

APPENDIX E

SAMPLE STATUS REPORT

***WIC On the WEB
Monthly Status Report***

April, 2004

Prepared for

***WIC Program Office
Department of Health and Mental Hygiene***

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Monthly Status Report

1 Executive Summary



This document covers work performed and tasks accomplished from contract initiation on February 9, 2004 thru March 31, 2004.

The first couple of weeks of the contract were spent ordering equipment, getting the development environment up and running and making sure all team members understood the current application and the scope of the wow program. Two items that were particularly helpful during this time were the demonstration of the current system by team members who were part of the original development effort and a visit to a local agency. In addition, all developers configured their workstations to run the current application.

Once the development environment was operational, the team split into pairs with the following actions assigned: initial prototyping of the look and feel of a web based version of the wins application.
initial development of the architecture of the application.
development of the security/login aspects of the application.
In addition, work started on the following deliverables:

- Phase I, Deliverable 1 – Project Management Plan (PMP)
- Phase I, Deliverable 2 – System Design Document (SDD)
- Phase I, Deliverable 3 – FRD
- Phase I, Deliverable 4 – System Integrity Document (SID)
- Phase II, Deliverable 1 – Development Plan
- Phase II, Deliverable 2 – Test Plan
- Phase II, Deliverable 3 – Implementation Plan
- Phase II, Deliverable 4 – Security Document
- Phase II, Deliverable 5 – Training Plan
- Phase II, Deliverable 8 - System Software and Code Documentation

2 Work Accomplished

Set up Development Environment

- Installed the 9iAS (application server) which will be used to develop and test all reports.
- Created a database which mirrors the operational database.
- Setup .NET framework on all machines.
- Setup access to current application.
- Setup and installed the configuration management software on the development server and all workstations.

Started prototyping the look and feel of a Web Based version of the WINS application. Screens were mocked up and sent to the “WOW Steering Committee” for comments. In addition, the team sent the mock ups to a Web Graphics Designer to gain insight as to the current trends in web pages. At the first meeting of the WOW Steering Committee, the mock up were presented and the following graphic was selected for look and feel of the new application.

New Look and Feel

Current Look and Feel

Note: Colors are easily changeable and have not been decided on as of yet.

In addition to selecting the look and feel of the new system, the Steering Committee started reviewing the current screens to determine if the flow of the information on the screens needed to be changed to facilitate a more efficient

means to processing WIC participants. The WOW Steering Committee will meet every three weeks to review the system as it is being developed.

Before the development of the screens could be started, the team needed to layout the architecture of the application. To do this, we prototyped a single screen that contained all of the elements of the application. In addition, if there were multiple ways of implementing a feature, they were both prototyped. In parallel with the architecture prototype, another prototype was prepared to show the various security/login methods that are in use by Web applications today. Once these two prototypes were completed, a design meeting was convened to discuss the pros and cons of each method employed and an approach was selected.

The following deliverables were completed during the month of March. Note: All of these are considered living documents and will be updated during the development phase as issues arise and are resolved. For example, if it is determined that an additional common class is needed to handle an event that affects multiple areas of the application, the use of this class will be added to the Development Plan.

- ▶ Phase II, Deliverable 1 – Development Plan
- ▶ Phase II, Deliverable 2 – Test Plan
- ▶ Phase II, Deliverable 3 – Implementation Plan
- ▶ Phase II, Deliverable 4 – Security Document
- ▶ Phase II, Deliverable 5 – Training Plan

3 Deliverables In Progress

The following deliverables are currently being worked on by the team.

- ▶ Phase I, Deliverable 1 – Project Management Plan (PMP)
- ▶ Phase I, Deliverable 2 – System Design Document (SDD)
- ▶ Phase I, Deliverable 3 – FRD
- ▶ Phase I, Deliverable 4 – System Integrity Document (SID)
- ▶ Phase II, Deliverable 8 - System Software and Code Documentation

4 Problem Areas/Risk Mitigation

The following risk areas have been identified by the development team and will be monitored until the risk has been mitigated.

Risk #1:

Check printing – Currently WINS prints checks from the local workstation to the local printer. In order to ensure that a user cannot print multiple copies of the same check in the new Web based application, we will need to send the information from the application server.

Mitigation:

An action will be assigned to one of the team members to prototype this portion of the application to ensure that if it is more difficult than expected we have enough time to investigate alternative solutions. Note: currently Pennsylvania is printing WIC Checks via a Web based application so we do not anticipate this to be a critical issue.

Risk #2:

Performance – In addition to having the application reside on the users' desktop, WINS uses local tables to display static data. In a browser based design, both the application and static data will need to be moved to a centralized data server. When the State of Pennsylvania went operational on their WIC system, the users were dismayed with the time it took to load pages and save information. This risk item was opened to ensure that we don't experience the same problem.

Mitigation:

In order to mitigate this risk, the WOW system will employ the use of a Web Accelerator to speed up the transmission of data from the central site to work stations and will use data caching to reduce the number of queries to the database (See Risk 3). This risk item will be left open until the team verifies that the accelerator solves the problem. Note: In Pennsylvania they solved the problem by upgrading all communication lines to T1s. The problem with their solution is that it was a major impact to the operational cost of the system.

Risk #3:

Data Caching – One of the ways that database response times can be enhanced is to store static data that previously resided on the workstation in the data cache. The problem with this approach is that the system must ensure that data changed in the database gets to the cache.

Mitigation:

An action will be assigned to one of the team members to prototype this portion of the application to ensure that if it is more difficult than expected, we have enough time to investigate alternative solutions. Note: this is a common practice for web based applications; it is listed here only because no one on the team has implemented a system that has used this technique.

5 Planned Activities

▶ The WOW application, when completed, will be comprised of 90 screens and 40 reports. Each screen and report is being tracked as a task/activity and earned-value report based on completion (i.e., no credit for the activity is given until the item is complete.) This section lists planned completions for the month of April.

The following screens are currently anticipated to be completed

- Home Page
- Search Screens (Fast and Advanced)
- WOW (Household) Summary Screen
- Family Information Screens (Two Screens)
- Participation Information Screens (Two Screens)
- Income Calculation Screens (Four Screens)
- Certification Screen
- PreCertification Screen
- On-Site Screen

The following deliverables are scheduled to be completed by the team by the end of April.

- Phase I, Deliverable 1 – Project Management Plan (PMP)
- Phase I, Deliverable 2 – System Design Document (SDD)
- Phase I, Deliverable 3 – FRD
- Phase I, Deliverable 4 – System Integrity Document (SID)

In addition, the DataSource Team will begin supporting the current WINS system this month.

- Phase IV, Deliverable 1 – Software fixes and enhancements
- Phase IV, Deliverable 2 – Monitoring, Maintenance and Upgrades

6 Project Deliverables Status

The following deliverables will be developed in support of the WOW project.

Deliverable	Name	Status	Date Approved
1.1	Project Management Plan (PMP)	Under Review	
1.2	System Design Document (SDD)	In Progress	
1.3	FRD	In Progress	
1.4	System Integrity Document (SID)	In Progress	
2.1	Development Plan	Approved **	3/31/04
2.2	Test Plan	Approved **	3/25/04
2.3	Implementation Plan	Approved **	3/31/04
2.4	Security Document	Approved **	3/31/04
2.5	Training Plan	Approved **	3/25/04
2.6	User Manuals		
2.7	System Administration Manual		
2.8	System Software and Code Documentation	In Progress	
2.9	System Documentation		
2.10	Acceptance Test		
2.11	Implementation		
3.1	Development Plan		
3.2	Test Plan		
3.3	Implementation Plan		
3.4	Security Document		
3.5	Training Plan		
3.6	User Manuals		
3.7	System Administration Manual		
3.8	System Software and Code Documentation		
3.9	System Documentation		
3.10	Acceptance Test		
3.11	Implementation		
4.1	Software fixes and enhancements	In Progress	
4.2	Monitoring, Maintenance and Upgrades	In Progress	
4.3	One Individual to support System Troubleshooting		
4.4	Maintain Hot Backup Facility		

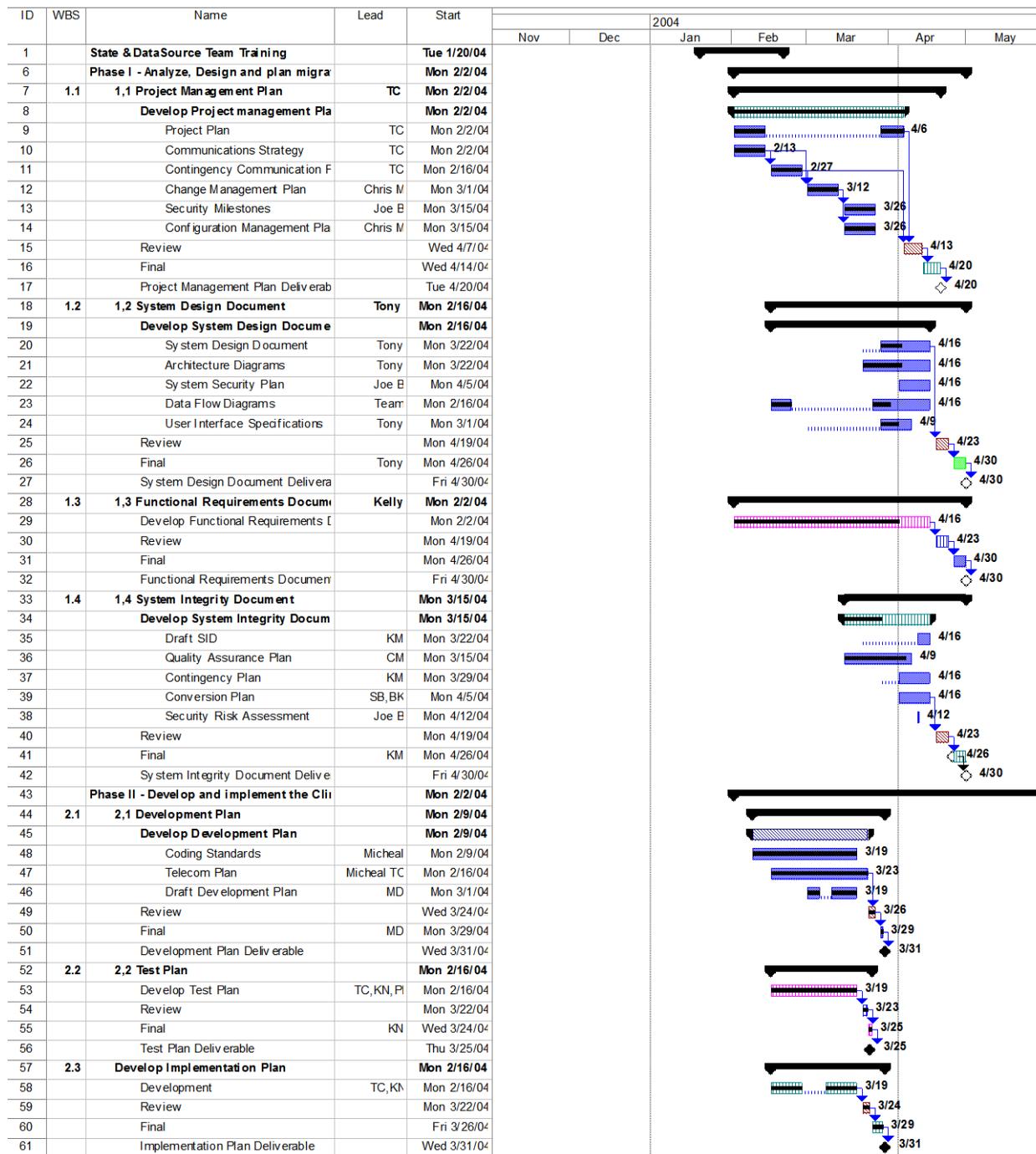
Note: ** These are living documents that will be updated as required during the development process.

Project Accounting Information



- ▶ As of March 31st 2004 two invoices have been submitted to DHMH for a total of \$xxx,xxx
- ▶ The following provides the details associated with each invoice:
- ▶
- 1. Invoice # 1836
 - a. Description: Renewal of Oracle Licenses and Oracle Developer
 - b. Invoice Amt: \$xxxx
 - c. Status: Paid
 - ▶
- 2. Invoice # 1838
 - a. Description: Phase II, Deliverables 1&2, Phase II Deliverables 3, 4, & 5
 - b. Invoice Amt: \$xxxx
 - c. Status: Outstanding, (less than 30 days)

8 Updated Project Gantt Chart



Federal Procurement Clauses

