

ANNEX 1

SCOPE OF THE PROGRAMME MANAGEMENT COLLABORATION TOOL

The scope shall consider the following areas:

1. Support to Programme Execution framework :
 - Projects execution (activities, tasks, milestones and deliveries planning),
 - Projects control gate management,
 - Integrated planning and dependency capture,
 - Progress reporting, monitoring and control,
 - Document delivery and management, document quality assessment,
 - Risk and Issue management,
 - Third parties management.
 - Capture of performance results,
 - Maturity assessment,
 - Release Strategy,
 - Validation Roadmap,
 - Release Management,
 - Programme information reference model.
2. Data processing
 - Generation of indicators and reports with associated export capability.
 - Customization of reports.
 - Capabilities of data analysis and data consolidation.
 - Capabilities to aggregate and decompose activities for planning and monitoring purposes.
 - Initialisation of content based on import from file.
 - Capability to exchange information and being interoperable with third parties' tools.
 - Workflow definition and support workflow execution.
 - Notifications and alerts.
 - Document storage, access and distribution.
 - User friendly search functions.
 - Help facility.
 - Tailoring via parameters setting.
 - Support English language.
3. User access management including roles and access control management, approval workflow, process steps, related business rules.
4. Confidentiality:
 - Guaranteeing data protection and data protection retention aspects of the process and technologies to be put in place.
 - Data destruction aspects to align with applicable regulations or contractual obligations requirements.

5. Migration of the SESAR 1 programme output: the identification of critical information from the previous program and population of the outputs into the new solution i.e. data migration. This covers the analysis of data to be migrated from legacy to ensure “Project and Programme Management process” continuity (What documents such as doc, xls, ppt, pdf are to be migrated and when) into the new tool. Decision about manual or automated migration will be part of the analysis (It is expected to get 2000 to 3000 documents to migrate).
6. Compliance with obligations on internal controls and sound management (economy, efficiency and effectiveness) in application of international best practices.