

NWCG Interagency
Incident Base Automation Project
Phase 2
Strategic Planning Project



Status Report

December 31, 2004

NWCG Interagency
Incident Based Automation Strategic Planning Project
 (IBA-Phase 2)

Quarterly Status Report

Project Name: Incident Based Automation Strategic Planning Project

Lead Agency: US Forest Service

Agency IRM Contact: Bill Rush

Project Manager: Dorothy Albright

Business Lead: Mary Ann Szymoniak

Project Advisor: Jon C. Skeels, PMP

Report Period: October 1, 2004 – December 31, 2004

Date: January 4, 2005

Status Summary:

- Project Contract Kick-Off Meeting held November 2 - 3, 2004 in Denver
- Project Team has begun Business Area Analysis by identifying current automation products, reviewing incident-related reports and documents, and investigating other interagency efforts.
- Project Team Meeting scheduled for January 25-27, 2006 in Denver to discuss site visit plan and data collection/interview process.

Key Tasks, Milestones, and Accomplishments:

Milestone (M) or Deliverable (D)	M/D	Planned Finish Date	Status
Key Business Areas List	M	11/2/04	Complete – 11/2/04
Project Schedule and WBS	D	11/19/04	Complete – 11/19/04
Project Plan	M	12/15/04	In progress
Literature Review	M	1/31/05	In progress
Automation Products Template and Diagrams	M	3/15/05	Started
Business Flow and Automation Product Matrix	M	5/10/05	
List of BPR and Automation Opportunities	M	5/10/05	
Draft Site Visit Plan	M	1/14/05	Started
Final Site Visit Plan	D	1/28/05	
Strategic Plan Format	D	3/30/05	
Site Visit Documentation	D	Various	
Draft Presentation Materials	D	10/12/05	
Draft Strategic Plan	D	10/12/05	
Summary of Draft Plan Comments	D	11/28/05	
Final Presentation Materials	D	1/11/06	
Final Strategic Plan	D	1/11/06	
Recommendations Document for Wildland Fire Enterprise Architecture	D	undetermined	

Issues and Impacts:

- The Forest Service has a short and long term Incident Business Practices that was initiated in response to the centralization of the Fiscal organization and national reorganization of IRM. This project that may have some overlap and duplication with

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IBA2. Both project teams have agreed to coordinate and communicate and to reduce duplication as much as possible.

Schedule:

<u>Phase</u>	<u>% Complete</u>	<u>Planned Start Date</u>	<u>Planned End Date</u>	<u>Actual Start Date</u>	<u>Actual End Date</u>
Project Initiation	100%	04/05/2004	07/30/2004	04/05/2004	Completed
Planning	90%	10/3/2004	12/30/2004	10/3/2004	In-Progress
Execution - Strategic Analysis and Report	20%	12/16/2004	1/11/2006	12/16/2005	In-Progress
Close-out	0%	01/02/2006	01/28/2006	Not Started	Not Started
Project Management	15%	07/19/2004	01/28/2006	07/19/2004	In-Progress

FY-2004 - Budget Information:

<u>Phase</u>	<u>Planned FY-2004 Budget</u>	<u>FY-2004 Budget Received</u>	<u>Estimated Expenses through 09/30/2004</u>	<u>% Expended</u>
Project Initiation	\$0	\$0	\$0	0%
Planning	\$0	\$0	\$0	0%
Execution - Strategic Analysis and Report	\$950,000	\$450,000	\$470,000	104%
Close-out	\$0	\$0	\$0	0%
Project Management	\$50,000	\$50,000	\$30,000	60%
Total	\$1,000,000	\$500,000	\$500,000	100%

FY-2005 - Budget Information:

<u>Phase</u>	<u>Planned FY-2005 Budget</u>	<u>FY-2005 Budget Received</u>	<u>Estimated Expenses through 12/30/2004</u>	<u>% Expended</u>
Planning	0	0	0	0
Strategic Analysis and Report	\$400,000	\$400,000	\$8,200	2%
Close-out	\$0	\$0	\$0	0%
Project Management	\$100,000	\$100,000	\$25,000	25%
Total	\$500,000	\$500,000	\$33,200	7%

Project Staffing and Contracting:

- Dorothy Albright was selected as Project Manager and will be advised by Jon C. Skeels, PMP.
- SAIC has been awarded the contract. The contract was awarded as a task under an existing requirements contract.