

FAIS System Redevelopment

Project Initiation Document

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DAF RTI DL Release

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Division/Unit:	Biosecurity Queensland Control Centre (BQCC)
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Revision history

Revision date	Version No.	Author	Description of changes
15/09/2011	0.1	Tim Pluples Andreas Neudecker	Initial Draft Developed
15/09/2011	1.0	Tim Pluples	Final Document Distributed
26/10/2011	1.1	Tim Pluples	Modified document to updated project approach
14/02/2012	1.2	Tim Pluples Andreas Neudecker Danica Lo	Updated with information from Stage One – Planning and Workshops
28/05/2012	1.3	Danica Lo Tim Pluples	Updated the project schedule based on the approved exception report for stage two. Project objectives and the project approach have also been updated to include more accurate information.
06/08/2012	1.4	Tim Pluples	Updated timeframes to reflect temporary suspension (Issue #11). New project end date is 06/09/2012 instead of 25/07/2012.
05/12/2012	1.5	Tim Pluples	Updated to reflect the changes to the project approach, schedule, costs and scope as well as the Senior Supplier and Supplier Assurance roles.
14/02/2013	1.6	Tim Pluples	Removed the reference to the DEEDI Strategic Plan and added the alignment to the DAFF Strategic Plan 2012 – 2016.
08/04/2013	1.7	Tim Pluples	Updated timelines to reflect stage four being delivered two weeks ahead of schedule. All stages have now been brought forward by two weeks.
12/12/2013	1.8	Tim Pluples	Updated timelines to reflect the temporary suspension, changes to scope and changes to the project approach as a result of the exception reports submitted to the project board in June and October 2013. Project board membership also modified.

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Approvals

Project management team	Name	Signature	Date
Project Executive	Mike Ashton		
Senior User	Craig Jennings		
Senior User	Ross Dorward		
Senior User	Cara McNicol		
Senior Supplier	Andrew Harcourt (Readify)		
Supplier Assurance	Annette Evans		
Project Manager	Tim Pluples		

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1 Purpose

The purpose of the Project Initiation Document (PID) is to define the project, in order to form the basis for its management and an assessment of its overall success. The PID gives the direction and scope of the project and forms the 'contract' between the Project Manager and the Project Board.

The three primary uses of the PID are to:

- ensure that the project has sound basis before asking the Project Board to make any major commitment to the project
- act as a base document against which the Project Board and Project manager can assess progress, issues and ongoing viability questions
- provide a single source of reference about the project so that people joining the 'temporary organisation' can quickly and easily find out what the project is about and how it is being managed.

The PID is a living product and should always reflect the current status, plans and controls of the project. Its component products will be updated and re-baselined, as necessary, at the end of each stage to reflect the current status of its constituent parts.

The version of the PID that was used to gain authorisation for the project is preserved as the basis against which performance will later be assessed when closing the project.

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2 Project definition

2.1 Project background

The Fire Ant Information System (FAIS) underpins the operational and business activities of Biosecurity Queensland Control Centre (BQCC), relating to threat management and eradication of the Red Imported Fire Ant. The system supports the day-to-day operations of 191 personnel, and provides management reporting capability to measure effectiveness of the program.

The primary role of FAIS is to identify and track geographic locations arising from detection of likely Fire Ant infestations, and manage the activities subsequently undertaken at or near those locations. Each location is identified by a unique Site ID which maps its spatial location. The activity related to that Site ID is then tracked, from initial visits, ongoing surveillance and/or treatment undertaken at the location.

FAIS further relies on or interacts with a number of modules operating side-by-side which are described as:

- Fire Ant Staff Information System (FSIS)
- Client Contact System (CCS)
- Client Resource Management (CRM)
- Environmental Management System (EMS)
- Sample Submission Register (SSR)
- Fire Ant Toolbar
- Restricted Area Search Engine (RASE)
- eMap

Most operational modules within FAIS and the above systems are now over ten years old. Since initial release, continual system enhancements have been undertaken, in response to evolving business needs. The estimated system development investment since FAIS' inception is approximately \$5.18M. This figure **does not** include hardware, other software, third party licensing, and infrastructure or data communications costs.

FAIS was originally designed in 2001 in response to the emerging Fire Ant threat. The business driver at this time was management of the volatile requirements of immediate treatment and attempted eradication of the pest. Systems development was initially outsourced and undertaken using the best available toolsets at the time. Since the original development, every module of the system has been further modified by ongoing development effort undertaken by BQCC Information Services personnel.

It was not envisaged the system would grow to its current size or complexity, with **over 74 million** records now in the database, offering a range of functionality which remains mission-critical to BQCC's operations. The ongoing duration of the Fire Ant Program has resulted in the system becoming the foundation of all Fire Ant activity, including operational management, and also engagement with BQCC's customer base. The system is not designed to adequately perform these dual roles, as it was not originally expected to play an active role in online service delivery,

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being intended for use by emergency response personnel in managing the immediate threat.

One significant technology refresh was completed in September 2010, migrating the database platform version from SQL Server 2000 to SQL Server 2005. This was completed to address the significant risk of a huge dataset housed on a platform which was unsupported by the key vendor (Microsoft). This migration was also used as an opportunity to implement best practice for the program, by releasing development, test and production databases. At the same time, supporting system documentation was developed to ensure easier ongoing maintenance of the system.

No other substantial architecture enhancement has been undertaken over the past 10 years of FAIS use. This has resulted in an outdated programming language no longer formally supported by vendors, and a system which has been regularly ‘patched’ in response to urgent business requirements. These requirements continue to arise from responses to the Fire Ant threat and its impact on operational and reporting needs.

Management Information Reporting is a core requirement of the existing system, with textual and spatial data combined to produce comprehensive maps to provide operational data and to enhance ministerial reporting.

2.2 Project Vision

The vision for a replacement for the FAIS system is to:

- Incorporate the ‘Lessons Learned’ based on the previous decade of Fire Ant operations, allowing hindsight to complement the functionality specified
- Research and document comprehensive requirements and specifications to ensure a future-proof system is designed and released to address both the above groups of requirements
- Secure a system which delivers existing and required new functionality on a more robust and supportable platform
- Provide a development framework suited to agile development, with ability to prototype changes to process in an efficient manner
- As a result of the abovementioned agility, respond more effectively to evolving business needs arising from changes in environmental threats
- Eliminate the risk of faulty releases in the production environment by complementing manual testing with automated test cases to provide comprehensive end-to-end system testing at each release
- Dramatically decrease ongoing system maintenance costs
- Provide timely management information to enable strategic decisions based on current data
- Enable user-driven reporting, to ensure programming resources are best utilised in systems design and development, support and maintenance
- Significantly reduce the inherent risks in the current system, particularly the risk of catastrophic system failure which impacts the well-being of Queensland’s communities and our environment
- Move to a platform which can evolve to adequately enable electronic delivery of services and information to BQCC customers
- Allow support staff to be more proactive in identifying enhancement opportunities rather than being reactive to bug fix requests

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2.3 Project objectives

The objectives of the FAIS System Redevelopment are as follows.

- Secure a supportable and maintainable technology platform
- Provide functionality required by the business
- Ability to target agile releases of prototyped functionality prior to live deployment
- Enhance BQCC's ability to respond to Biosecurity threats and containment
- Removes current risks of high contractor costs required to replace staff lost through attrition, by providing a much larger potential workforce to draw skilled programmers from
- Users can be empowered with robust and flexible reporting Business Intelligence tools (rather than requiring programming enhancements)
- Be consistent with the suggested outcomes of the Queensland Biosecurity Strategy 2009-2014 and;
- To provide a consistent user experience for all functionality contained with a single system.

2.4 Project scope

The following are included in the scope of the project:

- The services, efforts and management of all activities of internal and external providers required to deliver each of the products mentioned below;
- A technical design of the architecture that will be used to support the fire ant information system database;
- The development, implementation and migration of fire ant data based on the requirements identified during the agile development process.

The following are outside the scope of the project:

- Services and effort unrelated to the core products outlined below, or not otherwise specifically documented herein;
- Ongoing support and maintenance of the existing Fire Ant Information System database once redevelopment has officially commenced; and
- Any other system that is not used to support the eradication of fire ants.

2.5 Constraints and assumptions

The following constraints have been placed on this project:

- Clear project documentation should exist for all steps of the project to enable management of deliverables and ideally spread learnings to other areas across Department of Agriculture, Fishery and Forestry (DAFF) if applicable.

The following assumptions have been made during the planning of this project:

- A Project Executive will be engaged in active sponsorship for the duration of the project to deal with high level strategic issues and assist in removing barriers to progress as required.

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- A Project Manager will be appointed and will be responsible for the project schedule, scope, risk and issues management and budget control within a pre-agreed tolerance level (prior to escalation to the Project Executive if required).
- The project will receive relevant support and services from internal Information and Technology Partners resources within agreed and established timeframes.
- The project team including the Project Manager and all internal Information and Technology Partners and other resources will work cooperatively to deliver this project's objectives.
- The business will provide timely resources to assist with the delivery of this project's objectives.
- Appropriate and necessary funding will be made available that will be used to deliver this project's objectives.
- That there are no additional tasks outside of the current scope documented above without prior approval of the Project Board whilst taking into consideration the impact on the project's time, cost, quality and risk provisions.

3 Project approach

The previously documented project approach was intending to conduct a series of business process reviews and requirements elicitation activities to identify and document the business requirements that will be used during the software development process. This approach to software development often leads to a common disconnect between the expectations of the business and the interpretation of the requirements by the software development team. Quite often the requirements that were documented and 'signed-off' by the business are out of date by the time actual development commences and this can cause implementation and delivery issues of the software product as a result of miscommunication. This approach does not allow or support the flexibility that is paramount when dealing with the eradication of fire ants.

The FAIS System Redevelopment project will be completed using Scrum, an agile development framework (www.scrum.org). Scrum is an iterative and incremental approach to software development aimed at delivering high quality software in a changing environment. It uses constant user and customer feedback loops to ensure the product created meets real business need. This allows for requirements to be defined, developed, tested and delivered within a flexible and supportable framework that encourages greater collaboration between key business stakeholders and the software development team.

At an extremely high level the Fire Ant Information System (FAIS) can be divided up into a series of related modules that record and retrieve data that is relevant to the eradication of fire ants. These modules will form the products that will be delivered by the project and signed off by the business on a continual basis. It is anticipated that at least one product or module will be delivered every stage. This will also provide the project board with the ability to continue to assess whether the project remains desirable, achievable and viable within the Scrum development framework. It will also simplify the data migration aspect of the project when attempting to migrate 74 million records into the new database. Detailed descriptions of all products planned for this project are outlined in Appendix A – Product Descriptions.

After conducting a series of workshops in Stage 1 with the project team and key business users, epic user stories for each module were identified. The low-level implementation details of the high level requirements will be elicited prior to the development commencing on that particular feature or module. The current project schedule supports regular production releases and the ability to implement immediate feedback as a measure of assessing the quality of the products being

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delivered. Once all functionality within a legacy system has been migrated to the Fire Ant Management System (FAMS), it can be decommissioned in accordance with the Queensland Government business information system archiving policy.

Development work will be completed each fortnight with the focus on delivering some functionality back to the business at the sprint review after every sprint session. As the project progresses in time the functionality will gradually improve as it is continually refined to suit the business requirements. While development work is being completed for the current fortnight of work, the project manager in conjunction with the project team, the senior supplier and the senior users will be refining the requirements for the next working period. It is anticipated that user acceptance testing will occur frequently and will be coordinated by the project manager and the senior supplier.

Due to issues experienced by the project in November 2012 that threatened the quality of the products being delivered, the project executive decided to partner with a local software development vendor to deliver the project's products and invite them to sit on the project board as senior supplier. This commenced in December 2012 and has continued since then with a significant improvement to overall processes and quality being experienced. The project has been subject to a number of delays since its commencement due to various reasons, including resources being re-diverted to focus on higher priority initiatives.

4 Related initiatives

The projects and other initiatives shown in the table below have a bearing, or are in some way dependent on this project:

Related program/project	Nature of the relationship
National Red Imported Fire Ant Eradication Program (NRIFAEP)	Support of the eradication of fire ants through nationally cost-shared agreements.
Remote Sensing	Remote sensing activities undertaken by the Fire Ant program each year have continued to affect the timeline of this project. Remote sensing is treated as a higher priority and therefore adds substantial delays to the redevelopment project while resources are temporarily re-diverted.

5 Project management team structure

Role	Name	Responsibilities
Project Executive	Mike Ashton	The Project Executive has ultimate accountability for the success of the project, represents the Board and authorises expenditure.
Senior Users	Craig Jennings Ross Dorward Cara McNicol	The Senior User represents the end users and ensures that the project's products meet end user requirements.
Senior Supplier	Andrew Harcourt	The Senior Supplier represents the solution

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Role	Name	Responsibilities
		provider/s and is responsible for quality, development of the supplied product.
Supplier Assurance	Annette Evans	The Supplier Assurance role represents Information and Technology Partners and is responsible for advising and ensuring the quality and development of the supplied product meets departmental standards.
Project Manager	Tim Pluples	The Project Manager will manage the project on a day-to-day basis on behalf of the Project Board.

6 Project Business Case

6.1 Relationship to program and/or agency strategies and objectives

DAFF Strategic Plan 2012 – 2016

The Strategic Plan 2012 – 2016 for the Queensland Department of Agriculture, Fisheries and Forestry outlines the Queensland Government's approach to strengthen the agriculture pillar of Queensland's economy.

Particularly relevant to this proposal are the underlying principles of:

- **Objective 1:** Increase productivity of natural and biological assets with a focus on the “increased resilience to natural disasters and biosecurity events” by improving biosecurity systems, surveillance and systems.
- **Objective 3:** Increase productivity within our organisation with a focus on “high-value services are provided to producers and customers” by using technologies to widen availability and efficiency of service delivery.

The Fire Ant threat poses an immediate health risk to humans (and potential death through anaphylactic shock and allergic reactions), but also threatens native wildlife and agricultural industries due to ability to invade sensitive ecosystems.

Failing to control the spread of Fire Ants poses significant physical risk to humans, and economic harm to the entire Australian economy and way of life. BQCC's ability to contain the pest is heavily reliant on access to timely and accurate information to plan and monitor all eradication activities, which is impacted by the efficiency and functionality of FAIS.

Queensland Biosecurity Strategy 2009-2014

The Queensland Biosecurity Strategy 2009-2014 produced by the Department of Primary Industries and Fisheries sets out the requirement for enhanced systems.

The following statements support evolution of the FAIS system redevelopment:

“Building capability and enhancing services

- Underpinning any biosecurity system is the need for a good skills base, **quality systems, infrastructure** and other resources.

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- There is also a need to develop capability in new skills to reflect the contemporary biosecurity system
- Biosecurity services are changing... Today, the main focus is on **traceability systems**, certification services, disease and pest surveillance, planning, building capacity of others to deliver biosecurity services, **management tools**, and emergency response
- Changes in **technology and communication techniques** have opened up many channels for providing information or services to clients. It has also fundamentally changed the way business operates, with **more transactions being done online and an increased need for access to ‘just-in-time, just-for-me’ information and services.**
- The needs of diverse biosecurity stakeholders must be understood.
- In the future, biosecurity services will be more client-focussed, aim to **foster greater self-reliance**, be viable, provide value for money and focus on areas of high biosecurity risk. **Stakeholder feedback must drive the continual improvement** of biosecurity tools and services.”

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6.2 Benefits

The anticipated benefits for this project are detailed in the following table.

Benefit No	Description (Benefit/ Disbenefit)	Business Change Manager	Description of the Measure	Baseline Performance Value	Target Performance Value	Who will measure?
1	Minimise or eliminate critical system outages	Project Manager	Measure occurrences of downtime	Erratic system availability following major system releases due to system resource usage and processing load	99.9 % uptime	BQCC Information Services
2	Achieve a supported applications technology platform	Project Manager	Vendor support agreement, alignment with departmental ICT policy and support	Unsupported programming language	Currency of all Microsoft technologies deployed	BQCC Information Services
3	Replicate core existing functionality on a more modern codebase	Project Manager	Compare functionality in new system release to detailed functional specifications	Base functionality operational with questionable stability	Replicate and improve functionality on a modern high-performing platform	Business Managers
4	Incorporate critical awaited functionality which currently cannot be delivered	Project Manager	Deliver all currently awaited enhancements on new platform	Desired modifications cannot be delivered due to limitations within the existing system.	All awaited functionality available in new system	Business Managers

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Benefit No	Description (Benefit/ Disbenefit)	Business Change Manager	Description of the Measure	Baseline Performance Value	Target Performance Value	Who will measure?
5	Provide a platform for agile development as required	Project Manager	Ability for rapid deployment of added functionality	Very time-consuming hand-coding and manual testing	Modern development environment with relevant supporting processes	Project Manager
6	Access a larger pool of programming skills in marketplace	Project Manager	Number of applicable candidates sourced for vacant positions	Limited availability of staff with appropriate skills and experience	Ability to draw on large pool of potential candidates	Project Manager
7	Provide operational benefits through improved applications performance	Project Manager	Response times for queries improved, lack of outages and delays	Degradation of response times particularly in peak demand and following major releases	Ability to prioritise applications and a more resource-efficient platform	Manager Program Compliance, BQCC
8	Provide richer reporting and Business Intelligence toolset to users	Project Manager	Remove reliance on programming personnel for reports and Management Information	Hard-coded reports are available, limited interaction and drill-down ability in reports	Business Intelligence toolset to authorised users allowing use of and modern BI techniques and benefits	Business Managers
9	Minimise reliance on individuals and the risks of staff attrition	Project Manager	Develop in modern and mainstream technologies	Reliance on outdated code and inefficiencies	Well documented system in standard language, using proven 3 rd party plug-in where necessary	Project Manager

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Benefit No	Description (Benefit/ Disbenefit)	Business Change Manager	Description of the Measure	Baseline Performance Value	Target Performance Value	Who will measure?
10	Better protect BQCC Intellectual Property	Project Manager	BQCC retains full ownership of IP and potentially apply system to manage additional threats	System suited to Fire Ant threat only	Develop business processes and variables that provide potential to apply to other tramp ant threats	Business Managers
11	Allow update of business systems while adhering to current accepted systems practices (documentation, release and version control, etc)	Project Manager	Follow versioning control and multiple environments through release management	Some areas of system have been documented in a recent SQL Server migration, test/dev/live environments implemented	Full system documentation including Data Dictionary, robust test and development platform, seamless migration to live	Project Manager

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6.3 Project costs

A summary of the actual and final projected budget is provided below and is current as at **20th December 2013**. The original budget for the FAIS System Redevelopment project was \$1.498 million. The project tolerances totalling \$359,502.64 was removed from the budget by the Project Executive (Director, Biosecurity Queensland Control Centre) as part of the 2012/13 budget planning process for the Fire Ant program. Advice to the project executive at the time was that it was likely the project would go into exception more frequently as a result of the decision to reduce the budget and that additional funding would need to be found in order to complete the project.

The revised project budget includes the additional timeframes required and the change of the project approach at various periods, including the decision to partner with a local software development vendor as senior supplier to deliver the project’s products.

Stage	Status	Stage Budget (Estimate)	Tolerance	Original Estimated Budget	Actual Budget Spent	Final Projected Budget
One	Closed	\$95,375.58	\$10,000.00	\$105,375.58	\$86,709.39	\$86,709.39
Two	Closed	\$154,397.60	\$43,570.97	\$197,968.57	\$190,306.05	\$190,306.05
Three	Closed	\$129,711.88	\$67,214.77	\$196,926.65	\$321,544.15	\$321,544.15
Four	Closed	\$179,985.32	\$0.00	\$179,985.32	\$147,946.10	\$147,946.10
Five	Closed	\$205,235.32	\$0.00	\$205,235.32	\$238,274.54	\$238,274.54
Six	Closed	\$168,235.32	\$0.00	\$168,235.32	\$165,235.32	\$165,235.32
Seven	Open	\$177,000.00	\$0.00	\$177,000.00	\$0.00	\$177,000.00
Eight	Open	\$168,000.00	\$0.00	\$168,000.00	\$0.00	\$168,000.00
Total					\$1,150,015.55	\$1,495,015.55

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7 Quality management

7.1 Overall quality expectations and acceptance criteria

The project must meet the following quality expectations in order to gain acceptance from the customer:

Customer’s quality expectations	<p>Documentation:</p> <ul style="list-style-type: none"> • Products delivered as a result of the business process review accurately reflect the stated business requirements. • Options Analysis accurately identifies various solutions so that the business can make an educated and informed decision on the best solution available that will deliver on the stated business requirements. • Relevant system documentation is thorough and informative to ensure the continued maintenance and supportability of the new Fire Ant Information System. <p>System Development:</p> <ul style="list-style-type: none"> • The performance of any product derived from system development must be acceptable for production use within a critical business environment. • The functionality of any product derived from system development must deliver the stated business requirements unless any deviation has been previously approved by the Project Board or the project’s change authority. • The reliability of any product derived from system development and data migration must be sufficient to continue to support the operational management of the fire ant eradication program. • The availability of any product derived from system development and data migration must be sufficient to continue to support the operational management of the fire ant eradication program. • The security of any product derived from system development and data migration must ensure that confidential information remains restricted to authorised personnel only.
Acceptance criteria	<ul style="list-style-type: none"> • Ease of use • Capacity • Reliability • Availability • Security • Performance

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	<ul style="list-style-type: none"> • Appearance (User Interface) • Ease of support • Ease of maintenance • Operational and Support Costs
Project-level quality tolerances	<ul style="list-style-type: none"> • Appearance • Ease of support • Ease of maintenance
Acceptance method	<p>The quality acceptance of all products will be based on the successful review of the acceptance criteria highlighted above. This will be achieved by sign-off being provided by the relevant senior users (or delegate) by participating in the quality review board.</p> <p>User Acceptance Testing (UAT) will be performed on any product derived from software development prior to being released into production. Major production releases will need to be reviewed and authorised by the DAFF Change Advisory Board (CAB). Testing will be performed in accordance with a pre-defined test plan.</p>
Acceptance responsibilities	<p>The project's Quality Review Board will have ultimate responsibility of performing quality acceptance of all products. The membership of the quality review board will be determined on the products being delivered and their relevance to the staff on the board.</p> <p>The DAFF Change Manager in conjunction with the DAFF Change Advisory Board will provide overarching approval and recommendations prior to any system being released into a production environment. This is to ensure that appropriate change and release management procedures are being followed to ensure the ongoing integrity of business critical data.</p>

7.2 Quality standards

The associated elements of the AS/NZS ISO 9001:2000 Standard relevant to the deliverables are:

- 4.2.3 - Control of documents
- 4.2.4 - Control of records
- 5.5.1 - Responsibility and authority
- 5.5.2 - Management representative
- 6.2.2 - Competence, training and awareness
- 7.2.1 - Determination of requirements related to the product
- 7.5.5 - Preservation of product
- 8.2.4 - Monitoring and measurement of product
- 8.3 - Control of nonconforming product
- 7.1 - Planning of product realization
- 7.5.2 - Validation of processes for production and service provision
- 7.6 - Control of monitoring and measuring equipment

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For any product that is derived from business analysis tasks or processes the following quality standards should be used:

- Business Process Model and Notation (BMPN)
- Relevant sections from the Business Analysis Book of Knowledge (BABok)

For any product that is derived from development tasks or processes the following quality standards should be used:

- Relevant Microsoft Patterns and Practices (i.e. <http://msdn.microsoft.com/en-us/practices/bb978782>)
- Unit testing to achieve maximum code coverage that is suitable and acceptable to the project as determined by the Project Manager and relevant Team Manager/s.

7.3 Quality methods

Quality method	Type	Description	Quality records
General Auditing	In Process	The project manager will perform random auditing of management products to ensure that quality standards are maintained.	A quality review result will be recorded in the quality register and signed by the project manager.
Quality Review Board	Appraisal	The quality review board will meet as required to approve any product that is ready to be handed over or accepted as being finalised.	A quality review board record will be created and recorded in the quality register.
User Acceptance Testing (UAT)	Appraisal/In Process	Ongoing user acceptance testing will occur during the project and also at the final stage to ensure continuous feedback is provided.	Test reports will be provided based on the outcomes of the test case.
Project Board Review	In Process	The project board will continually review relevant management products to ensure their accuracy and provide appropriate advice and guidance.	Minutes/E-mail correspondence from project board meetings.
Change Advisory Board (CAB)	Appraisal	The DAFF change advisory board will provide oversight and final approval to release any software product into a production environment.	Minutes/E-mail correspondence from CAB meetings.

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		<p>The DAFF change manager is also responsible for reviewing the quality of system documentation to ensure all components have been documented.</p>	
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7.4 Quality assurance

No external quality assurance process will be adopted for this project; however the DAFF Project Management Office (PMO) will provide guidance and direction as required. All project management products will be forwarded to the PMO which will in turn be provided to the DAFF ICT Governance Board.

8 Configuration management

The Configuration Management Strategy identifies how, and by whom, the project’s products will be controlled and protected. It answers the questions:

- How and where the project’s products will be stored
- What storage and retrieval security will be put in place
- How the products and various versions and variants of these will be identified
- How changes to products will be controlled
- Where responsibility for configuration management will lie.

Effective issue and change control is only possible if it is supported by a configuration management procedure that facilitates impact assessments (relationships between products) and maintains product baselines (the basis from which the entity will change).

8.1 Configuration management procedure

The following products will be included as part of this configuration management procedure:

- All project management products (i.e. project initiation documentation, highlight reports, project plans, etc.).
- All relevant products being delivered by this project (i.e. business process diagrams, business requirements, options analysis, software development, etc.).

8.1.1 Identification

Each product will be allocated a unique product name and product number in the planning process (refer to Appendix A - Product Descriptions).

A two number system will be used to indicate version and status of the product – X.Y where X.0 refers to the version has been officially approved and 0.Y, 1.Y, etc refers to a draft version. For example:

- 0.1 – first draft

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- 0.2 – second draft
- 1.0 – first approved release
- 1.1 – first draft after initial approved release
- 2.0 – second approved release

8.1.2 Control

Document Management

All products will be assigned an appropriate configuration item record (CIR) that will be hosted centrally in the configuration library. This will be used to track the history and previous versions of the product and who they were distributed to. Management of this configuration library will be the responsibility of the Project Support Officer with oversight being provided by the Project Manager.

All official documentation, including approved documents relating to this project, will be kept on the following file/s:

- [\\oxlsrvpr01\corpdata\biosecurity\BQCC\Information Services\Projects\FAIS System Redevelopment\Control\Configuration Library\](#)

All electronic files will be kept in the following shared network directory as well as being recorded in eDOCS:

- [\\oxlsrvpr01\corpdata\biosecurity\BQCC\Information Services\Projects\FAIS System Redevelopment\](#)

System Development

Any products derived from in-house system development will be hosted within source control on the DAFF Team Foundation Server. Software will be versioned in accordance with Microsoft best practice.

8.1.3 Status Accounting

Configuration status accounting involves the recording and reporting of the change process. The goal of configuration status accounting is to maintain a status record of all items in the network baseline, thus providing traceability of all changes to the network. Proper configuration status accounting answers the following questions:

- What changes have been made to the system and when were they made?
- What components were affected by this change?

The major activities of configuration status accounting are:

- Identifying the configuration status information to be recorded
- Maintaining a record of configuration changes
- Reporting the status of network configuration management

The current Product Status Account can be requested at any time by any member of the Project Board, the Project Management Office or the DAFF ICT Governance Board. This request can be

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made directly to the Project Manager in writing who will respond within five days of receiving the request.

8.2 Issue and change control procedure

The configuration control process ensures that changes that have been proposed are classified and evaluated, approved or disapproved, and those that are approved are implemented, tested, verified, and incorporated into a new baseline.

Changes to software and associated documentation are classified according to the impact of the change and the approval authority needed. Depending on the scope, schedule, or cost there will be a hierarchy of people who can approve the changes.

No specific change budget exists as any corrective action or deviation will be funded out of the main project budget.

8.2.1 Capture

Initial analysis and capture of an issue and determination whether the issue can be managed informally or formally will be carried out by the Team Manager in consultation with the Project Manager.

8.2.2 Examine

Examination and management of an issue and will be carried out by the Project Manager in conjunction with Team Managers and relevant Senior Users if required.

8.2.3 Propose

A proposal is made to provide corrective action for the issue or deviation by the Project Manager in consultation with the Team Manager/s. The Project Manager must take into consideration the impact on time, cost, quality, scope and risk and escalate to the Project Board if it exceeds allocated tolerances.

8.2.4 Decide

Depending on the allocated tolerances to the Team Manager/s or Project Manager, the decision may have to be escalated to the relevant change authority. In this case, the ultimate change authority will be performed by the Project Board who will be responsible for deciding the corrective action for critical issues or changes.

The table below indicates the level of change authority delegated from the Project Board to the relevant project roles.

Severity rating	Level of management that can make decisions
Minor	Project Manager
Moderate	Project Manager
Significant	Project Board

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Critical	Project Board
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8.2.5 Implement

The Project Manager will either:

- Take the necessary corrective action (such as updating a Work Package or issuing a new one); or
- Notify the Project Board at the next meeting; or
- Create an Exception Plan for approval by the Project Board.

9 Risk management

The Risk Register is a section contained within the Project Register which can be located at:

- <\\oxlsrvpr01\corpdata\biosecurity\BQCC\Information Services\Projects\FAIS System Redevelopment\Control>

10 Project controls

The following project level controls will be implemented to manage the project and provide mechanisms to feed back information to the Project Board and other key stakeholders.

10.1 Reporting and monitoring requirements

- a) Highlight Reports are to be produced by the Project Manager for circulation to Project Board members to inform them of project progress. These are to be prepared **monthly** in conjunction with the BQCC Information Services Governance Board.
- b) Exception Reports are to be raised by the Project Manager if it is forecast that project tolerance is likely to be exceeded, and the Project Board will then determine whether an Exception Plan or other action is to be taken.
- c) An End Stage Report is to be produced, by the Project Manager, for circulation at the end of each stage. This will include follow-on action recommendations for the next stage as well as any identified lessons.
- d) An End Project Report is to be produced, by the Project Manager, for circulation at the end of the project. This will include follow-on action recommendations and identified lessons.

10.2 Tolerances

The Project Manager is to report exceptions to the Project Board if at any time:

- a) the forecast time tolerance of **+2 weeks** on the target Project End date of 20/06/2014 will not be met, or
- b) the financial expenditure target of \$1,495,015.55 is likely to vary by +\$30,000.

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Performance target	Tolerance
Time	+2 weeks of the target project end date of 20/06/2014
Cost	+\$30,000 of the revised project budget
Quality	As defined in the Project Descriptions within the scope of the plan

11 Project plan

Product Descriptions for each of the Products are provided in *Appendix A*. These are provided to ensure that all those affected by the product, or involved in its production, have a consistent understanding of what is to be produced, its quality criteria, and how these will be checked. They are the basis for project work.

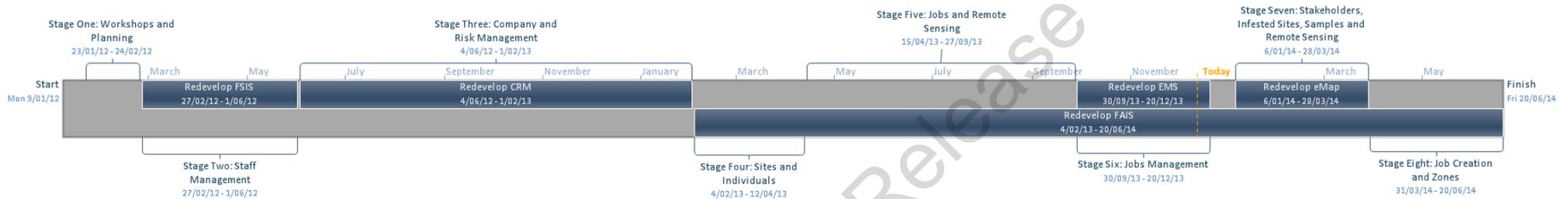
The following project plan represents the timeframe for the delivery of each module. All modules that are within the project delivery scope are included in this plan however not all modules need to be delivered. The delivery of each module and therefore approval to commence the stage is at the sole discretion of the project board.

Project Initiation Documentation	5 days	100%	Mon 9/01/12	Fri 13/01/12
⊕ Stage One: Workshops and Planning	24 days	100%	Mon 23/01/12	Fri 24/02/12
⊕ Stage Two: Staff Management	66 days	100%	Mon 27/02/12	Fri 1/06/12
⊕ Stage Three: Company and Risk Management	160 days	100%	Mon 4/06/12	Fri 1/02/13
⊕ Stage Four: Sites and Individuals	48 days	100%	Mon 4/02/13	Fri 12/04/13
⊕ Stage Five: Jobs and Remote Sensing	117 days	100%	Mon 15/04/13	Fri 27/09/13
⊕ Stage Six: Jobs Management	59 days	100%	Mon 30/09/13	Fri 20/12/13
⊕ Stage Seven: Stakeholders, Infested Sites, Samples and Remote Sensing	59 days	0%	Mon 6/01/14	Fri 28/03/14
⊕ Stage Eight: Job Creation and Zones	56 days	0%	Mon 31/03/14	Fri 20/06/14

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11.1 Project Timeline

The indicative timeline diagram below provides an overview of modules by dates.



12 Communication management

Stakeholder	Level of interest	Level of influence	Level of importance	Description of their interest/influence	Desired relationship	Key messages	Interface
Federal Government	Medium	High	Medium	Nationally cost-shared program	Ongoing support for the Red Imported Fire Ant Eradication Program	Use funding effectively and deliver desired outcomes	State Government
State Government	Medium	High	High	Nationally cost-shared program / Key interest in high priority program	Ongoing support for the Imported Red Fire Ant Eradication Program	Use funding effectively and deliver desired outcomes	Minister

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Stakeholder	Level of interest	Level of influence	Level of importance	Description of their interest/influence	Desired relationship	Key messages	Interface
Public	Low	Low	Low	Program protecting public safety and wellbeing	Ongoing proactive relationship with public with minimal impact and maximum effect	Use funding effectively and deliver desired outcomes	Publications
Minister	Medium	High	High	Nationally cost-shared program / Key interest in high priority program	Ongoing support for the Imported Red Fire Ant Eradication Program	Use funding effectively and deliver desired outcomes	Directorate
BQ Directorate	High	High	High	Product will support key functions of areas within BQ	Effective support by delivering a quality system to assist in daily operations	Use funding effectively and deliver desired outcomes	Management
BQCC Executive Management Team	High	High	High	Managing User Groups	Effective support by delivering a quality system to assist in daily operations	Build a user-friendly and effective system	Project Team
Information Technology and Services	High	High	High	IT&S provides support with infrastructure, web-services and database servers	Ongoing close relationship in delivery of the product and services	Build a stable, easily supportable system that adheres to standards	Project Team
BQCC Program Compliance	High	Medium	Medium	User Group	Effective support by delivering a quality system to assist in daily operations	Build a user-friendly and effective system	Project Team

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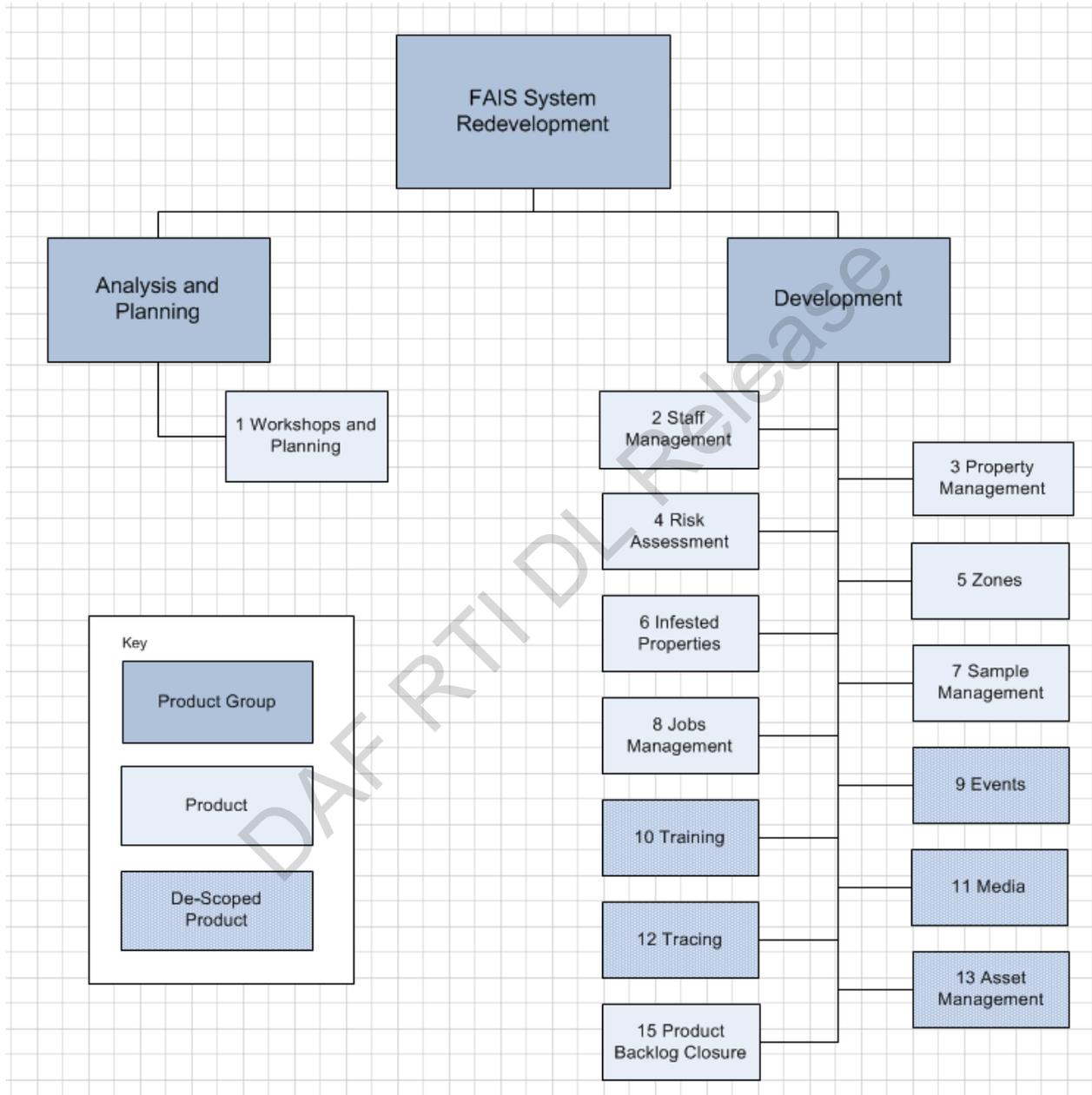
Stakeholder	Level of interest	Level of influence	Level of importance	Description of their interest/influence	Desired relationship	Key messages	Interface
BQCC Operations	High	Medium	Medium	User Group	Effective support by delivering a quality system to assist in daily operations	Build a user-friendly and effective system	Project Team
BQCC Community Engagement	High	Medium	Medium	User Group	Effective support by delivering a quality system to assist in daily operations	Build a user-friendly and effective system	Project Team
BQCC Policy and Planning	High	Medium	Medium	User Group	Effective support by delivering a quality system to assist in daily operations	Build a user-friendly and effective system	Project Team
BQCC Scientific Services	High	Medium	Medium	User Group	Effective support by delivering a quality system to assist in daily operations	Build a user-friendly and effective system	Project Team
BQCC Information Services	High	Medium	Medium	Administration and Support	Effective Administration and Support	Stable system with easy supportability	Project Team
All other BQCC staff	Medium	Low	Low	User Group	Effective support by delivering a quality system to assist in daily operations	Accessibility and provision of accurate data for all staff	Project Team

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Appendix A – Product Description/s

Product Breakdown Structure

The product breakdown structure indicates all products grouped by activities.



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Product Flow Diagram

The product flow diagram indicates products, their derivation and in which order they are approached as part of the stages of this project.



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The product descriptions below are outlining the body of work completed in all stages.

PBS No	1	Product Name	Workshops and Planning	
Purpose	This product will commence during the first stage of the project and will involve a series of workshops with the business to define the 'epic stories' or generic requirements for each of the modules that will constitute the new and improved Fire Ant Information System (FAIS). This is where each module will be refined in further detail to provide some analysis and guidance as to whether there are existing third party products available on the open market that could potentially satisfy the business requirements.			
Composition	<ul style="list-style-type: none"> • Workshops • Agile Training • System Architecture Implementation • Research and Analysis 			
Derivation	<ul style="list-style-type: none"> • Current Processes and Requirements <ul style="list-style-type: none"> ▪ Directorate ▪ Policy and Planning ▪ Program Compliance ▪ Scientific Services ▪ Information Services ▪ Operations ▪ Community Engagement • Current Systems <ul style="list-style-type: none"> ▪ Fire Ant Information System (FAIS) ▪ Fire Ant Staff Information System (FSIS) ▪ Client Contact System (CCS) ▪ Environmental Management System (EMS) ▪ Sample Submission Register (SSR) ▪ Restricted Area Search Engine (RASE) ▪ Fire Ant Toolbar ▪ eMap 			
Format & Presentation	<ul style="list-style-type: none"> • Epic Stories to be stored within Team Foundation Server • Options Analysis to be completed for each third party product investigated 			
Allocated To	BQCC Information Services with ITS Business Solutions providing advice and guidance as required.			
Quality Criteria				
Acceptance Criteria	Required Performance	Quality Method	Responsibility	
Approval of epic stories by the senior user and approval of the options investigated by ITS Business Solutions.	Required to be completed within 5 weeks of commencement.	Quality Review Board	Project Manager	

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PBS No	2	Product Name	Staff Management	
Purpose	The purpose of the staff management module is to replace some of the existing functionality currently located within the Fire Ant Staff Information System (FSIS). This product will be developed using the agile software development framework as defined in the Project Approach (Section 3) of the Project Initiation Documentation.			
Composition	<ul style="list-style-type: none"> • System Access • Organisational Structure • Staff Attendance (Field Staff Only) • Workplace Health and Safety Incidents • Rehabilitation Cases 			
Derivation	<ul style="list-style-type: none"> • Product backlog (User Stories) • Workshops <ul style="list-style-type: none"> ▪ System Access ▪ Staff Management ▪ Timesheets • Current Systems <ul style="list-style-type: none"> ▪ Fire Ant Staff Information System (FSIS) 			
Format & Presentation	<ul style="list-style-type: none"> • User Interface for entering/viewing data • Source code for all development work • Database schema/tables for data storage • Migration of existing data as required 			
Allocated To	Project staff within the Information Services section, Biosecurity Queensland Control Centre. Advice and guidance provided by Business Solutions, Information & Technology Services as required.			
Quality Criteria				
Acceptance Criteria	Required Performance	Quality Method	Responsibility	
<p>Delivery of all must-have functionality as defined in the product backlog.</p> <p>The acceptance criteria are documented for each user story within the product backlog.</p>	As per the user stories and acceptance criteria within the product backlog.	<p>Sprint Review Meetings to be held fortnightly with key business stakeholders.</p> <p>Quality Review Board will approve the final product delivery.</p>	Project Manager	

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PBS No	3	Product Name	Property and Stakeholder Management	
Purpose	The purpose of the Property and Stakeholder Management module is to form a link and single point of truth for information across all modules. This product will be developed using the agile software development framework as defined in section 3. Project Approach of the Project Initiation Documentation.			
Composition	<ul style="list-style-type: none"> • Property Details (Spatial) • Address Details • Client Details • Organisation Details 			
Derivation	<ul style="list-style-type: none"> • Product backlog (User Stories) • Workshops <ul style="list-style-type: none"> ▪ Customer Relationship Management ▪ Community Engagement ▪ Tracing ▪ Risk Assessment • Current Systems <ul style="list-style-type: none"> ▪ Fire Ant Information System (FAIS) ▪ Customer Relationship Management (CRM) ▪ Client Contact System (CCS) ▪ eMap 			
Format & Presentation	<ul style="list-style-type: none"> • User Interface for entering/viewing data • Source code for all development work • Database schema/tables for data storage • Migration of existing data as required 			
Allocated To	Project staff within the Information Services section, Biosecurity Queensland Control Centre. Advice and guidance provided by Business Solutions, Information & Technology Services as required.			
Quality Criteria				
Acceptance Criteria	Required Performance	Quality Method	Responsibility	
Delivery of all must-have functionality as defined in the product backlog. The acceptance criteria are documented for each user story within the product backlog.	As per the user stories and acceptance criteria within the product backlog.	Sprint Review Meetings to be held fortnightly with key business stakeholders. Quality Review Board will approve the final product delivery.	Project Manager	

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PBS No	4	Product Name	Risk Management	
Purpose	The purpose of the risk management module is to replace some of the existing functionality currently located within Customer Relationship Management (CRM). This product will be developed using the agile software development framework as defined in section 3. Project Approach of the Project Initiation Documentation.			
Composition	<ul style="list-style-type: none"> • Risk Management Audits • Risk Management Plans 			
Derivation	<ul style="list-style-type: none"> • Product backlog (User Stories) • Workshops <ul style="list-style-type: none"> ▪ Risk Management • Current Systems <ul style="list-style-type: none"> ▪ Customer Relationship Management (CRM) [legacy] 			
Format & Presentation	<ul style="list-style-type: none"> • User Interface for entering/viewing data • Source code for all development work • Database schema/tables for data storage • Migration of existing data as required 			
Allocated To	Project staff within the Information Services section, Biosecurity Queensland Control Centre. Advice and guidance provided by Business Solutions, Information & Technology Services as required.			
Quality Criteria				
Acceptance Criteria	Required Performance	Quality Method	Responsibility	
<p>Delivery of all must-have functionality as defined in the product backlog.</p> <p>The acceptance criteria are documented for each user story within the product backlog.</p>	As per the user stories and acceptance criteria within the product backlog.	<p>Sprint Review Meetings to be held fortnightly with key business stakeholders.</p> <p>Quality Review Board will approve the final product delivery.</p>	Project Manager	

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PBS No	5	Product Name	Zones	
Purpose	The purpose of the zones module is to replace some of the existing functionality currently located within the Fire Ant Information System (FAIS) and shared by related systems. This product will be developed using the agile software development framework as defined in section 3. Project Approach of the Project Initiation Documentation.			
Composition	<ul style="list-style-type: none"> • Zone Management • Dynamic Zone Querying • Sectors • Case Management 			
Derivation	<ul style="list-style-type: none"> • Product backlog (User Stories) • Workshops <ul style="list-style-type: none"> ▪ Zones • Current Systems <ul style="list-style-type: none"> ▪ Fire Ant Information System (FAIS) ▪ Restricted Area Search Engine (RASE) ▪ Fire Ant Toolbar ▪ eMap 			
Format & Presentation	<ul style="list-style-type: none"> • User Interface for entering/viewing data • Source code for all development work • Database schema/tables for data storage • Migration of existing data as required 			
Allocated To	Project staff within the Information Services section, Biosecurity Queensland Control Centre. Advice and guidance provided by Business Solutions, Information & Technology Services as required.			
Quality Criteria				
Acceptance Criteria	Required Performance	Quality Method	Responsibility	
Delivery of all must-have functionality as defined in the product backlog. The acceptance criteria are documented for each user story within the product backlog.	As per the user stories and acceptance criteria within the product backlog.	Sprint Review Meetings to be held fortnightly with key business stakeholders. Quality Review Board will approve the final product delivery.	Project Manager	

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PBS No	6	Product Name	Infested Properties	
Purpose	The purpose of the infested properties module is to replace some of the existing functionality currently located within the Fire Ant Information System (FAIS). This product will be developed using the agile software development model as defined in section 3. Project Approach of the Project Initiation Documentation.			
Composition	<ul style="list-style-type: none"> • Component to allow capture, creation and maintenance of infested properties • Colony Points 			
Derivation	<ul style="list-style-type: none"> • Product backlog (User Stories) • Workshops <ul style="list-style-type: none"> ▪ Infested Properties • Current Systems <ul style="list-style-type: none"> ▪ Fire Ant Information System (FAIS) ▪ Fire Ant Toolbar ▪ eMap 			
Format & Presentation	<ul style="list-style-type: none"> • User Interface for entering/viewing data • Source code for all development work • Database schema/tables for data storage • Migration of existing data as required 			
Allocated To	Project staff within the Information Services section, Biosecurity Queensland Control Centre. Advice and guidance provided by Business Solutions, Information & Technology Services as required.			
Quality Criteria				
Acceptance Criteria	Required Performance	Quality Method	Responsibility	
<p>Delivery of all must-have functionality as defined in the product backlog.</p> <p>The acceptance criteria are documented for each user story within the product backlog.</p>	As per the user stories and acceptance criteria within the product backlog.	<p>Sprint Review Meetings to be held fortnightly with key business stakeholders.</p> <p>Quality Review Board will approve the final product delivery.</p>	Project Manager	

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PBS No	7	Product Name	Sample Management	
Purpose	The purpose of the samples module is to integrate the existing functionality currently located within the Sample Submission Register (SSR). This product will be developed using the agile software development model as defined in section 3. Project Approach of the Project Initiation Documentation.			
Composition	<ul style="list-style-type: none"> Incorporating the Sample Submission Register into the new system Sample Kits 			
Derivation	<ul style="list-style-type: none"> Product backlog (User Stories) Current Systems <ul style="list-style-type: none"> Sample Submission Register (SSR) Fire Ant Information System (FAIS) Client Contact System (CCS) 			
Format & Presentation	<ul style="list-style-type: none"> User Interface for entering/viewing data Source code for all development work Database schema/tables for data storage Migration of existing data as required 			
Allocated To	Project staff within the Information Services section, Biosecurity Queensland Control Centre. Advice and guidance provided by Business Solutions, Information & Technology Services as required.			
Quality Criteria				
Acceptance Criteria	Required Performance	Quality Method	Responsibility	
<p>Delivery of all must-have functionality as defined in the product backlog.</p> <p>The acceptance criteria are documented for each user story within the product backlog.</p>	As per the user stories and acceptance criteria within the product backlog.	<p>Sprint Review Meetings to be held fortnightly with key business stakeholders.</p> <p>Quality Review Board will approve the final product delivery.</p>	Project Manager	

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PBS No	8	Product Name	Jobs Management	
Purpose	The purpose of the jobs management module is to replace some of the existing functionality currently located within the Fire Ant Information System (FAIS). This product will be developed using the agile software development model as defined in section 3. Project Approach of the Project Initiation Documentation.			
Composition	<ul style="list-style-type: none"> • Job Planning • Job Creation • Job Scheduling • Job Completion • Job Processing • Job Reporting 			
Derivation	<ul style="list-style-type: none"> • Product backlog (User Stories) • Workshops <ul style="list-style-type: none"> ▪ Jobs • Current Systems <ul style="list-style-type: none"> ▪ Fire Ant Information System (FAIS) ▪ Environmental Management System (EMS) ▪ Fire Ant Toolbar 			
Format & Presentation	<ul style="list-style-type: none"> • User Interface for entering/viewing data • Source code for all development work • Database schema/tables for data storage • Migration of existing data as required • Reports 			
Allocated To	Project staff within the Information Services section, Biosecurity Queensland Control Centre. Advice and guidance provided by Business Solutions, Information & Technology Services as required.			
Quality Criteria				
Acceptance Criteria	Required Performance	Quality Method	Responsibility	
<p>Delivery of all must-have functionality as defined in the product backlog.</p> <p>The acceptance criteria are documented for each user story within the product backlog.</p>	As per the user stories and acceptance criteria within the product backlog.	<p>Sprint Review Meetings to be held fortnightly with key business stakeholders.</p> <p>Quality Review Board will approve the final product delivery.</p>	Project Manager	

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PBS No	9	Product Name	Events	
Purpose	The purpose of the events module is to add new functionality currently not specifically covered by any BQCC application. This product will be developed using the agile software development model as defined in section 3. Project Approach of the Project Initiation Documentation.			
Composition	<ul style="list-style-type: none"> Events Management 			
Derivation	<ul style="list-style-type: none"> Product backlog (User Stories) Workshops <ul style="list-style-type: none"> Community Engagement Current Systems providing data <ul style="list-style-type: none"> Client Contact System (CCS) Fire Ant Staff Information System (FSIS) 			
Format & Presentation	<ul style="list-style-type: none"> User Interface for entering/viewing data Source code for all development work Database schema/tables for data storage Migration of existing data as required 			
Allocated To	Project staff within the Information Services section, Biosecurity Queensland Control Centre. Advice and guidance provided by Business Solutions, Information & Technology Services as required.			
Quality Criteria				
Acceptance Criteria	Required Performance	Quality Method	Responsibility	
<p>Delivery of all must-have functionality as defined in the product backlog.</p> <p>The acceptance criteria are documented for each user story within the product backlog.</p>	As per the user stories and acceptance criteria within the product backlog.	<p>Sprint Review Meetings to be held fortnightly with key business stakeholders.</p> <p>Quality Review Board will approve the final product delivery.</p>	Project Manager	

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PBS No	10	Product Name	Training	
Purpose	The purpose of the training module is to add new functionality currently not specifically covered by the Client Contact System (CCS) and the Fire Ant Staff Information System (FSIS). This product will be developed using the agile software development model as defined in section 3. Project Approach of the Project Initiation Documentation.			
Composition	<ul style="list-style-type: none"> • Training Component 			
Derivation	<ul style="list-style-type: none"> • Product backlog (User Stories) • Workshops <ul style="list-style-type: none"> ▪ Community Engagement • Current Systems providing data <ul style="list-style-type: none"> ▪ Client Contact System (CCS) ▪ Fire Ant Staff Information System (FSIS) 			
Format & Presentation	<ul style="list-style-type: none"> • User Interface for entering/viewing data • Source code for all development work • Database schema/tables for data storage • Migration of existing data as required 			
Allocated To	Project staff within the Information Services section, Biosecurity Queensland Control Centre. Advice and guidance provided by Business Solutions, Information & Technology Services as required.			
Quality Criteria				
Acceptance Criteria	Required Performance	Quality Method	Responsibility	
<p>Delivery of all must-have functionality as defined in the product backlog.</p> <p>The acceptance criteria are documented for each user story within the product backlog.</p>	As per the user stories and acceptance criteria within the product backlog.	<p>Sprint Review Meetings to be held fortnightly with key business stakeholders.</p> <p>Quality Review Board will approve the final product delivery.</p>	Project Manager	

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PBS No	11	Product Name	Media	
Purpose	The purpose of the media module is to add new functionality currently not specifically covered by the Client Contact System (CCS). This product will be developed using the agile software development model as defined in section 3. Project Approach of the Project Initiation Documentation.			
Composition	<ul style="list-style-type: none"> Media 			
Derivation	<ul style="list-style-type: none"> Product backlog (User Stories) Workshops <ul style="list-style-type: none"> Community Engagement Current Systems providing data <ul style="list-style-type: none"> Client Contact System (CCS) 			
Format & Presentation	<ul style="list-style-type: none"> User Interface for entering/viewing data Source code for all development work Database schema/tables for data storage Migration of existing data as required 			
Allocated To	Project staff within the Information Services section, Biosecurity Queensland Control Centre. Advice and guidance provided by Business Solutions, Information & Technology Services as required.			
Quality Criteria				
Acceptance Criteria	Required Performance	Quality Method	Responsibility	
<p>Delivery of all must-have functionality as defined in the product backlog.</p> <p>The acceptance criteria are documented for each user story within the product backlog.</p>	As per the user stories and acceptance criteria within the product backlog.	<p>Sprint Review Meetings to be held fortnightly with key business stakeholders.</p> <p>Quality Review Board will approve the final product delivery.</p>	Project Manager	

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PBS No	12	Product Name	Tracing (Optional)	
Purpose	The purpose of the tracing module is to replace some of the existing functionality currently located within the Fire Ant Information System (FAIS). This product will be developed using the agile software development model as defined in section 3. Project Approach of the Project Initiation Documentation.			
Composition	<ul style="list-style-type: none"> Investigations 			
Derivation	<ul style="list-style-type: none"> Product backlog (User Stories) <ul style="list-style-type: none"> Workshops <ul style="list-style-type: none"> Tracing Current Systems <ul style="list-style-type: none"> Fire Ant Information System (FAIS) 			
Format & Presentation	<ul style="list-style-type: none"> User Interface for entering/viewing data Source code for all development work Database schema/tables for data storage Migration of existing data as required 			
Allocated To	Project staff within the Information Services section, Biosecurity Queensland Control Centre. Advice and guidance provided by Business Solutions, Information & Technology Services as required.			
Quality Criteria				
Acceptance Criteria	Required Performance	Quality Method	Responsibility	
Delivery of all must-have functionality as defined in the product backlog. The acceptance criteria are documented for each user story within the product backlog.	As per the user stories and acceptance criteria within the product backlog.	Sprint Review Meetings to be held fortnightly with key business stakeholders. Quality Review Board will approve the final product delivery.	Project Manager	

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PBS No	13	Product Name	Asset Management (Optional)	
Purpose	The purpose of the asset management module is to add new functionality currently not specifically covered by the Fire Ant Staff Information System (FSIS). This product will be developed using the agile software development model as defined in section 3. Project Approach of the Project Initiation Documentation.			
Composition	<ul style="list-style-type: none"> Asset Management for Mobiles, Vehicles and Equipment 			
Derivation	<ul style="list-style-type: none"> Product backlog (User Stories) Workshops <ul style="list-style-type: none"> Asset Management Current Systems providing data <ul style="list-style-type: none"> Fire Ant Staff Information System (FSIS) 			
Format & Presentation	<ul style="list-style-type: none"> User Interface for entering/viewing data Source code for all development work Database schema/tables for data storage Migration of existing data as required 			
Allocated To	Project staff within the Information Services section, Biosecurity Queensland Control Centre. Advice and guidance provided by Business Solutions, Information & Technology Services as required.			
Quality Criteria				
Acceptance Criteria	Required Performance	Quality Method	Responsibility	
<p>Delivery of all must-have functionality as defined in the product backlog.</p> <p>The acceptance criteria are documented for each user story within the product backlog.</p>	As per the user stories and acceptance criteria within the product backlog.	<p>Sprint Review Meetings to be held fortnightly with key business stakeholders.</p> <p>Quality Review Board will approve the final product delivery.</p>	Project Manager	

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