program Manager for NAS Implementation
ARTCC	Air Route Traffic Control Center
AT	Air Traffic
ATCT	Airport Traffic Control Tower
CDRL	Contract Data Requirements List
DID	Data Item Description
FAA	Federal Aviation Administration
GNAS	General National Airspace System
IMT	Implementation Management Team
KDP	Key Decision Point
N/A	Not Applicable
NAS	National Airspace System
PIP	Program Implementation Plan
PM	Program Manager

Information Handling Services, 1999
August 11, 1999 11:13:06

PRE-INCO	Pre-Installation and Checkout
TBS	To Be Supplied
TIE	Transition Information Exchange
TRACON	Terminal Radar Approach Control

Information Handling Services, 1999
August 11, 1999 11:13:06

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Information Handling Services, 1999
August 11, 1999 11:13:06

APPENDIX A

ANNOTATED OUTLINE FOR PROGRAM IMPLEMENTATION PLANS (PIP)

TITLE PAGE

As defined in FAA-STD-036 paragraph 3.1

SIGNATURE PAGE

Include signature lines for the Program Manager and ANS-200 Manager. Identify any caveats associated with issuance of the document.

RECORD OF CHANGES

Identify, by paragraph number, the sections of the PIP which have changed since previous issue of the PIP. Characterize the nature of the changes as (a) Extensive and Substantive; (b) Additional Details Provided or (c) No Substantive Content Changed. Identify the date of issuance of page changes if not a complete document revision.

TABLE OF CONTENTS

Provide contents listing to the fourth level (i.e., x.x.x.x) level of paragraph numbering. Provide a separate List of Tables and List of Figures.

1.0 GENERAL

1.1 Purpose of Document
Explain the purpose of the PIP in a brief, concise manner.

1.2 Scope of Document
Identify the organizations to which the PIP is applicable.

1.3 Distribution
Specify the distribution of the PIP throughout the FAA.

1.4 Definition of Terms
Provide definitions of terms, abbreviations and acronyms unique to the document.

1.5 Cancellation
Identify existing PIPs or other documents that are canceled or superseded by this PIP.

1.6 Authority to Change
Name the person or organizations who have the authority to change this document.

1.7-1.19 (Reserved)

1.20 Risk Assessment Overview
Summarize the program's approach for identification and management of program risks.

Information Handling Services, 1999
August 11, 1999 11:13:06

2.0 PROGRAM OVERVIEW

2.1 Synopsis of Mission Need

2.1.1 Operational Needs

List the operational needs to be met by the program based upon the program's Mission Needs Statement and current version of the Operational Requirements Document.

2.1.2 Strategic Goals

Synopsize the strategy to be employed to meet the operational needs, including the number of systems to be procured and installed and the time frame for doing so.

2.2 Functional Description

Provide a brief synopsis of the functional performance characteristics to be obtained by products being procured based on the current version of the program's Operational Requirements Document and subsystem specification.

2.3 Program History & Status

Provide a brief description of program achievements to date and a summary of future program activities.

2.4 Program Milestones

Provide a program milestones chart

2.5 Inter-Agency Involvement

2.5.1 Department of Defense (DOD)

Identify the specific components of the program (e.g., USAF, USN, etc.) involving the DOD including which branch is involved.

2.5.2 National Weather Service (NWS)

Identify the specific components of the program involving the NWS.

2.5.3 U.S. Customs Service

Identify the specific components of the program involving the U.S. Customs service.

2.5.4 Drug Enforcement Agency (DEA)

Identify the specific components involving the DEA.

2.5.5 Other Agencies

Identify the specific components involving other federal agencies.

2.6-2.19 (Reserved)

2.20 Risk Assessment

Synopsize the generic potential risks, if any, associated with the program.

3.0 AF OPERATIONS

3.1 Summary of Maintenance Operations Impacts

3.1.1 Transitory State

List and briefly describe the nature of potential impacts on AF operations due to site implementation activities.

3.1.2 Operational State

List and briefly describe the nature of changes to AF operations when the products of the program are in operational use. Identify the position types directly affected by the program and the roles they will perform in the operation and maintenance of the new system.

Information Handling Services, 1999
August 11, 1999 11:13:06

3.2 AF Procedural Changes
Using the paragraph headings provided below, briefly describe AF procedural changes which will be introduced as a result of the new subsystem. Identify frequency of performance and performance responsibilities. Indicate the status of changes (i.e., under development, drafted, validated) at a specified time proximal to the issuance of the PIP.

3.2.1 Preventive Maintenance
3.2.2 Corrective Maintenance
3.2.3 Software Maintenance
3.2.4 System Operations/Monitoring
3.2.5 System Certification
3.2.6 Personnel Certification
3.2.7-n (others as needed)

3.3 Facilities and Equipment
Briefly describe the role and schedule for F&E personnel involvement in the program implementation.

3.4 Systems Maintenance
Briefly describe the role and schedule for systems maintenance personnel involvement in the program implementation.

3.5-3.19 (Reserved)

3.20 Status Assessment
Identify any missing or incomplete data and characterize the potential impacts on site implementation . Synopsize any AF operational issues/risks identified to date and plans under way to resolve/mitigate identified problems.

4.0 AT OPERATIONS

4.1 Summary of AT Operational Impacts

4.1.1 Transitory State
List and briefly describe the nature of potential impacts on AT operations due to site implementation activities.

4.1.2 Operational State
List and briefly describe the nature of changes to AT operations when the products of the program are in operational use.

4.2. AT Procedural Changes
Using the paragraph headings provided below, briefly describe procedural changes which will be introduced as a result of the new subsystem.

4.2.1 ATC Operational and Management Procedures
4.2.2 Flight Procedures/Standards
4.2.3 Administrative and Management Procedures
4.2.4 Software Verification Procedures
4.2.5 Inter-facility Procedures
4.2.6 Personnel Certification Procedures
4.2.7 System Back-up/Cutover Procedures
4.2.8-n (others as needed)

Information Handling Services, 1999
August 11, 1999 11:13:06

4.3 AT Implementation
Briefly describe the role and schedule for AT personnel involvement in the program implementation..

4.4-4.19 (Reserved)

4.20 Status Assessment
Identify any missing or incomplete data and characterize the potential impacts on site implementation . Synopsize any AT operational issues/risks identified to date and describe plans to resolve/mitigate identified problems.

5.0 SYSTEM CONFIGURATION AND ENGINEERING

5.1 NAS Level Architecture

5.1.1 NAS Target State
Synopsize the relationship of the program to the NAS target state configuration as depicted in NAS-SS-1000.

5.1.2 Inter-program interfaces
Identify the interfaces to other NAS programs and using corresponding subparagraphs, describe the nature of the interfaces and any dependencies.

5.1.2.1 - 5.1.2.n (as necessary)

5.2 Platform Architecture
Provide a brief description of the program within the context of the designated platform.

5.2.1 Interim Platform Configuration
Summarize the interim platform configuration to be achieved by implementation of the program, based on the current version of the NAS Platform Transition Plan.

5.2.2 Target State Configuration
Summarize the relation of the program to the target-state platform configuration based on the current version of the NAS Platform Transition Plan.

5.3 Subsystem Level Architecture
Provide a brief description of the program as a self contained subsystem.

5.3.1 Hardware
List major hardware components and using corresponding subparagraphs, briefly describe the function and operating parameters of each component. Indicate the minimum hardware required for the system to achieve full and minimum operational functionality as means of depicting potential impacts on deployment if full funding is not achieved.

5.3.1.1 - 5.3.1.n (as necessary)

5.3.2 Software
List major software components (e.g., CSCIs) and using corresponding subparagraphs, briefly describe the function and operating parameters of each component.

5.3.2.1 - 5.3.2.n (as necessary)

5.3.3 Physical Specification
List the physical dimensions and characteristics of the program equipment (i.e., size and weight).

5.4-5.19 (Reserved)

Information Handling Services, 1999
August 11, 1999 11:13:06

5.20 Status Assessment

Identify any missing or incomplete data and characterize the potential impact on site implementation. Synopsize any System Engineering and Configuration issues/risks, identified to date and describe plans underway to resolve/mitigate identified problems.

6.0 PHYSICAL FACILITIES

For each of the following subparagraphs dealing with aspects of physical facilities, provide a synopsis of requirements and plans. Where applicable, describe the impact on the program of related legislation and/or regulations (e.g. OSHA, Americans with Disabilities Act, Energy Conservation/Alternative Energy, etc.)

6.1 Real Estate

6.1.1 Real Estate Requirements

Consider and identify specific real estate requirements (transitory and operational) relevant to the program's needs; summarize constraints of the generic facility type. As an aspect of the real estate requirements assessment, identify requirements, if any, for revisions to existing land leases and the status of requirements in terms of required amendments.

6.1.2 Real Estate Plans

Summarize the program plans for meeting identified requirements.

6.2 Heating, Ventilation & Air Conditioning (HVAC)

6.2.1 HVAC Requirements

Consider and identify specific HVAC requirements (transitory and operational) relevant to the program's needs; summarize constraints of the generic facility type.

6.2.2 HVAC Plans

Summarize the program plans for meeting identified requirements. Identify plans for each room/area affected.

6.3 Cables

6.3.1 Cable Routing/Raised Floor Requirements

Consider and identify cable, cable routing and raised floor requirements (transitory and operational) relevant to the program's needs; summarize constraints of the generic facility type.

6.3.2 Cable Plans

Summarize the program plans for meeting identified requirements. Identify types (e.g. non-plenum rated) of cable to be used and provide a brief justification for its use.

6.4 Power

6.4.1 Power Requirements

Consider and identify power requirements (transitory and operational) relevant to each hardware component; summarize constraints of the generic facility type. Identify harmonic requirements of all contractor provided equipment and any deviations from current FAA standards.

6.4.2 Power Plans

Summarize the program plans for meeting identified requirements.

6.5 Physical Safety & Security

Information Handling Services, 1999
August 11, 1999 11:13:06

6.5.1 Security and Safety Requirements

Consider and identify specific physical safety and security requirements (transitory and operational) relevant to the program's needs; summarize constraints of the generic facility type.

6.5.2 Security and Safety Plans and Procedures

Summarize the program plans for meeting identified requirements.

6.6 Environmental / HAZMAT

6.6.1 Environmental Monitoring Requirements

Consider and identify specific environmental monitoring and hazardous materials handling requirements (transitory and operational) relevant to the program's needs summarize constraints of the generic facility type.

6.6.2 Environmental Monitoring Plans and Procedures

Summarize the program plans for meeting identified requirements.

6.7 Grounding, Bonding, Shielding & Lightning Protection

6.7.1 Grounding, Bonding, Shielding & Lightning Protection Requirements

Consider and identify specific grounding, bonding, shielding, and lightning protection requirements (transitory and operational) relevant to the program's needs; summarize constraints of the generic facility type.

6.7.2 Grounding, Bonding, Shielding & Lightning Protection Plans

Summarize the program plans for meeting identified requirements.

6.8 Space

6.8.1 Space Requirements

Consider and identify specific space requirements (transitory and operational) relevant to the program's needs; summarize constraints of the generic facility type.

6.8.2 Space Allocation Plans

Summarize the program plans for meeting identified requirements. Identify plans for providing maintenance access.

6.9 Construction & Modification

6.9.1 Construction and Modification Requirements

Consider and identify specific facility construction and modification requirements (transitory and operational) relevant to the program's needs; summarize constraints of the generic facility type.

6.9.2 Construction and Modification Plans

Summarize the program plans for meeting identified requirements.

6.10 Telecommunications

6.10.1 Telecommunications Requirements

Consider and identify specific telecommunications requirements (transitory and operational) relevant to the program's needs; summarize constraints of the generic facility type.

6.10.2 Telecommunications Plans and Procedures

Summarize the program plans for meeting identified requirements.

6.11-6.19 (Reserved)

Information Handling Services, 1999
August 11, 1999 11:13:06

6.20 Status Assessment
Identify any missing or incomplete data and characterize the potential impact on site implementation. Synopsize any physical facilities issues/risks, identified to date, and describe plans to resolve/mitigate identified problems.

7.0 FINANCIAL RESOURCES

7.1 Summary of Funding Plan
Provide a brief description of the plan for satisfying all of the financial and budgetary requirements related to implementing, maintaining, and operating the program in the NAS.

7.2 Facilities and Equipment (F&E) Budget

7.2.1 F&E Budget Requirements
Briefly summarize the projected F&E funding requirements. Identify cost categories related to implementation to be funded under F&E.

7.2.2 Summary of F&E Funding Status
Summarize the current status of budgetary authorizations in relation to achieving the goals of the program. Identify any impacts of reduced levels of authorizations from initial spending plans.

7.3 Operations and Maintenance (O&M) Budget

7.3.1 O&M Budget Requirements
Briefly summarize the projected O&M funding requirements and cost categories requiring O&M funding.

7.3.2 Summary of O&M Funding Status
Summarize the current status of budgetary authorizations in relation to achieving the goals of the program. Identify any impacts of reduced levels of authorizations from initial spending plans.

7.4 Research, Engineering and Development (RE&D) Budget

7.4.1 RE&D Budget Requirements
Briefly summarize the projected RE&D funding requirements and cost categories requiring RE&D funding..

7.4.2 Summary of RE&D funding Status
Summarize the current status of budgetary authorizations in relation to achieving the goals of the program. Identify any impacts of reduced levels of authorizations from initial spending plans.

7.5-7.19 (Reserved)

7.20 Status Assessment
Identify any missing or incomplete data and characterize the potential impact on site implementation. Synopsize any potential financial resource issues/risks, identified to date and describe plans to resolve/mitigate identified problems.

Information Handling Services, 1999
August 11, 1999 11:13:06

8.0 HUMAN RESOURCES

8.1 Human Resource Management

8.1.1 Impacts of Acquisition on Human Resource Management

Using the subparagraph headings provided below, summarize the potential impacts of the acquisition program on each of the human resource management elements.

8.1.1.1 Personnel Security
8.1.1.2 Relations with Local Communities
8.1.1.3 Relations with Aviation Community
8.1.1.4 Employee Work Environment
8.1.1.5 Employee Job Satisfaction
8.1.1.6 Labor-management Relations
8.1.1.7 Organizational Structure(s)

8.1.2 Human Resource Implementation Strategies

Based on potential impacts identified in section 8.1.1, identify and recommend options for addressing those impacts.

8.1.3 Security Clearances

Identify any considerations for processing security clearances required as a consequence of program activities. Also identify requirements and time frame for providing access or escort to non-FAA personnel.

8.2 Staffing

8.2.1 Impacts of Acquisition on Staffing

Summarize the impacts to staffing plans nationally and locally relative to implementing, maintaining, and operating the program in the NAS.

8.2.1.1 Operational Workload

List all affected FAA work forces (e.g., AT, AF, AFS, AVN) and using corresponding subparagraph, briefly summarize the nature of the impact on their operational workload. To the extent possible, quantify the impact in terms of person/hours per year and in relation to any systems being replaced.

8.2.1.1.1 - 8.2.1.1.n (as necessary: one for each affected work force)

8.2.1.2 Implementation Workload

List all FAA work forces to be involved in supporting program implementation. Using corresponding subparagraphs, briefly summarize the magnitude of and schedule for personnel support projected for the program's implementation.

8.2.1.2.1 - 8.2.1.2.n (as necessary: one for each affected work force)

8.2.2 Staffing Plans

Identify strategies to be employed to meet operational staffing and implementation support workload requirements. Identify and describe recruitment, compensation, classification, over time authorizations actions which may be necessary to meeting staffing requirements.

8.2.3 Staffing Schedule

Synopsize the program schedule requirements for provision of operational staffing and implementation staffing (Pre-INCO through Equipment Removal).

8.3 Training

8.3.1 Training Program

Synopsize how training requirements were determined and the training program that will be offered to meet those requirements. Plans and applicable FAA standards for transferring contractor materials to the FAA should be identified.

Information Handling Services, 1999
August 11, 1999 11:13:06

8.3.2 Training Support

Identify and describe the training support resources to be used in implementing the training programs.

8.3.3 Personnel Skills

Summarize the results of the knowledge, skills, and abilities study conducted to determine training requirements. Summarize training requirements of all affected personnel, including special training required for second level engineering support, including software and component level course requirements.

8.3.4 Training Quotas

Identify the types, location and duration of contractor and government training for all affected personnel, by position classification.

8.3.5 Training Schedule

Identify the schedule (in relation to site implementation milestones) for conduct and completion of any system related training.

8.4-8.19 (Reserved)

8.20 Status Assessment

Identify any missing or incomplete data and characterize the potential impacts on site implementation. Synopsize any human resource issues/risks identified to date and describe plans to resolve/mitigate identified problems.

9.0 TEST AND EVALUATION

9.1 Overview of Test Program

9.1.1 Government Test Program

Identify the components of the government conducted test program (e.g. shakedown, OT&E) and using corresponding subparagraphs, briefly synopsize the purposes, location(s), sequence and, when available, the schedule for each component.

9.1.2 Contractor Test Program

Identify the components of the contractor conducted test program and using corresponding subparagraphs, briefly synopsize the purpose(s), location(s), sequence and, when available, the schedule for each component.

9.2 T&E Schedule

Provide a schedule for conduct of the test program in relation to acquisition and site implementation milestones.

9.3 T&E Responsibility Matrix

Using the subparagraph headings provided, identify relevant individuals and organizations involved in the test program and briefly describe the role(s) and responsibilities of each.

9.3.1 Government Test Organization

9.3.2 Contractor Test Organization

9.4 T&E Field Support Requirements

9.4.1 Personnel Requirements

Identify the numbers and types of FAA personnel required to support government and contractor test and evaluation activities. Include training requirements and training schedules for T&E personnel.

Information Handling Services, 1999
August 11, 1999 11:13:06

9.4.2 Test Equipment Requirements

Identify test equipment required for testing on-site.

9.4.3 System Access

Summarize requirements for access to site equipment for conduct of testing. Identify the schedule for and projected duration of access requirements.

9.4.4 Space Requirements

Summarize facility space required to support testing requirements.

9.5 T&E Program Status

9.5.1 Test Results Summary

Briefly synopsize outcomes of each component of testing to date, to include identification of any deferred testing, follow-on testing, testing limitations, and failed tests.

9.5.2 Outstanding Program Trouble Reports (PTR)

List open critical PTR's and actions being taken to resolve them.

9.5.3 Discrepancy Correction Process

Describe the process for resolving test discrepancies.

9.6-9.19 (Reserved)

9.20 Status Assessment

Identify any missing or incomplete data and characterize the potential impacts on site implementation. Synopsize any test and evaluation issues/risks identified to date and describe plans to resolve/mitigate identified problems.

10.0 SYSTEM SUPPORT

10.1 System Support Concept

10.1.1 Hardware

Briefly synopsize the maintenance concept for sustained engineering of the hardware components associated with the new system Identify peculiarities with equipment (e.g. proprietary data, warranty, etc.) that would inhibit the field maintenance organization's ability to research problems and develop modifications.

10.1.2 Software

Briefly synopsize the maintenance concept for the sustained engineering of software components of the system. Identify peculiarities with software (e.g. proprietary data, warranty, etc.) that would inhibit the field maintenance organizations ability to research problems and develop modifications. Identify and describe any support equipment or software development tools to be provided to sites or field maintenance organizations.

10.2 Special Support Facilities

10.2.1 Mike Monroney Aeronautical Center

Using the paragraph headings provided below, briefly describe the system support facility requirements at the Aeronautical Center and describe plans for providing support to systems provided by the program.

10.2.1.1 Restoration Response Level

10.2.1.2 Field Level Maintenance

10.2.1.3 Depot Level Maintenance

10.2.1.4 Engineering Support

Information Handling Services, 1999
August 11, 1999 11:13:06

10.2.2 FAA Technical Center

Using the paragraph headings provided below, briefly describe the system support facility requirements at the FAA Technical Center and describe plans for providing support to the systems provided by the program.

10.2.2.1 Restoration Response Level

10.2.2.2 Field Level Maintenance

10.2.2.3 Depot Level Maintenance

10.2.2.4 Engineering Support

10.2.3 Other Special Support Facilities

Identify any additional Special Support Facilities required by the program. Use subparagraphs per sections 10.2.1 and 10.2.2 to describe the facility requirements and plans for providing support to the systems provided by the program.

10.3 Materiel Support

10.3.1 Project Materiel

Briefly describe the implementation and operational materiel support concept.

10.3.2 Provisions and Supply Support

Synopsize plans for initial provisioning of materiel. Identify the location and quantities of spares and repair parts to be provided.

10.3.3 Packaging Transportation and Storage

Summarize requirements and plans for meeting packaging, handling, transportation and storage of components of the system being deployed.

10.4 Technical Documentation

Using the paragraph headings provided below, identify and describe the system documentation to be provided by the program. Briefly describe the process by which each type of documentation will be validated for completeness and accuracy. Identify the format(s) (e.g. hard copy, magnetic media, etc.) in which technical documentation will be provided.

10.4.1 Hardware Documentation

10.4.2 Software Documentation

10.4.3 Procedural Documentation

10.5-10.19 (Reserved)

10.20 Status Assessment

Identify any missing or incomplete data and characterize the potential impact on site implementation. Synopsize any system support issues/risks identified to date and describe plans to resolve/mitigate identified problems.

11.0 PROGRAM SCHEDULE INFORMATION

11.1 NAS Implementation Schedule

Provide a Materiel Delivery Forecast Module (MDFM) data based "waterfall" schedule of the planned implementation of the program.

11.2 Deployment Schedule

Provide a schedule for the deployment of program equipment to each implementation site.

11.3 Site Implementation Schedule

Provide a schedule for completion of each site's major implementation milestones.

Information Handling Services, 1999
August 11, 1999 11:13:06

11.4 Schedule Dependencies
Identify and describe the nature of any schedule dependencies.

11.5-11.19 (Reserved)

11.20 Status Assessment
Identify any missing or incomplete data and characterize the potential impact on site implementation. Synopsize any schedule issues/risks identified to date and describe plans to resolve/mitigate identified problems.

12.0 ADMINISTRATION

12.1 Acquisition Program Summary

12.1.1 Market Survey
Summarize the results of the market survey.

12.1.2 Acquisition Strategy
Synopsize the acquisition strategy contained in the program's acquisition plan and summarize the status of the acquisition process to date.

12.2 Contracting Information

Provide a brief description of the program's procurement package and other contractual elements.

12.2.1 Prime Contract
Identify the prime contractor and teammates

12.2.2 Service Contracts
List the service contracts, by contractor name and address, associated with the program.

12.2.3 Program Support Contracts
List the program support contracts, by contractor(s) name and address, that will be supporting the program office.

12.2.4 Regional Contracting
Identify the types of regional contracting which will be required to support implementation of the program.

12.2.5 GFP/GFI/GFE Obligations
List contractual obligations for government provision of property, information and/or equipment. Identify the organizational entity with delegated responsibility for meeting the obligation.

12.3 Program Management (PM)

12.3.1 PM Charter
Synopsize the PMs charter.

12.3.2 Program Management Team (PMT)
List the names, routing symbol, role and telephone number of members of the PMT. Identify and describe the roles of any working groups which may be involved in supporting the program manager.

12.3.3 Program Status Reporting
Briefly describe the processes and schedule for reporting on the program's status. Indicate the audience for each type of reporting.

12.3.4 Exception Management
Describe processes for identifying and resolving technical, implementation and transition issues.

Information Handling Services, 1999
August 11, 1999 11:13:06

12.4 Quality Assurance

12.4.1 Program Acceptance Criteria

Summarize contractor performance measures to be employed in evaluating performance and describe processes for evaluating contractor performance. Define the relationship of the acceptance process to the test program.

12.4.2 Risk Management

Describe risk identification and mitigation processes to be employed.

12.5 Configuration Management (CM)

12.5.1 CM Responsibilities

Describe the CM role in the program and identify the individual responsible for fulfilling that role during the various phases of the acquisition and during transfer of the baseline control to the field maintenance organization. Identify the time-frame for issuance of the configuration baseline and briefly describe the program's process for managing NCPs to that baseline.

12.5.2 Configuration Control Boards (CCB)

Briefly describe the relationship of the program to the CCBs during the various phases of the acquisition and the process for transfer of CM baseline control to the appropriate CCB.

12.5.3 CM Milestones

List and briefly describe the CM milestones important to implementation and various phases of transition.

12.5.4 Configuration Items (CI)

List the major program items which are or will be placed under configuration control and transferred from the acquisition program office to the field maintenance organization during implementation.

12.6-12.19 (Reserved)

12.20 Status Assessment

Identify any missing or incomplete data and characterize the potential impact on site implementation. Synopsize any program management issues/risks identified to date and describe plans to resolve/mitigate identified problems.

13.0 IMPLEMENTATION (REQUIREMENTS)

13.1 Implementation Support Organization

13.1.1 Associate Program Manager for NAS Implementation (APMNI)

Provide the name, telephone number and summary of the APMNI role in the program based on the APMNI program directive.

13.1.2 Implementation Management Team (IMT)

Briefly describe the role of the IMT and provide a list of the names and organizational affiliation of each IMT member.

13.1.3 Regional Associate Program Manager (RAPM)

Briefly summarize the role of the RAPMs for the program and provide a lists of the RAPMs, along with their routing symbol and telephone numbers.

13.1.4 Technical On-site Representatives (TOR)

Briefly summarize the role of the TORs for the program and provide a list of their names, routing symbols and telephone numbers.

Information Handling Services, 1999
August 11, 1999 11:13:06

13.1.5 Contract Support

Identify any support contractor organizations which will be supporting program and site implementation and briefly summarize the role of each contractor.

13.2 Site Implementation Process

Using the paragraph structure provided below, describe the implementation activities associated with each site implementation phase and identify the transitory requirements needed to accomplish implementation activities. "Transitory" requirements are the differences (deltas) between the existing human and financial resources and physical attributes of the facilities and equipment and those proposed.

13.2.1 Implementation Planning Phase

13.2.1.1 Implementation Activities

Summarize the planning activities requiring field participation to support system implementation at the site, beginning with the concept exploration phase of the acquisition process and continuing through the system integration phase at the site.

13.2.1.2 Requirements

List and quantify or describe the transitory requirements associated with the implementation planning phase.

13.2.2 Pre-Installation and Checkout (Pre-INCO) Phase

13.2.2.1 Implementation Activities

Summarize the implementation activities at the site, beginning with the site survey and continuing through site preparation and delivery of equipment to the site.

13.2.2.2 Requirements

List and quantify or describe the transitory requirements associated with the Pre-INCO phase.

13.2.3 Installation and Checkout (INCO) Phase

13.2.3.1 Implementation Activities

Summarize the implementation activities at the site, beginning after delivery of equipment to the site and prior to successful completion of Contractor Acceptance Inspection (CAI).

13.2.3.2 Requirements

List and quantify or describe the transitory requirements associated with the INCO phase.

13.2.4 System Integration Phase

13.2.4.1 Implementation Activities

Summarize the implementation activities at the site when new equipment is connected to the operation system and tests are conducted to verify performance of interfaces. This phase extends from CAI through Initial Operational Capability (IOC).

13.2.4.2 Requirements

List and quantify or describe the transitory requirements associated with the System Integration Phase.

13.2.5 Field Shakedown Phase

13.2.5.1 Implementation Activities

Summarize the implementation activities at the site during the period of time between IOC and Operational Readiness Demonstration (ORD).

13.2.5.2 Requirements

List and quantify or describe the transitory requirements associated with the Field Shakedown Phase.

13.2.6 Dual Operations Phase

13.2.6.1 Implementation Activities

Summarize the implementation activities at the site during the period of time when the new equipment has been commissioned and is operating as the primary system, but replaced equipment is in place in a back-up mode.

Information Handling Services, 1999
August 11, 1999 11:13:06

13.2.6.2 Requirements

List and quantify or describe the transitory requirements associated with the Dual Operations Phase.

13.2.7 Equipment Removal Phase

13.2.7.1 Implementation Activities

Summarize the site activities during the implementation phase time when decommissioned equipment, and implementation support and test equipment are being removed, the facility is being restored and FAA F&E databases are being updated to reflect the new configuration.

13.2.7.2 Requirements

List and quantify or describe transitory requirements associated with the Equipment Removal phase.

13.8-13.19 (Reserved)

13.20 Status Assessment

Identify missing or incomplete data and characterize the potential impact on site implementation. Synopsize any implementation issues/risks identified to date and describe plans to resolve/mitigate identified problems.

Appendix A GENERIC SITE IMPLEMENTATION PLAN (GSIP)

Provide a detailed list of activities to be performed in the field by the contractor, headquarters, and/or regional personnel during the seven phases of site implementation. Refer to the Implementation Process Guidelines for further information regarding the format and content of the GSIP.

Appendix B TRANSITION INFORMATION EXCHANGE (TIE) SUMMARY REPORT

List and summarize transition and implementation issues identified during the TIEs conducted prior to issuance of the current version of the PIP, and as summarized in the TIE Summary Report provided to the ARC as input to the KDP deliberations. The issues summary should identify the office responsible for resolution of each issue, the originating organization, the suspense date for resolution and the status, current as of a specified date proximal to the issuance date of the PIP.

Appendix C ACRONYMS

Provide a list of all acronyms used within the body of the PIP with its corresponding definition.

Information Handling Services, 1999
August 11, 1999 11:13:06