

2. PROJECT EASI/ED TRANSITION ASSUMPTIONS

This section presents the assumptions on which the Project EASI/ED transition schedule is based. Subsection 2.1 lists general assumptions that govern the overall scope and content of the *Transition Strategy*. Subsection 2.2 presents assumptions regarding level of effort and other factors used to estimate timeframes associated with projects and implementation options. Subsection 2.3 presents general assumptions regarding relative timing, completion dates, and activity content presented in the transition schedule. Subsection 2.4 lists assumptions specific to the individual projects comprising the EASI/ED transition.

2.1 General Assumptions

1. The Project EASI/ED system will comprise application software for the six subsystems defined in the *Project EASI/ED ASDD/SID*, as well as, associated databases and technical infrastructure.
2. Once all Project EASI/ED subsystems have been implemented, none of the existing current Title IV systems will be left operational outside the Project EASI/ED environment. Each of the current Title IV systems will have been fully replaced by one or more Project EASI/ED subsystems or will have become part of one or more Project EASI/ED subsystems.
3. The need to minimize technical risk was the primary driver in determining the EASI/ED subsystem implementation sequence.
4. The Project EASI/ED transition organization will be responsible for managing only the transition to EASI/ED and not post-implementation production.
5. All of the current Services with SFAP will be included in the Performance Based Organization (PBO).
6. Infrastructure consists of hardware and system software required for development, test, training, and production environments; an enterprise database; communications and system-wide business logic.
7. The Band 1 contractor will be tasked to provide, maintain, and operate the development, test, training and production environments for EASI/ED.
8. RFMS is a major reuse component of the Aid Origination and Disbursement Subsystem. In order for the Aid Origination and Disbursement Subsystem to be successfully implemented and on schedule, it is assumed that RFMS will be completed on schedule and perform functions as anticipated.

9. Cross-life cycle activities assumed to be included in all phases of the lifecycle are

- User documentation
- Configuration management
- Training
- Acceptance testing
- Data conversion
- Transition support and migration

Only configuration management, acceptance testing, and data conversion are explicitly reflected in the *Transition Strategy*.

2.2 Level of Effort Assumptions

1. For those tasks where timeframe estimates are Project EASI/ED requirements-based, resource loading is level of effort-based as shown in Appendix C, Table C1-3. All other timeframe estimates are loaded into the schedule based on elapsed time.

2.3 Schedule Assumptions

1. Timeframes estimated for the EASI/ED transition schedule are not resource constrained (i.e., number or type of staff, budget).
2. The earliest possible start date for work in the EASI/ED transition schedule is October 1, 1998, following completion of the definition phase of the life cycle and initiation of a new fiscal year.
3. ED has identified CDS, LSS, and the FFELP System, Debt Collection Subsystem, as needing replacement. Current contracts enable ED to continue operating CDS and LSS through CY2003. Given this, Aid Repayment needs to be implemented prior to the end of 2003.
4. The acquisition cycle includes 3 months to define performance, skill, and functional requirements for task orders and requests for proposal.
5. ED will select a COTS package prior to preparing an acquisition to implement a COTS package.
6. Activities included in the acquisition cycle are listed below.
 - Performing a cost/benefit analysis (to assess subsystem implementation options and to support full-and-open competitions)
 - Writing a statement of work (SOW)
 - Developing a Government independent cost estimate
 - Coordinating a SOW internally at ED
 - Obtaining a delegation of procurement authority, when required
 - Preparing an acquisition plan, when required
 - Publishing a Commerce Business Daily notice, when required

- Conducting a pre-release review with prospective vendors
 - Distributing the RFP to prospective vendors
 - Receiving and responding to questions
 - Receiving and evaluating proposals
 - Negotiating contract issues prior to award
 - Awarding a contract
7. Based on ED guidance and analysis of the acquisition time required to migrate NSLDS to Band 1, a 9-month acquisition cycle was used for each competitive procurement in the EASI/ED transition schedule. A 3- to 6-month acquisition cycle was estimated for task order procurements, with the duration used dependent upon the complexity of the tasking.
 8. To remain on schedule, ED will perform the integrator and other contractor roles until contracts have been awarded for this work.
 9. To allow for staffing and contract start-up, there is a 1-month lag between contract or task order award and the date services begin.
 10. Timeframes in the schedule are based on an assumption that all contractors are equally qualified and skilled. No allowance was made for the schedule impact of staff who have to learn new skills or for poorly skilled staff. Also, no allowance was made for existing staff subject to competing priorities (i.e., running current programs and developing new programs).
 11. Based on best practice information, hours for program, subsystem and project management are calculated as 10 percent of the total labor hours at each level (program, subsystem, and project) plus the management hours from the previous level.
 12. Duration of system-level testing is assumed to be approximately 20 percent of the total SDLC.
 13. Subsystem testing is assumed to be 3 months in duration per subsystem.
 14. Phase-level integration and testing is assumed to be 3 months in duration per subsystem.
 15. Based on discussions with ED, 9 months are allowed for data conversion from each current Title IV system to EASI/ED.
 16. The construction phase of the life cycle encompasses developmental testing (i.e., unit and string or module testing). Given that developmental testing is performed thoroughly and correctly, timeframes for system testing are estimated as 20 percent of the total project duration (post contract award).
 17. Each Project EASI/ED subsystem will be implemented in its entirety. All activities are scheduled to complete contiguously.
 18. Activities required to shut down Title IV system, in full or in part, can be accomplished within the total time allocated to develop and implement each associated EASI/ED subsystem.

19. Based on industry standards, the following metrics are used to develop the Project EASI/ED transition schedule for estimating tasks. One person year equals 1,842 hours or an average of 38 hours per week. A working month is averaged at 20 working days per month. All timeframes for all acquisitions are based on true calendar months.
20. Each Project EASI/ED subsystem development effort is estimated to include 30 reports. Report development is estimated as an activity of low technical complexity.
21. Timeframes reflect minimum activity duration – i.e., the estimated duration for work if appropriately skilled staff are available in sufficient numbers on time to perform the work and if there are no substantial technical or budgetary setbacks.
22. Development and implementation of bridges is more technically complex than interface development and implementation. Each bridge is estimated as requiring twice the development and implementation time that an interface requires.

2.4 Project-Specific Assumptions

EASI/ED Technical Infrastructure

1. Technical infrastructure support will be obtained from the Band 1 contractor and will become an integral part of the existing data center.
2. ED will design the technical infrastructure and define requirements as part of the system-wide activities.

Project EASI/ED Web Applications

1. All on-line user interfaces with EASI/ED will be through browser-enabled applications, accessed via the Internet, intranets, extranets, or local networks.
2. A single on-line user interface will be developed for EASI/ED. This interface will cross all subsystems, regardless of the implementation approach selected.
3. A single development contractor will be responsible for designing the on-line user interface, for ensuring that it properly reflects business rules for EASI/ED system-wide, and for integrating incremental additions to the user interface with previously constructed components.

Project EASI/ED Interactive Voice Response Unit (IVRU)

1. The IVRU user interface will be implemented consistently across EASI/ED.
2. A single contractor will be responsible for designing the IVRU user interface, for ensuring that it properly reflects business rules for EASI/ED system-wide, and for integrating incremental additions to the IVRU interface with previously constructed components.

Data Conversion

1. The existing Title IV system contractors will support the database and bridges contractor in developing the data conversion specifications, in designing and testing the resulting programs, and in converting the data from their respective systems to EASI/ED.
2. Data conversion requirements will be correlated to specific EASI/ED subsystems and will occur in the same sequence as the subsystem implementation activities.
3. Data conversion will proceed in advance of other subsystem implementation activities.

Project EASI/ED Organizational Change

1. Organization change activities begin prior to implementation of the first EASI/ED subsystem and completed prior to the implementation of the last EASI/ED subsystem.

Financial Services Subsystem

1. COTS product selection for the Financial Services subsystem has already been performed by ED/OPE/SFAP Accounting and Financial Management Service (AFMS) managers.
2. The Financial Services COTS product implementation will require minimal tailoring of the product – i.e., a standard implementation.

Aid Application Subsystem

1. The Aid Application subsystem will be implemented via reuse of CPS, augmented by additional custom application software to implement all envisioned functionality.
2. The current system contractor for CPS will implement the Aid Application subsystem, because of existing expert knowledge of CPS processes and data.
3. Additional custom development will be done in language(s) or tools compliant with the *EASI/ED COE* unless (a) the code is integral to an existing application in a non-compliant language or (b) an exception is applied for and approved.

Program Management and Oversight Subsystem

1. The Customer Service COTS product implementation will require minimal tailoring of the product – i.e., a customized implementation.

Aid Origination and Disbursement Subsystem

1. The Aid Origination and Disbursement Subsystem will be implemented primarily via reuse of RFMS, augmented by additional custom application software and reuse of other Title IV system components to implement all envisioned functionality.
2. The current system contractor for RFMS will implement the Aid Origination and Disbursement Subsystem because of existing expert knowledge of RFMS processes and data, and because of familiarity with EASI/ED origination and disbursement processes.

3. The Origination and Disbursement implementation contractor will integrate the work of other current Title IV system contractors into a single application subsystem for EASI/ED.
4. Additional custom development will be done in language(s) or tools compliant with the *EASI/ED COE* unless (a) the code is integral to an existing application in a non-compliant language or (b) an exception is applied for and approved.

Aid Repayment Subsystem

1. COTS product selection for the Aid Repayment subsystem will occur prior to acquisition of Aid Repayment implementation support.
2. The COTS product selected will have “hooks” to facilitate linking custom code to the COTS product applications.

Prototype Web-Based User Interface

1. Web development contractor support for this short-term project will be obtained independently of the acquisition for an EASI/ED Web development contractor so that work can proceed as early as possible.