

## Sample Delivery Schedule

The following model delivery schedule will provide the list of expected deliverables with their proposed due date, and an illustration of a possible financial consequence. The milestones and deliverable table listed in the original ITN do not align and were intended to serve as a basis from which the respondent can build their proposed schedule. The final set of Deliverables, the schedule, and the consequences are negotiable in terms of what is in the best interest of the Department of State for a successful final product.

The respondents may take the following set of deliverables provided and establish a timeline that is workable for the development team with the understanding that specific milestones must be met by the specified dates defined in this document. Examples of these deliverables include but are not limited to the following:

- 1.) Discovery phase completed: June 30, 2018
- 2.) Significant Deliverable in Production: December 20, 2018
- 3.) Final Registry in Production: May 31, 2019
- 4.) Final Deliverable: June 30, 2019

Model Deliverable Schedule			
Planning Phase			
Deliverable 1 – Project Kickoff, Project Management Plans, and Project Templates			
Description/Tasks	Deliverables/Performance Measures	Due Date (on or before the later date)	Financial Consequences
Final documents for kickoff meeting approved	<ul style="list-style-type: none"> <li>- Submit</li> <li>- Approved Meeting Agenda and Attendees</li> <li>- Schedule (Implementation Plan and Deployment Checklist)</li> <li>- Draft Project Plans                             <ul style="list-style-type: none"> <li>- Scope Management</li> <li>- Resource Management (to include human)</li> <li>- Risk Management</li> <li>- Deliverable Expectation</li> <li>- Communication Management</li> <li>- Schedule Management</li> <li>- Quality Management</li> <li>- Security Management</li> <li>- Change Management</li> <li>- Issue Resolution</li> <li>- Escalation</li> </ul> </li> <li>- Status Report Draft Templates                             <ul style="list-style-type: none"> <li>- Issues Log</li> <li>- Change Control Log</li> <li>- Communications Log</li> <li>- Risk Log</li> <li>- Lessons Learned</li> <li>- Deliverables Workbook</li> <li>- Requirement Traceability Matrix</li> <li>- Earned Value Management</li> </ul> </li> <li>- RACI (Responsible, Accountable, Consulted, and Informed) Chart</li> </ul>	<ul style="list-style-type: none"> <li>- Seven (7) calendar days after project start</li> </ul>	Failure to successfully meet all or any of the deliverable dates, with approved deliverables, within the Planning Phase, will result in a five percent (5%) reduction for each week or portion of a calendar week beyond the due date for the deliverable. Reductions will be from the deliverable payment.
Kickoff Meeting at Florida Department of State Offices	<ul style="list-style-type: none"> <li>- Conduct kickoff meeting (Agenda, Presentation, and Sign-In Sheets)</li> <li>- Introduce project teams</li> <li>- Review processes and procedures (to include project plans)</li> <li>- Review timeline</li> <li>- Review goals, objects, and expectations</li> <li>- Review project document secure project document site</li> </ul>	<ul style="list-style-type: none"> <li>- 10 calendar days after project start</li> </ul>	
Revised project documents	<ul style="list-style-type: none"> <li>- Submit</li> <li>- Meeting minutes and attendance sheets</li> <li>- revised schedule, project plans, templates, and RACI</li> </ul>	<ul style="list-style-type: none"> <li>- 17 calendar days after project start</li> </ul>	
Final project documents	<ul style="list-style-type: none"> <li>- Submit final schedule, project plans, templates, and RACI</li> </ul>	<ul style="list-style-type: none"> <li>- 25 calendar days after project start</li> </ul>	Deliverable 1: two-percent (2%) \$

<b>Analysis Phase</b>				
<b>Deliverable 2 – Requirements Validation and Current State Data Dictionary &amp; Entity Relationship Diagram</b>				
<b>Description/Tasks</b>	<b>Deliverables/Performance Measures</b>	<b>Due Date</b> (on or before the later date)	<b>Financial Consequences</b>	
Solution Review Documentation (business)	For the business, provide Department of State (DOS), Division of Corporations (DOC) Subject Matter Experts (SMEs) with documentation of the current state of the Solution’s modules to be utilized in the Modernization Project via PDF files on Project’s secure document site	- 10 calendar days after project start	Failure to successfully meet all or any of the deliverable dates, with approved deliverables, within the Analysis Phase, will result in a five percent (5%) reduction for each week or portion of a calendar week beyond the due date for the deliverable. Reductions will be from the deliverable payment.	
Sandbox (business)	For the business, standup Sandbox of functional application of the current state of the Solution’s active modules to be utilized in the DOC Modernization Project with access by DOC SMEs	- 10 calendar days after project start		
Solution Review Functionality (business)	For the business, review solution of current state of the Solution’s active modules to be utilized in the DOC Modernization Project with access by DOC SMEs, memorialized by the Vendor documenting the strengths/weaknesses reported by the SMEs	- 29 calendar days after project start		
Data Dictionary (Current State) (data)	Submit complete data dictionary for each of the databases. Dictionaries to include element name (full), abbreviation, definition, field type, field length, source(s), and other pertinent information.	- 45 calendar days after project start		
Requirement Gathering/Discovery (business)	For the business, conduct a series of Joint Application Development (JAD) sessions, with minutes documenting each session including the requirements to be included, requirements to be excluded, and risks to scope, time, budget, and quality.	- 47 calendar days after project start		
Entity Relationship Diagrams (ERDs) (Current State) (data)	Complete descriptions of table structures and relationships between fields, identifying key fields and, if needed, how relationships are made within the application(s).	- 60 calendar days after project start		
Requirement Validation (business)	For the business, provide a Functional Specifications Document	- 60 calendar days after project start		
Gap Analysis (business)	For the business, provide an analysis of the differences between the requirements for the eight (8) Service Areas, Functional Areas, & Activities and the Solution. Include a map of DOC requirements to functions within the solution identifying requirements without a match in the solution and functions within the solution not identified as a requirement by the DOC.	- 75 calendar days after project start		
		<b>Deliverable 2: three-percent (3%)</b>		<b>\$</b>

Design Phase		
Deliverable 3 – Architecture Schematics, System Plans, Migration Plans, Functional Specifications, and Technical Specifications		
Description/Tasks	Deliverables/Performance Measures	Due Date (on or before the later date)
Architectural Design (data)	For each environment (test, stage, production, and backup) complete description of infrastructure requirements to include item vendor, make, model, specifications (ports, cards, accessories, speed, capacity/size), number, and cost, as well as racks. Include schematics for networks to include firewalls, web servers, load balancers, processors, databases, switches, and access by	- 65 calendar days after project start
Data Dictionary (Future State) (data)	Submit complete data dictionary for the proposed database. Dictionaries to include element name (full), abbreviation, definition, field type, field length, source(s), and other pertinent information.	- 65 calendar days after project start
Hosting Plan (data)	Description of where the Solution will be housed and include data storage, onsite backup, offsite backup, Disaster recovery, battery and generator power backup, restoration processes, maintenance plans (version control, version and patch release schedule, backup schedules), and data security and protection plans, third party applications, and licensing.	- 65 calendar days after project start
User Interface Control Document (business)	Requirements for user interface to include branding, terms of art, colors, font style, font size, font color, identifying links, layout and placement, ADA compliance issues and resolutions for 504 and 508, standards for spelling and abbreviations	- 65 calendar days after project start
Entity Relationship Diagrams (ERDs) (Future State) (data)	Complete descriptions of table structures and relationships between fields, identifying key fields and, if needed, how relationships are made within the application.	- 80 calendar days after project start
System Plan (data)	Detailed description of the integration between development sites and the “Sandbox,” test, stage, and production sites to include rules for promotions, version control, and preventing security breaches.	- 80 calendar days after project start
Functional Specifications (business)	Complete set of functional specifications to include all screens, fields, buttons, and actions.	- 80 calendar days after project start
Migration Plan (data)	Detailed proposal on how to move the data from the current state databases to the future state database utilizing a primary foreign keys, to include synchronization and reconciliation, as well as rules for determining which record for an entity will be determined to by the official record.	- 100 calendar days after project start
Data Mapping Plan (data)	Crosswalk between Current State and Future State data fields	- 100 calendar days after project start
Technical Specifications (business and data)	Complete set of technical specifications to include fields and mapping to database (input and output)	- 100 calendar days after project start
		<b>Deliverable 3: three-percent (3%)</b>
		<b>\$</b>

Test Planning				
Deliverable 4 – Testing Environment & Traceability Matrix				
Description/Tasks	Deliverables/Performance Measures	Due Date (on or before the later date)	Financial Consequences	
Test Environment	Establish Test Environment for the Solution from which developers can promote code for unit and integration testing	- 100 calendar days after project start	Failure to successfully meet all or any of the deliverable dates, with approved deliverables, within the Test Planning Phase, will result in a five percent (5%) reduction for each week or portion of a calendar week beyond the due date for the deliverable. Reductions will be from the deliverable payment.	
Traceability Matrix	Submit criteria for defining requirement success as defined in Functional Specifications	- 108 calendar days after project start		
Testing Plan	Submit general plans for testing application components (unit testing)	- 108 calendar days after project start		
Data Migration & Reconciliation Validation Plan	Submit plan for verifying complete data migration & valid and reliable data reconciliation	- 122 calendar days after project start	Reductions will be from the deliverable payment.	
Master Test Plan	Define the process and approach for all comprehensive levels of testing and the testing work streams – unit, system integration, performance, accessibility, regression, and security	- 130 calendar days after project start		
Test Scripts – Migration and Reconciliation validation	Submission of functional test scripts	- 150 calendar days after project start		
Test Scripts – User Interface	Submission of functional test scripts	- 197 calendar days after project start		
Test Scripts – Functional Areas (Credentialing, Security, Fiscal, Correspondence, Certification, Imaging)	Submission of functional test scripts	- 263 calendar days after project start		
		<b>Deliverable 4: two-percent (2%)</b>		<b>\$</b>

Migration			
Deliverable 5 – Data Migration, Synchronization, and Reconciliation			
Description/Tasks	Deliverables/Performance Measures	Due Date (on or before the later date)	Financial Consequences
Migration Plan, Data Conversion Plan, Data Mapping Plan	See Requirements in Design Phase	- 100 calendar days after project start	Failure to successfully meet all or any of the deliverable dates, with approved deliverables, within the Migration Phase, will result in a five percent (5%) reduction for each week or portion of a calendar week beyond the due date for the deliverable.
Staging Environment	Establish Stage Environment for the Solution for tagging developed code and clean migrated data having been reconciled	- 130 calendar days after project start	
First Conversion of BLOB	Conversion of documents stored as Binary Large Objects. Submit first Data Conversion Report.	- 150 calendar days after project start	Reductions will be from the deliverable payment.
First Full Data Retrieval	Pull all live data from all sources	- September 4, 2018	
Second Conversion of BLOB	Conversion of documents stored as Binary Large Objects	- 169 calendar days after project start	a calendar week beyond the due date for the deliverable.
First Data Unification/Conversion	Unify all "live" data from all sources into single database and format (Convert and Map)	- 183 calendar days after project start	
First Data Reconciliation	Correct all data for a single representation for each file. Submit second Data Conversion Report.	- December 14, 2018	Reductions will be from the deliverable payment.
Second Full Data Retrieval	Pull new and modified live data since Retrieval 1 from all sources	- December 27, 2018	
Third Conversion of BLOB	Conversion of documents stored as Binary Large Objects	- 284 calendar days after project start	Reductions will be from the deliverable payment.
Second Data Unification/Conversion	Unify all "live" data from all sources into single database and format (Convert and Map)	- 298 calendar days after project start	
Second Data Reconciliation	Correct all data for a single representation for each file. Submit third Data Conversion Report.	- April 19, 2019	Reductions will be from the deliverable payment.
Data Load Testing	Load test of system complete	- May 26, 2019	
Third Full Data Retrieval	Pull new and modified live data since Retrieval 2 from all sources	- May 2, 2019	Reductions will be from the deliverable payment.
Fourth Conversion of BLOB	Conversion of documents stored as Binary Large Objects	- May 4, 2019	
Third Data Unification/Conversion	Unify all "live" data from all sources into single database and format (Convert and Map)	- May 7, 2019	Reductions will be from the deliverable payment.
Third Data Reconciliation	Correct all data for a single representation for each file. Submit fourth Data Conversion Report.	- May 16, 2019	
Final Full Data Retrieval	Pull new and modified live data since Retrieval 3 from all sources	- May 18, 2019	Reductions will be from the deliverable payment.
Final Conversion of BLOB	Conversion of documents stored as Binary Large Objects	- May 19, 2019	
Final Data Unification/Conversion	Unify all "live" data from all sources into single database and format (Convert and Map)	- May 20, 2019	Reductions will be from the deliverable payment.
Final Data Reconciliation	Correct all data for a single representation of each file	- May 23, 2019	
Data into PROD	Migration into Production	- May 29, 2019	Reductions will be from the deliverable payment.
Data Conversion Reports	Submit final Data Conversion Report.	- June 7, 2019	
<b>Deliverable 5: twenty-percent (20%)</b>			<b>\$</b>

User Interface I			
Deliverable 6 – Testing, Training, and Promotion			
Description/Tasks	Deliverables/Performance Measures	Due Date (on or before the later date)	Financial Consequences
Implementation Plan: UI	Detailed Implementation Plan and Deployment Checklist for deployment of User Interface approved	- 190 calendar days after project start	
Issue Tracking System	Issue Tracking System (Mantis, Jira, etc.) in place for DOS to report "Bugs"	- 190 calendar days after project start	Failure to successfully meet all or any of the deliverable dates, with approved deliverables, within the User Interface Phase, will result in a five percent (5%) reduction for each week or portion of a calendar week beyond the due date for the deliverable.
Test Scripts – User Interface (in Test Planning Phase)	Submission of functional test scripts	- 190 calendar days after project start	Reductions will be from the deliverable payment.
Test: UI Promoted	User Interface promoted to Test for unit and integration testing	- 190 calendar days after project start	
Training Materials: UI Approved	Training materials (users guides, videos, slides, meeting agendas, presentations) submitted and approved for training on use/navigation of the interface.	- 204 calendar days after project start	
Unit & Integration Testing: UI	10 business days, for User Acceptance Testing with all issues resolved by the due date	- October 29, 2018	
Stage: UI Promoted	User Interface debugged and promoted to Stage	- November 5, 2018	
Face-to-Face UI Training	.A minimum of three (3) face-to-face training sessions on the navigation of the User Interface as it will be in Production linking with the current business registry	- November 19, 2018	
UAT: UI Complete	10 business days, excluding training days, for User Acceptance Testing with all issues resolved by the due date	- November 27, 2018	
Sandbox: UI	UI in Sandbox for call takers/Help Desk to review	- December 3, 2018	
Competency Check: UI	All DOC staff demonstrate proficiency in navigating the revised User Interface	- December 10, 2018	
User Interface in Production	Promote the Solutions User Interface - linking to current Business Registry – into Production (Go Live)	- December 13, 2018	
Report	Submit implementation report for UI to include final Status Report on UI development	- December 28, 2018	
		<b>Deliverable 6: ten-percent (10%)</b>	<b>\$</b>

<b>Development</b>			
<b>Deliverable 7 – Prototypes</b>			
<b>Description/Tasks</b>	<b>Deliverables/Performance Measures</b>	<b>Due Date</b>	<b>Financial Consequences</b>
Prototype A	In the test environment provide a working prototype of the solution for the first of the eight Service Areas, to include updated User Interface, functionality (credentialing, security, input, fiscal, imaging, correspondence, certification, calendaring), and reporting.	- January 14, 2019	Failure to successfully meet all or any of the deliverable dates, with approved deliverables, within the Testing UI Phase, will result in a five percent (5%) reduction for each week or portion of a calendar week beyond the due date for the deliverable. Reductions will be from the deliverable payment.
Prototype B	In the test environment provide a working prototype of the solution for the second of the eight Service Areas, to include updated User Interface, functionality (credentialing, security, input, fiscal, imaging, correspondence, certification, calendaring), and reporting.	- January 28, 2019	
Prototype C	In the test environment provide a working prototype of the solution for the third of the eight Service Areas, to include updated User Interface, functionality (credentialing, security, input, fiscal, imaging, correspondence, certification, calendaring), and reporting.	- February 11, 2019	
Prototype D	In the test environment provide a working prototype of the solution for the fourth of the eight Service Areas, to include updated User Interface, functionality (credentialing, security, input, fiscal, imaging, correspondence, certification, calendaring), and reporting.	- February 25, 2019	
Prototype E	In the test environment provide a working prototype of the solution for the fifth of the eight Service Areas, to include updated User Interface, functionality (credentialing, security, input, fiscal, imaging, correspondence, certification, calendaring), and reporting.	- February 25, 2019	
Prototype F	In the test environment provide a working prototype of the solution for the sixth of the eight Service Areas, to include updated User Interface, functionality (credentialing, security, input, fiscal, imaging, correspondence, certification, calendaring), and reporting.	- March 11, 2019	
Prototype G	In the test environment provide a working prototype of the solution for the seventh of the eight Service Areas, to include updated User Interface, functionality (credentialing, security, input, fiscal, imaging, correspondence, certification, calendaring), and reporting.	- March 25, 2019	
Prototype H	In the test environment provide a working prototype of the solution for the eighth of the eight Service Areas, to include updated User Interface, functionality (credentialing, security, input, fiscal, imaging, correspondence, certification, calendaring), and reporting.	- April 8, 2019	
		<b>Deliverable 7: ten-percent (10%)</b>	<b>\$</b>



<b>Testing</b>			
<b>Deliverable 8 – Testing Environment, Issue Tracking System, Tractability Matrix, User Interface II, Integrated Testing</b>			
<b>Description/Tasks</b>	<b>Deliverables/Performance Measures</b>	<b>Due Date</b>	<b>Financial Consequences</b>
Test Scripts A	Test scripts approved for Integration Testing of Service Area A	- January 4, 2019	Failure to successfully meet all or any of the deliverable dates, with approved deliverables, within the Testing UI Phase, will result in a five percent (5%) reduction for each week or portion of a calendar week beyond the due date for the deliverable. Reductions will be from the deliverable payment.
Test Plan B	Test scripts approved for Integration Testing of Service Area B	- January 18, 2019	
Test Scripts C	Test scripts approved for Integration Testing of Service Area C	- February 1, 2019	
Test Scripts D	Test scripts approved for Integration Testing of Service Area D	- February 15, 2019	
Test Scripts E	Test scripts approved for Integration Testing of Service Area E	- February 15, 2019	
Test Scripts F	Test scripts approved for Integration Testing of Service Area F	- March 1, 2019	
Test Scripts G	Test scripts approved for Integration Testing of Service Area G	- March 15, 2019	
Test Scripts H	Test scripts approved for Integration Testing of Service Area H	- March 29, 2019	
User Acceptance Testing	Completion of four (4) weeks of User Acceptance Testing of fully functioning Solution to include detailed results and one (1) week to resolve all issues	- May 10, 2019	
Verification of Migration	In Stage, verify data migration and final User Acceptance before Production	- May 17, 2019	
Go Live Testing	Final Testing Before Go Live	- May 31	
		<b>Deliverable 8: ten-percent (10%)</b>	<b>\$</b>

<b>Training</b>			
<b>Deliverable 9 – Materials, Cognitive, Psychomotor, Competency</b>			
<b>Description/Tasks</b>	<b>Deliverables/Performance Measures</b>	<b>Due Date</b>	<b>Financial Consequences</b>
Training Materials Approved	Training materials (users guides, videos, slides, meeting agendas, presentations) submitted and approved for training the complete Solution	- March 22, 2019	Failure to successfully meet all or any of the deliverable dates, with approved deliverables, within the Design Phase, will result in a five percent (5%) reduction for each week or portion of a calendar week beyond the due date for the deliverable. Reductions will be from the deliverable payment.
Face-to-Face Training	A minimum of three (3) sets of face-to-face training sessions on the complete Solution, as evidenced by sign-in sheets and post test	- April 12, 2019	
Competency Test	All DOC staff demonstrates mastery on the use and explanation of the new solution for their level of use.	- May 17, 2019	
		<b>Deliverable 9: ten-percent (10%)</b>	<b>\$</b>

Implementation			
Deliverable 10 – Plan, Execute, and Document			
Description/Tasks	Deliverables/Performance Measures	Due Date	Financial Consequences
Implementation Plan: Business Registry	Detailed Implementation Plan and Deployment Checklist for deployment of final Solution in Production	- December 28, 2018	Failure to successfully meet all or any of the deliverable dates, with approved deliverables, within the Design Phase, will result in a five percent (5%) reduction for each week or portion of a calendar week beyond the due date for the deliverable. Reductions will be from the deliverable payment.
Users' Manuals	Complete User Manuals for Staff, Administrators, and the Public	- May 10, 2019	
Promotion to Production	Promotion of complete, working, Business Registry into Production Environment	- May 24, 2019	
Go Live	Working, fully functional system in Production, accessible to the public as <i>Sunbiz.org</i>	- June 1, 2019	
System Documentation	System Administration Manual	- June 12, 2019	
		<b>Deliverable 10: twenty-percent (20%)</b>	<b>\$</b>

Transition			
Deliverable 11 – Plan, Transfer, Report			
Description/Tasks	Deliverables/Performance Measures	Due Date	Financial Consequences
Transition Plan	Submission of the Transition Plan which identifies the approach and milestones necessary to transfer operation of the system from the Vendor to the State of Florida (DOS and AST)	- December 28, 2018	Failure to successfully meet all or any of the deliverable dates, with approved deliverables, within the Design Phase, will result in a five percent (5%) reduction for each week or portion of a calendar week beyond the due date for the deliverable. Reductions will be from the deliverable payment.
Knowledge Transfer	Evidence of the completion of the Knowledge Transfer based on training and transfer plan.	- June 19, 2019	
Transition Completion Report	Submission and approval of Transition Completion Report.	- June 24, 2019	
		<b>Deliverable 11: five-percent (5%)</b>	<b>\$</b>

Closeout			
Deliverable 12 - Report			
Description/Tasks	Deliverables/Performance Measures	Due Date	Financial Consequences
Status Reports	Submission of Weekly Status Reports	As Scheduled	
Project Closeout Report	Submission of Project Closeout Report to include: <ul style="list-style-type: none"> <li>- Project Lessons Learned</li> <li>- Project Release Document</li> <li>- Post Implementation Review Report</li> <li>- Post Implementation Evaluation Report</li> <li>- Change Log</li> <li>- Final Invoice</li> </ul>	June 28, 2019	Failure to successfully meet all or any of the deliverable dates, with approved deliverables, within the Design Phase, will result in a five percent (5%) reduction for each week or portion of a calendar week beyond the due date for the deliverable. Reductions will be from the deliverable payment.
		<b>Deliverable 12: five-percent (5%)</b>	<b>\$</b>