

FPPS Pre-Migration Change Control Process

March 15, 2004

Background

DOT's non-FAA modes are scheduled to be migrated to FPPS in April 2005 and FAA in October 2005. A gap analysis has been completed, interfaces and reporting needs identified, FPPS change requests (CR's) prepared and scheduled, user training scheduled, data mapping nearly completed, and simulated parallels are in the process of being initiated. The CR's identify the functional changes to be made to FPPS to accommodate the unique DOT regulatory, policy, union, and long-standing business practice requirements. The DOT CR's have been scheduled in FPPS Releases along with regulatory system changes, other agencies migration requirements, normal processing requirements, and a limited number of changes from the FPPS Users Group.

FPPS Releases for the remainder of FY04 and all of FY05 have now been scheduled and resources committed. The FY05 scheduled FPPS release dates are primarily controlled by DOT CR's. Thus, in order to maintain the schedule, it is critical that any subsequent DOT workload be controlled so that the FPPS release dates do not get extended and adversely impact DOT's migration dates.

Purpose

The FPPS Pre-Migration Change Control Process is designed to ensure that any subsequent new DOT system requirements or changes to the existing requirements are coordinated within DOT, are appropriately evaluated for their schedule impact, and that the appropriate level of DOT and NBC management determines their disposition. Such changes could be as the result of regulatory changes, union contract negotiations, or requirements that were initially missed and whose absence will prevent DOT from being implemented on FPPS.

Change Control Process

- Proposed changes to the baselined DOT requirements will be documented by the responsible DOT Team Lead and submitted to the DOT Migration Program Manager for coordination with the DOT Configuration Control Board (CCB) prior to formal submittal to the NBC.
- All new DOT requests for FPPS system changes or changes to the existing CR's will be submitted to the NBC Migration Program Manager through the DOT Migration Program Manager.
- Similarly, requests for FPPS system changes prepared by the NBC Migration Program Manager will be provided to the DOT Migration Program Manager for review and coordination through the DOT CCB.
- The NBC Migration Program Manager will submit all such change requests to the FPPS Program Manager for impact analysis through the NBC's FPPS Software Configuration

Control Board (SCCB). The NBC SCCB meets weekly to evaluate such requests and determine their potential impact.

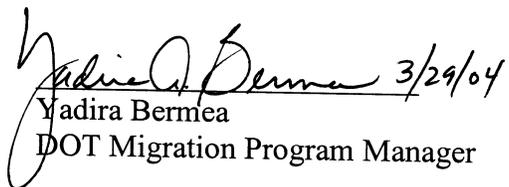
- If the FPPS Program Manager determines the change can reasonably be accommodated within the current FPPS Release schedule then it will be so scheduled. However, if it impacts other clients, it will need to be coordinated through the FPPS Users Group.
- If the change has schedule impact, the NBC and DOT Migration Management Teams will be so advised. The DOT Team Lead responsible for the CR will develop a position to be presented to the DOT Migration Program Manager for coordination with the DOT CCB. The DOT CCB can recommend to place the requirement on hold and determine an appropriate work-around, substitute it for existing CR's that are not already in the development process, or submit it to the DOT Migration Management Team for a schedule change. Again, if the CR impacts other FPPS clients it needs to be coordinated through the FPPS Users Group.
- If in the best judgment of the DOT Migration Management Team, the CR is sufficiently critical that it needs to be available at the time of migration and existing CR's can not be deferred, then the CR must be submitted to the DOT Steering Committee and the NBC Associate Director for Federal Personnel Payroll System and Services for approval/disapproval to send to OPM.
- Any proposed system changes that are projected to delay the DOT scheduled migration date must be submitted by the NBC Associate Director for Federal Personnel Payroll System and Services to OPM for approval of a schedule modification.

Reporting

DOT will be provided a bi-weekly listing of all new CR's or changes to existing CR's submitted and their status. The listing will identify any substitutions mutually agreed upon and work-around solutions for any CR's placed on hold. It will also identify any CR's requiring submission to the DOT Steering Committee.

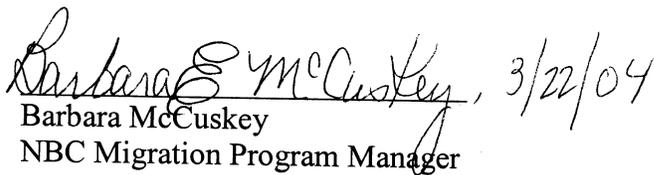
Approval

For DOT:

 3/29/04
Yadira Bermea
DOT Migration Program Manager

For NBC:

 3/22/04
June Hartley
FPPS Migration Program Manager

 3/22/04
Barbara McCuskey
NBC Migration Program Manager