Project Management Plans

The 100% completed EPIC Contract Project Management Plan (PMP) consists of the following component plans, supporting plan, and Task Order PMPs and the Project Management Plans for both Task Order 1 and Task Order 2. The following documents have been delivered as part of this completion:

<table>
<thead>
<tr>
<th>Component Plans *</th>
<th>Supporting Plans **</th>
<th>TO Project Management Plans **</th>
</tr>
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<tbody>
<tr>
<td>Project Scope Management Plan</td>
<td>Transition-in Plan</td>
<td>TO 001 Project Management Plan</td>
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<tr>
<td>Schedule Management Plan</td>
<td>Stakeholder Involvement Plan</td>
<td>TO 002 Project Management Plan</td>
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<tr>
<td>Cost Management Plan</td>
<td>Configuration Management Plan</td>
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<td>Risk and Opportunity Management Plan</td>
<td>Procurement Management Plan</td>
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<td>Release Management Plan</td>
<td>Small Business Management Plan</td>
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<tr>
<td>Quality Management Plan</td>
<td>Transition-out Plan</td>
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<tr>
<td>Communication Management Plan</td>
<td>Subcontracts Management Plan</td>
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<tr>
<td>Staff Management Plan</td>
<td>OCI Avoidance Plan</td>
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* Component Plans are within the PMP
** Supporting Plans are external to the PMP but necessary for Project Execution
*** Task Order (TO) Plans supplement the EPIC Plan and contain TO specific information
PMP Highlights - Component Plans

Staffing / Organization:

- 95% of staff is on-boarded (36 out of 38)
- Organizational Structure consists of a Value Stream and a Functional Stream
- Implementing 2x Weekly Program Status meetings between Raytheon and EPIC Program Team (EPT)
- Implementing Weekly Technical Exchange meetings with Raytheon and EPIC Stakeholders
- Bi-Monthly Contract meetings with Raytheon, EPT, and Acquisition and Grants Office (AGO)
- Deliver Weekly and Monthly Status Reports, along with Spend Plans, across all Task Orders
PMP Highlights - Component Plans

Project Scope Management:

- Developed EPIC Scope Management Methodology, including the Work breakdown Structure (WBS)
- Developed and implement “Definition of Done” for completed project and SAFe deliverables
- Task Order (TO) Performance Work Statement (PWS) requirements defined as tickets in Jira, and aligned to SAFe deliverables also defined as Jira tickets
PMP Highlights - Component Plans

Risk Management

- Developed a Risk template in RTX JIRA to track all Risks across the EPIC Program.
- Established monthly reviews of the EPIC Program Risk Registry, with NOAA EPT.
- In PI 3 we introduced the concept of Team and Train Level Risks being incorporated into the ECC NOAA JIRA project.
- In PI 3 we will look at reworking the program risks to match the NOAA Project Risk Management Reference card
PMP Highlights - Component Plans

Quality Management

Contract Deliverables
- All documentation will go through the Raytheon Document Management (DM) to ensure proper formatting and structure.
- The Raytheon Quality Engineer and a member of the Office of the Chief Engineer (OCE) will review all deliverable documents for completeness, technical accuracy, and for consistency internally and with other contractual documents, prior to submission to the government.
- External-facing documentation will be reviewed by the Raytheon PM, and member of the OCE, and then the EPIC PM prior to submission to the broader stakeholder community.

Engineering (Architecture, Code, Design, and System) Quality
- Raytheon has established the EPIC System Engineering Council (ESEC). The purpose of the ESEC is to develop and take ownership of a collective set of standards and compliance requirements that the program will follow.

Flow Quality
- Raytheon is using JIRA to manage the flow of work between EPICS (agile term), Features, and User Stories for Scrum teams.
- The JIRA model ensures that all User Stories have Acceptance Criteria, are tied to a Feature, have points assigned (estimations), and have been approved by the Product Owner / Scrum Master prior to being worked. All this help to ensure that the quality of the flow of the work.
# Stakeholder Involvement Plan - Highlights

Four groups of Stakeholders were identified:

<table>
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<tr>
<th>Stakeholder Category</th>
<th>Stakeholder Description</th>
<th>Engagement Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOAA Environmental</td>
<td>Stakeholders in this category consist of key members and individuals that are part of the various NOAA Environmental services (i.e., NOAA Modeling Board, Operations Centers, NWS/OAR)</td>
<td>SAFe/Agile, In-person meetings, Individual engagement</td>
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<tr>
<td>UFS Working Groups</td>
<td>Stakeholders in this category consist of key personnel on the EPIC team, including members of integral steering committees (i.e., Developmental Testbed Center (DTC), UFS R20-02R Project, Unified Forecast System (UFS) working groups etc.)</td>
<td>SAFe/Agile, In-person meetings, Individual engagement, engagement on Working Groups</td>
</tr>
<tr>
<td>Weather Enterprise: Government</td>
<td>Stakeholders in this category consist of individuals and external entities, and other government agencies outside of NOAA (Congress, NASA, US Navy, NCAR, DTC, etc.) that are generating products or services that add value to the Weather Enterprise</td>
<td>Public Relations, social media, Community Modeling Board</td>
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<tr>
<td>General Public</td>
<td>Stakeholders in this category consist of individuals and external stakeholders, outside the Federal Government, gained through community outreach and engagement. Examples would be American Meteorological Society (AMS), Universities, Graduate Students, Private sector companies in the Weather field.</td>
<td>Public Relations, social media, digital marketing, Conferences</td>
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</table>
Configuration Management Plan - Highlights

- The Configuration Management Lead manages scope, progress, dependencies, and risks associated with the overall releases. Having a central focal point will make sure that the end-to-end lifecycle of the release is being tracked through completion.

- The Configuration Management team collaborates with UFS Code Managers across NOAA, to manage the release scope and understand how EPIC stakeholders will integrate into the overall release goals. They also facilitate collaboration by attending daily meetings, communicate with developers and reviewers, manage peer-reviews, and track regression test completion.

- Collaboration points during release planning cycle focus on the architectural requirements, selection criteria, documentation, and release objectives that all support the overall release goals.

- Configuration Management standards are implemented so all EPIC-managed UFS repositories conform to an evaluation process that consists of peer-reviews, commits, security standards, and documentation.
Scaled Agile Framework - Highlights

- Conduct 3-Month Program Increments (PIs), with PI Planning week, 5 bi-weekly Sprints, and Inspect & Adapt.
- Track the Team Backlogs for each Agile Team, including assigned Features, Objectives, and Stories, on a weekly basis.
- Conduct Program Backlog review meetings with the EPT, Agile Team Product Owners (Pos), and EPIC Stakeholders, towards the end of each PI.
EPIC 5 Year Contract Strategic Plan

- Held a full day Retreat for EPIC Program leadership to create 5 Year EPIC Program Roadmap, which show the program maturity, via milestones, across each Contract Year (CY).
- Aligned the Contract Strategic Plan with the EPIC and UFS Strategic Plans, along with the NOAA 2021 Priorities for Weather Research report.
- Align the Contract Strategic Plan with Raytheon's vision for developing, sustaining, and evolution of the EPIC infrastructure, to be used for fostering weather modeling innovations in the Cloud.