

SOLLIMS Annual Development Plan FY2016

Project Information

Project:	<u>SOLLIMS 5.0</u>
Project Time-frame:	October 2015 – September 2016
Attached worksheets:	Network Diagrams
	Wireframes

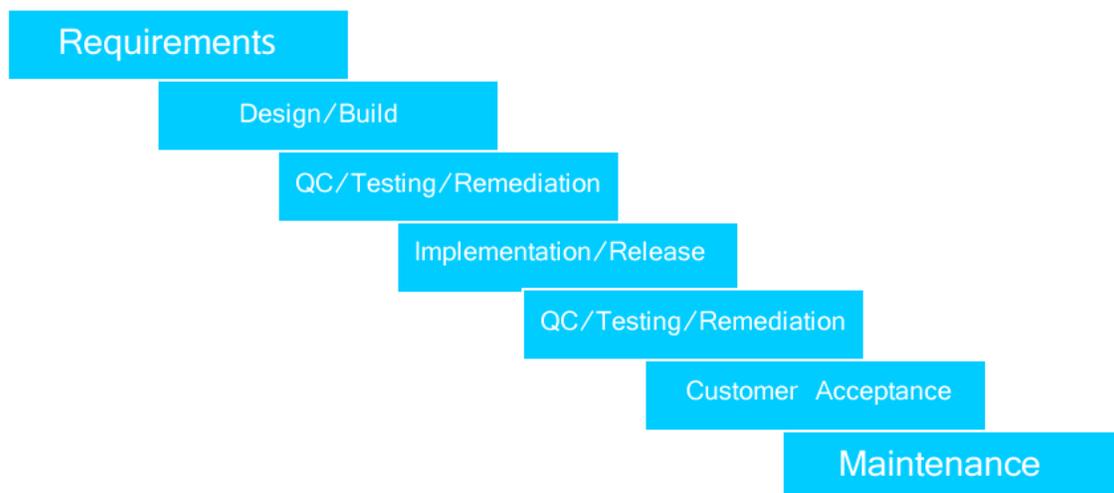
Process impact: This plan will be used to evaluate and manage the project. Key assumptions that affect the plan should be documented here. The project plan should be updated throughout the life-time of the project.

Summary of Project

The system development of SOLLIMS 5.0 in FY16 is going to be focused on enhancing the Member experience. This includes but is not limited to: The Search function will be expanded and updated; Shared Document Pop-up/Dropdown Menus will be implemented; notification emails will be standardized as well as sent upon successfully adding to a COP block or Knowledge Library; Security Questions will now be a requirement for new users to populate; Lesson Reports will be updated; Users subscriptions will be expanded to several additional content areas; The project tool will receive a much needed upgrade as well as the Forum/Blog Module.

Summary of Methodology

The development methodology for this plan will be a Waterfall₁ approach as shown below.



Requirements Change Control

1. The Configuration Control Board (CCB) will review requested requirement changes, authorize as appropriate and publish to ADP.
2. Requests from the CCB for requirements changes will be tracked in the Configuration Management Tool website by the IT Specialist and the Developer.

Plan Updates

- This project plan will be updated by the SOLLIMS PM and IT Specialist as needed throughout the project. It will be placed under version control and stored on the PKSOI SharePoint portal.
- Any change to the plan will cause an automatic notification to be sent to a project mailing list.
- Each fiscal year a new ADP will be drafted with new requirements and will be available to the CCB and Developer for review no later than contract award date +31 days*. The approved ADP will define development activity for the upcoming year. The ADP will be approved no later than last day of October of current year.

*Unless approved by Government COTR

Required Resources

Development Team

The development team will consist of SOLLIMS PM, IT Specialist, Developer, and Network Administrator.

Configuration Control Board

The Configuration Control Board (CCB) will consist of SOLLIMS PM, SOLLIMS Lessons Learned Analyst, and the IT Specialist.

Required tools

- Configuration Management Tool: <http://projects.nsitellc.com>
- Development site <http://devnew.pksoi.org/>
- PKSOI Sharepoint repository:
<https://internal.carlisle.army.mil/sites/PKSOI/LessonsLearned/SOLLIMS CMT Files/>
- Skype: PKSOI/Developer communications
- MS SQL Express Server 2008R2
- SOLR Server
- Windows Server 2008R2

Required Software:

Name of Software	Manufacturer
SQL Server	Microsoft
ColdFusion	Adobe
jQuery	jQuery
CFBB	AderSoftware
Gitstack	Gistack
MonoDroid x2	Xamarin
MonoTouch x2	Xamarin

iOS Developer	Apple		
Required Software Licenses			
Name of Software	Manufacture	Version	URL
Cold Fusion	Adobe	9	http://www.adobe.com/products/eulas/
SQL Server	Microsoft	2008R2	http://www.microsoft.com/sqlserver/en/s/get-sql-server/how-to-buy.aspx
jQuery	jQuery		http://jquery.org/license/
CFBB	AderSoftware	v1.4.0	http://www.adersoftware.com/index.cfm?page=cfbb
iOS Developer	Apple		
MonoDroid x2	Xamarin		
MonoTouch x2	Xamarin		

System Maintenance

SOLLIMS current system capabilities will remain intact and maintenance will be performed as necessary by the developer and network administrator to remediate any issues with system function and performance. Any and all changes to the system that will have a direct impact to the customer interface or data repository will be reviewed and approved by the CCB.

Deliverables for FY16

Deliverable Name	Description	Projected Delivery Date
SOLLIMS 5.0 Web 2.0 Style User Interface - CMEPP 1	<ol style="list-style-type: none"> 1. Displays a uniquely defined web-style interface for the CMEPP Portal in SOLLIMS based on this website: https://www.cmeppintl.com 2. Uses SOLLIMS registration/logon routine. The system will use the same User/Id and password as SOLLIMS. 3. Allows users assigned to the CMEPP portal to enter SOLLIMS environment using an independent URL. The URL could be something similar to https://cmepp.sollims.org 4. Allows users assigned to the CMEPP portal to have general access to SOLLIMS content and functions. 5. Allows CMEPP portal manager and SOLLIMS System Administrator to designate pre-recorded videos, stored in a video content repository within SOLLIMS for display on landing page and sub-navigation pages. 6. Allows CMEPP Portal Manager and SOLLIMS System Administrator to designate documents, journal type articles, and other text-based content within SOLLIMS, for display on landing page an sub-navigation pages. i.e. content within CMEPP DOCS folder. 7. Allows CMEPP Portal Manager to link users to Forums & Blogs to facilitate discussion on key education topics and techniques. <p>*See [WIREFRAME – CMEPP1 – WEB STYLE USER INTERFACE.pptx]</p>	
SOLLIMS 5.0 Interactive Hotspot Map - CMEPP 2	<ol style="list-style-type: none"> 1. Incorporate Google Maps in center of page with “hotspots” pinned to CMEPP Portal Manager and/or SOLLIMS System Administrator specified CMEPP activity/event locations 2. Provide Hotspot dropdown menu to list/provide navigation to all Hotspot locations 3. Provide linkage to content within SOLLIMS main portal repositories for ‘on-click’ content display – includes text only, text with static graphic/photo, graphic/photo only, text with pre-recorded video, and pre-recorded video only 	

	<p>4. Develop/implement “dashboard” utility that allows CMEPP Portal Manager and SOLLIMS System Administrator to build hotspot callouts.</p> <p>*See [WIREFRAME – CMEPP2 – HOTSPOT MAP.pptx]</p>	
<p>SOLLIMS 5.0</p> <p>Web Conferencing – CMEPP</p> <p>3</p>	<p>1. Build administrative module to link to external web-conferencing service/application</p> <ol style="list-style-type: none"> 1. Portal manager/admin initiates online session within commercial web-conferencing service application. i.e. BigMarker, Adobe Connect, DCS 2. Announcement/link allows users to join session 	
<p>SOLLIMS 5.0</p> <p>Search Function Upgrades</p> <p>4</p>	<p>1. Knowledge Library</p> <ol style="list-style-type: none"> 1. The metatag selections will display “you searched on” 2. Reset/New Search should bring you to the default new search screen 3. Include UJTL and ETM tags in Advanced Search Options <p>2. Saved Searches *See [WIREFRAME-Delete_Saved_Search.pptx]</p> <ol style="list-style-type: none"> 1. Ability to delete from My Saved Searches screen 2. Select title and dialogue pop-up includes “Delete” option <ol style="list-style-type: none"> 1. This deletes from user My Saved Searches list 2. Does not delete from Saved Searches list on Site Search interface screen. 3. Admin/Super Admin ability to delete a Saved Search from the list of Saved Searches on the Site Search interface screen. 	
<p>SOLLIMS 5.0</p> <p>Shared Document Pop-up/Dropdown Menus</p> <p>5</p>	<p>1. Show folder structure in pop-up/dropdown menu when user mouse-over a Shared Document library title; user can select folder from dropdown menu; on click – takes user to the existing page but to the section they clicked on (i.e. html anchor)</p> <p>*See [WIREFRAME-Shared-Document-Popup-Menu.pptx]</p>	
<p>SOLLIMS 5.0</p> <p>User Subscriptions</p> <p>6</p>	<p>1. In all portals, allow user to subscribe to:</p> <ul style="list-style-type: none"> -Portal Announcements -Knowledge Library -Sampler -COP <p>2. The eMail would generate for new, updated, or deleted content.</p>	
<p>SOLLIMS 5.0</p> <p>New Data/Document Notifications</p> <p>7</p>	<p>1. Notifications to Portal Manager, Admin and Super Admin</p> <ol style="list-style-type: none"> 1. New documents added to any Shared Document Library 2. New COP Block is added to CoP in any portal <p>2. Standardize notification emails for all new/add actions</p> <ol style="list-style-type: none"> 1. New lesson 2. New document in Knowledge Library 3. New document in Shared Document Library 4. New COP Block added to COP 5. Change in Daily Digest parameters 6. Metatag SME notifications <p>3. Standardized notification emails should provide</p> <ol style="list-style-type: none"> 1. Description of action (i.e. ‘Document Added’) 	

	<ol style="list-style-type: none"> 2. Where action occurred (i.e. 'xyz library') 3. For Documents, title of document 4. Link to Page / document in SOLLIMS 	
<p>SOLLIMS 5.0</p> <p>Create Security Questions</p> <p>8</p>	<ol style="list-style-type: none"> 1. All new users will be required to create 2 Security Questions/Answers at Registration 2. If a current user doesn't have any security questions setup, then at the 6th month password change notification, they must create security questions/answers. 	
<p>SOLLIMS 5.0</p> <p>Lesson Reports</p> <p>9</p>	<ol style="list-style-type: none"> 1. Add new menu item in Site Tools – 'Lesson Reports'; on-click displays all Viewable Lesson Reports. 2. Under 'My Actions'>>'My Lesson Reports' shows only/all lesson reports <u>created by user</u> 3. In 'My Lesson Reports' screen, user can edit/delete only lesson reports he/she has created. 	
<p>** These development efforts are based on availability of funds. These will be moved to FY17 if not completed in FY16.</p>		
<p>SOLLIMS 5.0</p> <p>Project Management Tool</p> <p>10 **</p>	<ol style="list-style-type: none"> 1. Refine user interface and improve functionality <ol style="list-style-type: none"> 1. Verify/fix notifications based on assignment of support/OPR 2. Verify/fix notifications based on START DATE, DUE DATE and COMPLETED DATE 3. Permit Project Manager to include email for non-SOLLIMS account holders 	
<p>SOLLIMS 5.0</p> <p>Forum/Blog New Module</p> <p>11 **</p>	<ol style="list-style-type: none"> 1. New single sign-on for the current forums. The forum system will be updated to seamlessly work with SOLLIMS and will not require the user to do a secondary logon/sign-in. It will have the same 'graphical site theme' as SOLLIMS. New module will provide all currently existing functions as the current system. 	

Version Release Report

Once a new version of SOLLIMS or eSOLLIMS is deployed a Version Release Report will be generated within 30 days of the system release and distributed to both the customer and the developer. The Version Release Report will be drafted by the Information Technology Specialist (ITS) and the ITS will collaborate with the customer and the developer during this period to capture the data for the report.

Quality Control

Comprehensive testing on the development server of each deliverable by the developer and the customer will be planned and coordinated on the CMT to remediate any system issues at least one week prior to deployment on the production server. Once the deliverable has passed development testing and is released to production, acceptance testing will be conducted by the customer and the developer will provide remediation as needed. The Program Manager (PM) will act as the technical integrator providing quality control review of potential issues/side effects of system module deployments. Final acceptance of the deliverable will be approved by the Government COTR.

Operations & Maintenance / Development Support

Provide operations and maintenance to existing production environment, codebase and supporting software and hardware. This also includes break/fix support to all FY16 development.

Unexpected/Urgent Configuration Change Requests

This development plan allows for unexpected or special urgent configuration change request. The development plan will be adjusted as appropriate to reflect changes associated with this type of request. The request will be submitted in writing using the 5Ws method with sufficient detail; description to include source of request and impact if/ if not implemented. This request will also be placed on to the CMT system for tracking. Any change request will be reviewed by the SOLLIMS PM or in the event the SOLLIMS PM is not available it will be reviewed by the SOLLIMS Lessons Learned Analyst or PKSOI Operations Support Specialist. Once reviewed, the SOLLIMS PM, SOLLIMS Lessons Learned Analyst or PKSOI Operations Support Specialist will assign a priority to the requested configuration change. As well, the IT Specialist will update the ADP and CMT to reflect associated change and impact to plan.

Risk Management

The main risks of this project are:

1. There is a potential for mission creep as new requirements are identified during the course of the development cycle. We will mitigate this risk by having the CCB meet bi-monthly to evaluate any newly identified requirements and provide guidance.
2. External SOLLIMS partners/stakeholders identify unique key capabilities, web services, and data sharing capability or system development requirements. Resources would be strained, overlapping and result in possible milestones not being met. To manage this risk, the CCB will meet to discuss this partnering and how it affects the resources allocated to the ADP and adjust the ADP accordingly to meet the needs of the SOLLIMS program.

Conclusion

SOLLIMS is an advanced and robust data collection and content management system that requires skillful software development administration. The development being proposed in this plan is generated from member and administrator requirements submitted to the CCB. Administrators will enjoy more robust reporting tools. Users will appreciate a new Search and Tools layout, and enhanced site navigation. The SOLLIMS program is constantly upgrading and refining its web based products so that the user community can benefit from its broad spectrum of capabilities and share/contribute to the wealth of knowledge it provides on Peacekeeping and Stability Operations.

References

1. [Wasserfallmodell > Entstehungskontext](#), Markus Rerych, Institut für Gestaltungs- und Wirkungsforschung, TU-Wien. Accessed on line August 14, 2012.

ADP Implementation Authorization

Reviewed and Approved for Implementation:

_____ Date: _____

Dan French

Chief Lessons Learned

Peacekeeping and Stability Operations Institute

Acknowledged:

_____ Date: _____

Nsite, LLC

