

City of Portland

Public Safety Systems Revitalization Program

Fire Information Systems Re-Platform Project



Periodic QA Evaluation Report

For March 2014

Deliverable: FIS.C.13

V1.1

4/3/2014

Prepared By:



Richard Sperry, PMP, Project Lead, Quality Assurance Consultant

David Sharon, QA Consultant and Engagement Manager

Jamie Hanson, QA Consultant

Contract # 30002849

Periodic QA Evaluation Report For March 2014

Table of Contents

Executive Summary	3
EXECUTIVE STEERING COMMITTEE WATCH LIST	3
OVERALL PROJECT QA STATUS AND PROGRESS	3
Overall Project QA Health	4
QUALITY FOCAL POINTS RATED ATTENTION	4
QUALITY FOCAL POINTS RATED ALERT	4
Quality Focal Point Summary Chart	5
Quality Focal Points	6
Appendix A – QFP Chart Definitions	7
Appendix B – Cross-reference to Previous QFP Reports	8
Appendix C – CASE Associates Status Report	9

Version	Date	Comments
V1.0	4/2/2014	For PSSRP review
V1.1	4/3/2014	Incorporated PSSRP Feedback/Final Version for ESC

Periodic QA Evaluation Report

For March 2014

Executive Summary

Executive Steering Committee Watch List

This section identifies potential issues that the ESC should be watching closely. The “watch list” documents program related concerns that have come to CAI’s attention, but have not yet been completely assessed.

For this report there are no items on the watch list.

Overall Project QA Status and Progress

The PSSRP Fire Information Systems (FIS) Re-Platform Project is to port the Portland Fire and Rescue’s (PF&R’s) FIS to a current and supported platform.

CASE Associates Inc. (CAI) was selected to perform the independent QA on the City of Portland PSSRP, which includes the FIS Project. The previous report was delivered on 3/5/2014 for the month of February. This is the 13th FIS Periodic QA Evaluation Report intended to assess the health of the project, and provide independent observations (positive or negative) and recommendations for avoiding and/or responding to any future negative impacts. Per agreement with the PSSRP Program Office Manager, CAI will report on the Quality Focal Points (QFP) that are rated Attention or Alert – Requiring Immediate Attention or have changed since the prior report (see Appendix B for details). Last period all QFPs were Stable and they are remaining Stable.

The PSSRP Project Manager is monitoring and reporting on the project in an appropriate manner using two metrics: schedule variance and percentage complete. The project was predicting to be 77% complete by the end of March. As of 3/24/2014, the project was 75% complete. The project executed 99% of the planned work for the period ending of 3/10/2104 and 100.5% for the period ending 3/24/2014, which are within the tolerance range of five percentage points – plus or minus. Furthermore, the project team held a meeting on 3/27/2014 to discuss the level of effort for the remaining tasks. The project team went through the plan line-by-line and confirmed they could complete the scope of work by the end of June 2014. Therefore, schedule, budget, and scope remain Stable.

The Project team has re-estimated the work for the Fires2000 module, which was a CAI recommendation for transitioning the project to PF&R.

CAI believes the project is under control and assesses the overall project risk rating as Stable. However, project stability is predicated on the project team’s ability to maintain the forecasted percentage complete and a schedule variance within a tolerance.

Periodic QA Evaluation Report For March 2014

Overall Project QA Health

Overall Rating: **Stable**

The overall health of the project is based on the three main areas described in the table below:

Health Factor	Rating	Comments
Schedule	Stable	The project 75% complete as 3/34/2014. During this period the project achieved a SPI of 1.05. The project variance and percentage complete is within tolerance.
Budget	Stable	The projected burn rate average for the previous 8 months is approx. \$44,000/mo. Based on the number of remaining budgeted labor hours and the average burn rate, there are sufficient funds to complete project.
Scope	Stable	The scope includes replatforming and testing five modules: Personnel, Incident, Prefire, Training, and Journal. Scope does not include the final realignment of the new systems to the old. Also, scope does not include the deployment to production. The project also established strict scope control measures. See QFP #11 in October's 2013 report for a description of those Scope control measures.

Quality Focal Points Rated **Attention**

NONE

Quality Focal Points Rated **Alert**

NONE

Periodic QA Evaluation Report For March 2014

Quality Focal Point Summary Chart¹

Quality Focal Point	Impact	Prior as of: 2/7/14	Prior as of 3/5/14	Current as of 4/2/14	Next Month ²
1. Meeting Milestones	High	Stable	Stable	Stable	↔
Quality Planning					
2. Requirements Management	Low	Stable	Stable	Stable	
3. Project Schedule	High	Stable	Stable	Stable	
4. Communications	Medium	Stable	Stable	Stable	
5. Risk and Issue Management	Low	Stable	Stable	Stable	
6. Tech. Transition and Business Proc. Re-engr'g	Low	Stable	Stable	Stable	
Quality Assurance / Quality Control					
7. Project Organization and Leadership	High	Stable	Stable	Stable	
8. Project Resources	High	Stable	Stable	Stable	
9. Project/Quality Management and Reporting	Medium	Attention	Stable	Stable	
10. Budget Planning and Tracking	High	Stable	Stable	Stable	
11. Scope and Change Control	Low	Stable	Stable	Stable	
12. IT Architecture	Low	Stable	Stable	Stable	
13. Project Library and Configuration Management	Low	NR	NR	NR	
System Delivery					
14. System Design Process	Medium	Stable	Stable	Stable	
15. Data Conversion/Migration	Medium	Stable	Stable	Stable	
16. Configuration/Construction	High	Stable	Stable	Stable	
17. Testing (Functional, Capacity, Performance)	High	Stable	Stable	Stable	
18. Training	Medium	Stable	Stable	Stable	
19. Implementation Process	High	NR	NR	NR	

¹ The Quality Focal Point ratings are explained on the next page.

² The Next Month arrows are explained on the next page.

Periodic QA Evaluation Report For March 2014

Quality Focal Points

NOTE: ONLY THE QUALITY FOCAL POINTS THAT ARE ATTENTION OR ALERT, OR HAVE CHANGED SINCE THE PRIOR REPORT ARE BEING REPORTED THIS MONTH PER AGREEMENT WITH THE PSSRP PROGRAM OFFICE MANAGER. FOR A CROSS-REFERENCE TO THE MOST RECENT PERIODIC QA EVALUATION REPORT FOR THE OTHER QFPs SEE APPENDIX B.

CURRENTLY ALL QUALITY FOCAL POINTS ARE STABLE.

Periodic QA Evaluation Report

For March 2014

Appendix A – QFP Chart Definitions

Definition of Quality Focal Point Ratings:

Stable

- The Quality Focal Point is stable and not currently impacting the project.

CAI may include a **Suggestion** in a QFP rated as **Stable**. CAI rated the QFP as stable because it is not impacting the project at this time. The suggested action is a preventive measure to keep the QFP stable.

Attention

- The Quality Focal Point needs some improvement so it won't impact the project.

CAI includes a **Recommendation** for every QFP rated **Attention**. The recommended action is a corrective measure to improve the QFP so it won't impact the project.

Alert

- The Quality Focal Point is impacting the project and needs immediate attention.

CAI includes a **Recommendation** for every QFP rated **Alert**. The recommended action is a corrective measure to improve the QFP that is currently impacting the project.

Definition of Next Month Indicators:

The next month indicators signify expected changes in the QFP ratings.



- This Quality Focal Point (or group of QFPs) is expected to have the same rating in next month's Periodic QA Evaluation.



- Risk is decreasing on the Quality Focal Point. It may be upgraded to **Stable** in next month's evaluation.



- Risk is decreasing on the Quality Focal Point. It may be upgraded to **Attention** in next month's evaluation.



- Risk is increasing on the Quality Focal Point. It may be downgraded to **Attention** in next month's evaluation.



- Risk is increasing on the Quality Focal Point. It may be downgraded to **Alert** in next month's evaluation.

Periodic QA Evaluation Report For March 2014

Appendix B – Cross-reference to Previous QFP Reports

Per agreement with the PSSRP Program Office Manager, the body of this report contains only the Quality Focal Points (QFP) that are rated Attention, Alert – Requiring Immediate Attention, or have changed since the prior report.

This Appendix is a cross-reference to prior CAI Periodic QA Evaluation reports containing the most recent updates for each QFP.

Quality Focal Point	Most Recent Report	CAI Deliverable
1. Meeting Milestones	FIS Periodic QA Evaluation – October 2013	FIS.C.9
Quality Planning		
2. Requirements Management	FIS Periodic QA Evaluation – October 2013	FIS.C.9
3. Project Schedule	FIS Periodic QA Evaluation – January 2014	FIS.C.11
4. Communications	FIS Periodic QA Evaluation – January 2014	FIS.C.11
5. Risk and Issue Management	FIS Periodic QA Evaluation – October 2013	FIS.C.9
6. Tech. Transition and Business Proc. Re-engr'g	FIS Periodic QA Evaluation – October 2013	FIS.C.9
Quality Assurance / Quality Control		
7. Project Organization and Leadership	FIS Periodic QA Evaluation – October 2013	FIS.C.9
8. Project Resources	FIS Periodic QA Evaluation – October 2013	FIS.C.9
9. Project/Quality Management and Reporting	FIS Periodic QA Evaluation – February 2014	FIS C.12
10. Budget Planning and Tracking	FIS Periodic QA Evaluation – October 2013	FIS.C.9
11. Scope and Change Control	FIS Periodic QA Evaluation – October 2013	FIS.C.9
12. IT Architecture	FIS Periodic QA Evaluation – October 2013	FIS.C.9
13. Project Library and Configuration Management	NR	
System Delivery		
14. System Design Process	FIS Periodic QA Evaluation – October 2013	FIS.C.9
15. Data Conversion/Migration	FIS Periodic QA Evaluation – October 2013	FIS.C.9
16. Configuration/Construction	FIS Periodic QA Evaluation – October 2013	FIS.C.9
17. Testing (Functional, Capacity, Performance)	FIS Periodic QA Evaluation – October 2013	FIS.C.9
18. Training	FIS Periodic QA Evaluation – October 2013	FIS.C.9
19. Implementation Process	NR	

Periodic QA Evaluation Report For March 2014

Appendix C – CASE Associates Status Report

This section summarizes activities and deliverables completed for the Fire Information Systems Re-Platform Project during February 2014:

When applicable, it includes:

- A list of any delayed items
- A description of the problem
- Schedule impact
- A recommended solution

Such items will be carried over to subsequent reports until the problem is resolved.

As of May 2013, this section replaced the “Quality Assurance Status Report.” In prior months this section was delivered as a separate report.

Meetings Attended:

Meeting with PSSRP Program and Project Managers: 3/19/2014 (ESC)
 Meeting with PSSRP Project Manager (telephone or in-person): 3/21/2014
 Meeting with the Project Team to discuss level of effort for remaining tasks: 3/27/2014

Documents Reviewed:

Fire Systems Project Status Reports 3/14/2014 and 4/1/2014 - Project Manager’s reports
 PFB Replatform Project Phase II Updated 3/27/2014 – MS/Project Schedule
 FIS Task Progress Tracking workbook – 3/14/2014
 CAI’s minutes from the 3/27/2014 project team meeting

Documents Delivered:

FIS CAI Periodic QA Evaluation Report for February 2014, deliverable *FIS.C.12*

Documents in Process:

FIS CAI Periodic QA Evaluation Report for March 2014, deliverable *FIS.C.13*

Delayed Items:

Item	Description of problem	Schedule Impact	Recommended Solution
None			

Other Issues/Problems/Concerns:

None at this time.