

FX Project Lifecycle Tools

a. Project Management Tools

Project Management Tools below lists project management related tools to be provided or used by the Vendor. The Vendor shall propose use of additional tools required to perform Services of the Contract. Subject to Agency approval, the Vendor may use alternate tools. Optionally, upon request by the Agency, the Vendor shall procure, configure, implement and maintain Project Management tools for FX Projects.

The column titled Responsibility has the following meaning:

- Agency Specified – indicates the Agency is defining a specific tool / product the vendor is to provide
- Agency Preference – indicates the Agency’s preferred a tool / product the vendor is to provide
- Agency Provided – indicates the Agency will provide a solution / tool/ product the vendor can use

Project Management Tools			
Tool	Description	Responsibility	Specific Tool
Organization Charts and Contact Lists	A tool for illustrating the Project’s execution and management structures, decision making hierarchy, span of control, and contact information that includes escalation points.	Agency Preference	MS PowerPoint (OrgChart)
Documentation Repository	A tool to identify, capture, catalog and maintain all Systems and Services, and Enterprise Services documentation during Projects performed through the life of the Contract. The documentation must be made accessible to authorized stakeholders through the life of the Contract and the tool, and its contents, are retained by the Agency at the end of term of the Contract.	Agency Provided	FX Projects Repository (SharePoint)
Project Schedule Management	A tool for project schedule management as defined and updated in the Error! Reference source not found.. A tool for electronic definition of project baseline tasks, activities, milestones, deliverables, and dependencies. This includes the capture of work and duration estimates, actuals, estimates to completion, Earned Value Management and performance data, and a reporting capability to see the information in a variety of standard reporting formats.	Agency Specified	MS Project

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Tool	Description	Responsibility	Specific Tool
Project Change Management	A tool used to manage changes or requests for changes made to the Project (e.g., scope, cost, quality, objectives, priorities, resources, schedule). A process and event log with approvals and authorizations to manage change to ensure no unauthorized changes are made, all changes are documented, and resources are used efficiently.	Agency Provided	Change Log on the FX Repository (SharePoint)
Deliverables Tracking and Approvals	A tool used to manage all deliverables through their development, review, and approval. This shall be maintained to reflect a deliverable's current status.	Agency Provided	FX Projects Repository (SharePoint)
Status Reporting	A tool used to manage development, review, approval, and distribution of Project status data as determined by the Agency. Status shall be reported following the project's reporting standards as defined and updated in the Error! Reference source not found..	Agency Specified	MS Office stored on the FX Repository (SharePoint)
Task Orders	A tool used to manage the development, review and approval of Task Orders using the Contract Change Control Process; Task Orders are the authorized Agency and Vendor terms and conditions to proceed with changes to the Vendor's contractual obligations, Scope of Work or Services.	Agency Provided	FX Projects Repository (SharePoint)
Project Collaboration	A tool used to capture and distribute formal, yet routine Project communications and deliverables management and collaboration; the access, storage, manipulation, and retrieval of Project artifacts.	Agency Provided	FX Projects Repository (SharePoint)

b. System Delivery Management Tool Requirements

System Delivery Management Tools below lists system delivery related tools to be provided or used by the Vendor. The Vendor shall propose use of additional tools required to perform Services of the Contract. Subject to Agency approval, the Vendor may use alternate tools. Optionally, upon request by the Agency, the Vendor shall procure, configure, implement and maintain System Delivery Management tools for FX Projects.

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System Delivery Management Tools			
Tool	Description	Responsibility	Specific Tool
Requirements Tracking and Management	A tool for electronic capture, verification, traceability, amendment, and reporting of Project requirements. The Requirements Traceability Matrix (RTM) is a key deliverable utilized throughout the Project as a tracking instrument or source of contractual fulfillment and assurance by the Agency, and for use in the CMS certification of the Solution that its operations satisfies all the federal and State requirements defined in this ITN.	Agency Provided	Atlassian ALM
Defect Management	A tool for electronic definition, traceability, verification, and reporting of all Defects and resolutions. This includes the work-around resolutions as approved by the Agency using the Change Management Process throughout each Project’s lifecycle.	Agency Provided	Atlassian ALM
Configuration Management	A tool or database that contains all relevant information about the Components of the Solution deployed and the services and the relationships between those Components. Within this context, Components of an information system are referred to as configuration items (CI).	Agency Provided	Atlassian ALM
Change Tracking System (CTS)	The tools and processes for system change tracking provided by the Agency. The tool shall provide an application used to remotely submit a System Change Request, to track the status of the Change request, and to report resolution or completion of a Change Request.	Agency Provided	Atlassian ALM
Application Lifecycle Management (ALM)	An ALM tool helps manage and monitor projects by increasing visibility throughout the system development lifecycle.	Agency Provided	Atlassian ALM