



Change History Log:

September 6, 2001

In Response Reply to: 01ED0687S

Department of Education
 Student Financial Assistance
 Carol Seifert
 Contracts Office Technical Representative

Subject: Contract # ED-99-DO-0002
 Task Order # 47 – CMM Implementation Program
 Deliverable 47.1.6: CMM System Acquisition Project Management

Dear Ms. Seifert:

Enclosed is the CMM System Acquisition Project Management deliverable that is required by the subject task order. Attached are suggested changes from the reviewers. Future revisions are not planned, but the document will be updated as appropriate.

ACCENTURE

Deliverable 47.1.5: System Acquisition Planning					
Suggested Changes/Comments	Page	Author	Date	Change Made Y/N	Comment
Process Guide <ul style="list-style-type: none"> • Consistent header and footer. • Punctuation in paragraph two • Reword unclear sentence in paragraph two. • Reword Benefits and should be consistent with Awareness Presentation • Change “function” to be plural in step 2 • Include that the WBS should be developed in accordance with the SLC in step 3 • Reword purpose to include third sentence into paragraph one. • Include example of a WBS in the appendix, step 2 • Incorporate baseline into the SAP, step 6 • Reword step 5, first sentence • Reword purpose, second to last sentence • Change “agreed” to “determined” in the process, second sentence • Correct numbers for process steps • Reword step 3, second sentence 	 Pg 3 Pg 4 Pg 4 Pg 6 Pg 6 Pg 8 Pg 9 Pg 9 Pg 9 Pg 10 Pg 10 Pg 11	PM Subgroup	9/6/01	Y	Example WBS will be included in the change request for the SLC.



<ul style="list-style-type: none"> • Change “Statuses” to “Status” in the process, last sentence • Insert additional step: Prepare Reports and refer to the PMO process. Include example of PMO status report in appendix. • Add “Improving Project Quality” and “Promoting team work” as benefits • Separate last sentence in the process step 1. • Remove “are” from second sentence, step 3 • Indicate that risk status is provided in status reports and discussed during reviews in step 4 and step 6 • Indicate that issue status is provided in status reports and discussed during reviews, in step 4 and step 7 <p>Appendix B – Workbook</p> <ul style="list-style-type: none"> • Correct spelling of “captured” in the first paragraph <p>Appendix C – Procedures</p> <ul style="list-style-type: none"> • Remove reference to PMO’s scorecard weekly status report in step 3, section b • Include “The risk statement is made up of a condition and a consequence.” In Section II, step 1 comment. 	<p>Pg 11</p> <p>Pg 12</p> <p>Pg 12</p> <p>Pg 12</p> <p>Pg 12</p> <p>Pg 13</p> <p>Pg 13</p> <p>Pg 13, 14</p> <p>Pg 17, 18</p> <p>Pg 1</p> <p>Pg 1</p> <p>Pg 4</p>				
<p>Policy</p> <ul style="list-style-type: none"> • Change “shall” to “will” • Change all SFA Project Manager bullets to start with a verb. 	<p>Pg 1</p> <p>Pg 1,2</p>				
<p>Awareness Presentation</p> <ul style="list-style-type: none"> • Modify the Vision phase arrows for CMM so that SAP is in the green arrow and PM is in the gray arrow. • Change the “Attendance List” to the “Attendance and Contacts List” for consistency • Ensure that the benefits are consistent with the benefits in the process guide 	<p>7</p> <p>15</p> <p>16</p>				