

# SOLUTION ACQUISITION PLANNING ESTIMATING WORKSHEET

Solution Life Cycle

Project Name:

Worksheet Start Date:

Worksheet Last Updated:

Executive Sponsor:

Worksheet Completion Date:

#	Activity	Rationale for Estimation	FSA Estimate (Days)	Contractor Estimate (Days)	Total Estimate (Days)	Total Actual (Days)	Start Date	Completion Date	Best Practice Estimate
<b>PLANNING (Vision Phase of SLC):</b>									
Entry Criteria: An FSA business issue in need of an IT solution is identified, and a member of the FSA Management Team is designated to oversee the development of the solution.									
<b>Business Case</b>									
	Formulate Acquisition team to develop Business Case								
	Team Members Trained for Acquisition (Awareness Presentation)								
	Research for Business Case								
1	Develop Business Case								
	Develop High Level Requirements								
	Review by GM								
	Develop initial Acquisition Plan								
	Total Business Case days		0	0	0	0			
<b>Decision Support Group</b>									
	Preparation								
	DSG Review								
2	Update Business Case as Needed								
	Update Acquisition Plan as Needed								
	Follow Up								
	Total DSG days		0	0	0	0			
<b>Investment Review Board</b>									
	Preparation								
	IRB Review								
3	Update Business Case and Acquisition Plan as Needed								
	Follow Up								
	Total IRB Days		0	0	0	0			
<b>Statement of Objectives</b>									
	Developed								
	Request for Proposal								
4	Total SOO days		0	0	0	0			
<b>Task Order</b>									
	Develop Technical Proposal								
	Develop Cost Proposal								
5	Review Proposal								
	Negotiations								
	Total Task Order Days			0	0	0			
Task Order Awarded and Signed									
<b>PLANNING Sub-Total</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			