SOA Project Plan from Cutfit Saws Ltd


[Internal Document]

Project Procurement Management (SOA Feasibility Study and one Service as a Proof of Concept)

- Project Planning
  - Current IT Infrastructure Analysis
    - Inventory of number of users, types of users
    - Inventory of IT Infrastructure
    - Inventory of Software Applications
  - The needed services and scope
    - Business needs
    - Long-term strategic needs
  - Justification for Outsource the Project
    - The lack of in-house skills and qualifications
    - The ability to shift the risks to the service supplier
    - The trade-off
    - Decision on just the labor hours and have the work done in-house or pay service fee based on per project flat fee
  - Project Timeline Planning
    - Begin date and end date
    - Estimate the total needed hours
  - Exact definition of the services to be purchased, due dates and cost estimates
  - Project Approval and Funding Request

- Solicitation Planning
  - Exact definition of the services to be purchased, due dates and cost estimates, and the preparation of a list of potential sources
  - Preparation of contractual terms based on the following terms
    - Memorandum of understanding.
    - Statement of Work.
    - Product technical specifications.
    - Acceptance test procedure.
    - Terms and conditions – defines the contractual terms
  - Ensure the contract includes the following legal binding terms
    - What -- scope of work (deliverables)
    - Where – location of work
    - When – period of performance
- Schedule for deliverables
- Applicable standards
- Acceptance criteria – the criteria that must be satisfied for the project to be accepted
- Special requirements related to testing, documentation, standards, safety, and so on

- Solicitation
  - Decision of the forms of solicitation
    - Request for Proposal (RFP) – advertised and open to all potential sources (one extreme form)
    - A direct approach to a single preferred (or only) source (another extreme form)
    - Requests for letters of inquiry
    - Qualification statements
    - Pre-proposals
      - Output: one or more proposal for the SOA project
      - Evaluation Criteria and Organizational Policies
        - Criteria 1
        - Criteria 2
        - Criteria 3

- Source Selection
  - Evaluate and rank proposals to identify top candidates
  - Negotiation
  - Sign the service contract

- Contract Administration
  - Through out the life cycle of the project
  - Contracts are managed as part of the execution and change control efforts
  - Deliverables in the forms of documentation, software, or test results,
  - Evaluate deliverables and approve payments
  - Change requests when necessary

- Contract Closeout
  - Formal acceptance and closure
  - Lesson learned