

System Engineering Management Plan (SEMP)

| DATA ITEM DESCRIPTION | |
|---|--|
| 1. DELIVERABLE NAME System Engineering Management Plan (SEMP) | 2. DELIVERABLE NUMBER To be determined |
| 3. DESCRIPTION/PURPOSE The System Engineering Management Plan shall describe the contractor's proposed efforts for planning, controlling and conducting a fully integrated engineering effort. The Plan will be used to understand and evaluate the contractors engineering work efforts as part of the contract monitoring process. | |
| 4. CONTENT REQUIREMENT The following describes the minimum required content of the deliverable. Any changes to content must be approved by the state in advance. The System Engineering Management Plan shall include the following: <ul style="list-style-type: none"> • Cover/title page. • Document history. • Table of contents. • An introduction that includes the document's purpose, suggested audience, and list of key terms. • An executive summary of the document's content. • An overview of the Contractor's proposed approach to <Project Name> disaster services. System Engineering – This part of the SEMF shall describe the contractor's system engineering process as it is proposed to be applied to the definition of system design and test requirements during the contractual effort. It shall include the system engineering required to define the system performance parameters and to define the system performance parameter and preferred system configuration to satisfy the contractual requirements; the planning and controls of the technical program tasks; and management of a totally integrated effort of design engineering (all disciplines), test engineering, logistics engineering and production engineering to meet cost, technical performance, and schedule objectives. The Contractor shall address the following: <ol style="list-style-type: none"> 1. Organization of the Contractor development team, along with their physical location and facilities needs. 2. Technical environments for the Project and how they will be managed. This section will also discuss the interaction with the pre-production and production environments. 3. Description of the evaluation and decision-making process to be used by the Contractor when resolving technical questions. | |

4. System Engineering Methodology:

- a) Configuration Management: Include a description of how Project configuration items (e.g. source code) will be managed.
 - b) Requirements Verification and Validation: Include a description of how the Use Cases will be clarified and expanded, requirements validated, and updated requirements reviewed and approved by the <Project Name> Project office.
 - c) The Architecture and Design Process (both logical and physical design), including how issues will be discussed and resolved.
 - d) The software development methodology to be used by the Contractor that reflects the <Project Name> requirements (for iterative builds and incremental releases).
 - e) The hardware development and configuration methodology to be used by the Contractor that reflects the <Project Name> requirements (for iterative builds and incremental releases).
 - f) The build management process used to create and manage builds.
 - g) The testing process to be used by the Contractor that encompasses the <Project Name> requirements.
- 5) Description of how external interfaces will be developed and managed.
- 6) Description of how data conversion development will be performed and managed.
- 7) Implementation Planning to include a description of how the Contractor will manage the deployment of system functionality, the training required for both end-users and <Project Name> technical staff, the coordination/communication needed to prepare the target environments.
- 8) Contractor Production Support:
- 9) A description of how production support will be done concurrently with development, given the incremental release requirements for the project.
- 10) Where sections in the SEMP require plans to be defined that are already required under a different section of this RFP (e.g. Implementation Plan), the associate plan shall be summarized and referenced to keep redundancies between plans at a minimum.

5. PREPARATION INSTRUCTIONS AND APPLICABLE STANDARDS

- The Contractor shall refer to the OSI Style Guide for format and preparation guidelines.
- The Contractor shall refer to IEEE Std. 1220-2005 Standard for Application and Management of the Systems Engineering Process.
- The Contractor shall refer to Solution Architecture Framework