Exhibit 2 – PROJECT MANAGEMENT PLAN

Solicitation #2200000013

## Project Management Plan to include:

1. Project Management: The Supplier must submit a description of how they will successfully conduct the complex aspects of budget, scope, and aggressive schedule management, as well as the project management methodology to be utilized, including a list of any supporting software. This discussion shall include information about overall project management techniques, issue management approaches, status reporting, meeting facilitation, and staffing. The project management plan shall include the following elements:
   1. A description of project management methodology;
   2. Information about overall project management techniques including staying within budget, within scope, and under budget;
   3. Project Scope Management Plan including project change management methodologies;
   4. Project work breakdown structure;
   5. Cost Management Plan;
   6. Quality Management Plan including test plans;
   7. Staffing Management Plan including the identification of subcontractors and partners;
   8. Communication Management Plan;
   9. A list of supporting software;
   10. Issue management approaches;
   11. Status reporting;
   12. Meeting facilitation and staffing.
2. Quality Assurance: Describe the Quality Assurance process to be utilized for the project tasks, schedule, deliverables, and testing in order to ensure that work related to the production of acceptable deliverables is on track and expectations are met or exceeded. The QA process is expected to be proactive to ensure, not only that the schedule is met, but also that the product and service quality is maintained.

## Project Schedule

This schedule shall contain a breakdown of all tasks and subtasks required to successfully complete the project. For each identified subtask, the Suppliers shall include the following information:

* 1. Resource assignments (e.g., the Supplier staff, agency staff).
  2. Milestones.
  3. Key dates.
  4. Deliverables.

The following table defines the estimate for the PCMS Replacement Project. In addition, the assignment of responsibility (DAC or Supplier) for each line has also been identified. The numbers correspond to weeks after the contract award. Suppliers with a different timeline should so indicate in their response and include a revised timeline. The timeline below considers multiple parallel tasks being completed during the course of the project. Project funding is time sensitive and should be completed ASAP.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Proposed Project Timeline | | | | |
| Milestone | Total Weeks | Days | Responsibility | Remarks |
| Award of project | 1 | 5 | DAC |  |
| Hardware Integration Complete | 1 | 5 | DAC |  |
| Migrate the 1st District | 8 |  |  |  |
| * Planning |  | 5 | Supplier/DAC |  |
| * Preliminary Customization Plan |  | 10 | Supplier |  |
| * Preliminary Data Migration Plan |  | 5 | Supplier/DAC |  |
| * Final Customization Plan |  | 5 | Supplier/DAC |  |
| * Preliminary Functional Sys. Test Plan |  | 5 | Supplier |  |
| * Prelim. Perform. Sys Test Plan |  | 5 | Supplier |  |
| * Final Test Plan |  | 5 | Supplier/DAC |  |
| * Final Implementation Plan |  | 5 | Supplier |  |
| * Software Installation & Configuration |  | 5 | Supplier/DAC |  |
| * Data Migration Plan |  | 15 | Supplier/DAC |  |
| * Data Migration |  | 5 | Supplier |  |
| * Final Training Plan |  | 5 | Supplier |  |
| * System Customization Completed |  | 30 | Supplier/DAC |  |
| * OSBI ADRS Interface development plan |  | 10 | Supplier/DAC |  |
| * OSBI ADRS Interface development & Testing |  | 30 | Supplier |  |
| * User / Technical Training |  | 5 | Supplier/DAC |  |
| * Complete Functional UAT Tests |  | 5 | DAC/Supplier |  |
| * Complete Performance Test |  | 2 | DAC/Supplier |  |
| * Complete Production Testing |  | 5 | DAC/Supplier |  |
| * Complete System Acceptance |  | 5 | DAC/Supplier |  |
|  |  |  |  |  |
| Migrate the 2nd District | 6 |  |  |  |
| Migrate the 3nd District | 5 |  |  |  |
| Migrate the 4th District | 4 |  |  |  |
| Migrate the 5th to 25th District | 3/each |  |  |  |
| OSBI RAPUP Interface planning, development, testing, and deployment | 12 | 60 |  |  |
| OSBI’s ODIS Interface planning, development, testing, and deployment | 12 | 60 |  |  |
| DOC ICON Interface planning, development, testing, and deployment | 12 | 60 |  |  |
| AOC Interface planning, development, testing, and deployment | 12 | 60 |  |  |

For evaluation purposes only, assume a contract award date of *January 1, 2023*. Clearly indicate the total estimated time (# of days) for completion of the project. The Supplier shall state the assumptions they made in developing this schedule / timeline. The Supplier shall also indicate their ability to meet this timeline and/or to discuss any foreseen risks in meeting this timeline.