

## FAFSA on the Web Redesign Project Scoping and Initial Requirements Workplan

ID	Task Name	Planned Start	Planned Finish	% Complete	July			August			September					
					1	11	21	1	11	21	1	11	21	1		
1	<b>Project Scoping and Initial High Level Requirements</b>	Tue 7/11/00	Fri 9/15/00	99%												
2	<b>Provide Project Management and Leadership</b>	Tue 7/11/00	Mon 9/11/00	96%												
3	Organize and Initiate Project for Scope and Requirements Phase	Tue 7/11/00	Mon 9/11/00	100%												
4	Confirm high-level strategic direction (Vision Document)	Tue 8/1/00	Thu 8/31/00	100%												
5	<b>Define Risks and Mitigation Strategies</b>	Tue 7/11/00	Mon 9/11/00	99%												
6	Draft Risk and Mitigation Plan	Tue 7/11/00	Tue 7/18/00	100%												
7	Risk and Mitigation Plan	Mon 8/28/00	Mon 9/11/00	100%												
8	<b>Communicate and Involve Stakeholders</b>	Tue 7/11/00	Mon 9/11/00	100%												
9	Executive Communications	Tue 7/11/00	Mon 9/11/00	100%												
10	Prepare for IPT Expansion	Tue 7/11/00	Mon 9/11/00	100%												
11	<b>Develop High-Level Project Plan and Business Case for Redesign</b>	Tue 8/1/00	Fri 9/1/00	97%												
12	Draft high-level project implementation workplan	Tue 8/1/00	Wed 8/23/00	100%												
13	High-level project implementation workplan	Thu 8/24/00	Wed 8/30/00	100%												
14	Draft high-level business case	Mon 8/14/00	Thu 8/24/00	100%												
15	High Level Business Case	Fri 8/25/00	Fri 9/1/00	80%												
16	Create Task Order for next phases (e.g. Design, Build, Testing, Deploy)	Mon 8/14/00	Fri 9/1/00	50%												
17	<b>Gather and Document High-Level Requirements</b>	Tue 7/11/00	Mon 9/11/00	99%												
18	Conduct requirements gathering workshops and meetings	Tue 7/11/00	Mon 9/11/00	100%												
19	Conduct Technical Architecture Meeting	Thu 7/27/00	Thu 7/27/00	100%												
20	<b>Define user groups, characteristics, needs, and scenarios</b>	Wed 8/2/00	Mon 9/11/00	99%												
21	Draft User Needs Assessment	Fri 8/4/00	Fri 8/4/00	100%												
22	User Needs Assessment	Mon 8/28/00	Mon 9/11/00	100%												
23	Draft SFA Stakeholder's Meeting Minutes	Wed 8/2/00	Tue 8/8/00	100%												
24	SFA Stakeholders Meeting Minutes	Tue 8/8/00	Tue 8/8/00	100%												
25	<b>Define look and feel guidelines for application</b>	Tue 8/1/00	Tue 9/5/00	99%												
26	Draft Creative Brief (Look and Feel Guidelines)	Tue 8/1/00	Thu 8/17/00	100%												
27	Develop Creative Brief (Look and Feel Guidelines)	Thu 8/17/00	Tue 9/5/00	100%												
28	Draft Meeting Minutes	Tue 8/1/00	Mon 8/7/00	100%												
29	Meeting Minutes	Mon 8/7/00	Mon 8/7/00	100%												
30	<b>High Level Requirements</b>	Mon 8/14/00	Mon 9/11/00	100%												
31	Draft Prioritized High Level Business Requirements	Mon 8/14/00	Tue 8/22/00	100%												
32	Document Prioritized High Level Business Requirements	Wed 8/23/00	Mon 8/28/00	100%												
33	Draft Prioritized High Level Technical Software Requirements	Mon 8/14/00	Tue 8/22/00	100%												
34	Document Prioritized High Level Technical Software Requirements	Wed 8/23/00	Mon 9/11/00	100%												
35	<b>Release Plan</b>	Mon 8/14/00	Mon 8/28/00	100%												
36	Draft High Level Release Plan	Mon 8/14/00	Tue 8/22/00	100%												
37	High-Level Release Plan	Wed 8/23/00	Mon 8/28/00	100%												

Project: FAFSA on the Web Redesign Date: Mon 1/15/01	Task		Summary		Rolled Up Progress		Deadline	
	Split		Rolled Up Task		External Tasks			
	Progress		Rolled Up Split		Project Summary			
	Milestone		Rolled Up Milestone		External Milestone			

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38	<b>Gather and Draft Middle Level Requirements for Release 1</b>	<b>Tue 8/1/00</b>	<b>Thu 9/7/00</b>	<b>99%</b>										
39	Draft middle level functional and business requirements	Mon 8/14/00	Tue 8/22/00	100%										
40	Develop technical architecture recommendations	Wed 8/23/00	Thu 8/31/00	90%										
41	<b>Prepare, conduct, and document focus group sessions</b>	<b>Tue 8/1/00</b>	<b>Thu 9/7/00</b>	<b>100%</b>										
42	Students	Tue 8/1/00	Fri 9/1/00	100%										
43	Schools	Tue 8/1/00	Thu 9/7/00	100%										
44	<b>Prepare, conduct, and document detailed user interviews</b>	<b>Mon 8/14/00</b>	<b>Tue 9/5/00</b>	<b>100%</b>										
45	Students	Mon 8/14/00	Fri 9/1/00	100%										
46	Schools	Mon 8/14/00	Tue 9/5/00	100%										
47	<b>Conceptual Design</b>	<b>Mon 7/31/00</b>	<b>Fri 9/15/00</b>	<b>100%</b>										
48	Draft high-level interfaces of new application with existing SFA system(s)	Mon 8/14/00	Thu 8/31/00	100%										
49	High Level interfaces of new application with existing SFA system(s)	Mon 8/21/00	Fri 9/8/00	100%										
50	Draft High Level Systems Architecture To-Be Diagram	Mon 8/14/00	Tue 9/5/00	100%										
51	Develop High Level Systems Architecture To-Be Diagram	Mon 9/11/00	Fri 9/15/00	100%										
52	<b>High Level Use Cases</b>	<b>Tue 8/22/00</b>	<b>Fri 9/8/00</b>	<b>100%</b>										
53	Draft Fill out FAFSA Use Case	Tue 8/22/00	Fri 8/25/00	100%										
54	Develop Fill out FAFSA Use Case	Mon 8/28/00	Tue 9/5/00	100%										
55	Draft Save FAFSA Use Case	Tue 8/22/00	Mon 8/28/00	100%										
56	Develop Save FAFSA Use Case	Tue 8/29/00	Wed 9/6/00	100%										
57	Draft Complete Drug Worksheet Use Case	Tue 8/22/00	Mon 8/28/00	100%										
58	Develop Complete Drug Worksheet Use Case	Tue 8/29/00	Wed 9/6/00	100%										
59	Draft Search for Federal School Code Use Case	Tue 8/22/00	Mon 8/28/00	100%										
60	Develop Search for Federal School Code Use Case	Tue 8/29/00	Wed 9/6/00	100%										
61	Draft Request PIN Use Case	Tue 8/22/00	Wed 8/30/00	100%										
62	Develop Request PIN Use Case	Thu 8/31/00	Fri 9/8/00	100%										
63	Draft Change PIN Use Case	Tue 8/22/00	Wed 8/30/00	100%										
64	Develop Change PIN Use Case	Thu 8/31/00	Fri 9/8/00	100%										
65	Draft Change Personal Information Use Case	Thu 8/31/00	Fri 9/8/00	100%										
66	Develop Change Personal Information Use Case	Thu 8/31/00	Fri 9/8/00	100%										
67	Draft Re-enable PIN Use Case	Tue 8/22/00	Wed 8/30/00	100%										
68	Develop Re-enable PIN Use Case	Thu 8/31/00	Fri 9/8/00	100%										
69	Draft Disable web account Use Case	Tue 8/22/00	Wed 8/30/00	100%										
70	Develop Disable web account Use Case	Thu 8/31/00	Fri 9/8/00	100%										
71	Draft Display Application Status Use Case	Wed 8/30/00	Fri 9/1/00	100%										
72	Develop Display Application Status Use Case	Mon 9/4/00	Wed 9/6/00	100%										
73	Draft Correct FAFSA Use Case	Mon 9/4/00	Wed 9/6/00	100%										
74	Develop Correct FAFSA Use Case	Thu 9/7/00	Fri 9/8/00	100%										

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75	Draft Renew FAFSA Use Case	Mon 9/4/00	Wed 9/6/00	100%										
76	Develop Renew FAFSA Use Case	Thu 9/7/00	Fri 9/8/00	100%										
77	Draft Print FAFSA Use Case	Mon 9/4/00	Wed 9/6/00	100%										
78	Develop Print FAFSA Use Case	Thu 9/7/00	Fri 9/8/00	100%										
79	Draft Request Duplicate SAR Use Case	Tue 8/22/00	Wed 8/30/00	100%										
80	Develop Request Duplicate SAR Use Case	Thu 8/31/00	Fri 9/8/00	100%										
81	<b>Navigation</b>	<b>Mon 7/31/00</b>	<b>Fri 9/8/00</b>	<b>100%</b>										
82	Develop Preliminary Wireframes (Clickable navigation without graphics)	Mon 9/4/00	Fri 9/8/00	100%										
83	Draft Content Tree (Site-Map)	Mon 7/31/00	Mon 8/28/00	100%										
84	Develop Content Tree (Site-Map)	Tue 8/22/00	Wed 9/6/00	100%										
85	Initiate Next Phase	Mon 9/11/00	Mon 9/11/00	0%										



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