

ICT Core Project Milestones General

Version 2019.1.0 - Approved



Document review high level

(to review detailed document updates, click on Document Amendment history)

Version	Summary of Changes	Author	Date
2019.0.1	Initial draft and migration to the new template	Mark Moerman	01/06/2019
2019.0.2	Review and updates.	Nitin Saxena	11/10/2019
2019.1.0	Senior Director, ICT Infrastructure Hub for final approval to release	Mark Moerman	11/10/2019

Document references

Document	Version	Location

Document default review cycle

(to be review every 12 months from the release date)

Date	Version	Comments
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Document Owner

Name	Location
Senior Director, ICT Infrastructure Hub	DSD, Future Capability & Governance, ACT Health

Executive Summary

This document provides the Core Infrastructure ICT project milestones for the Principle Authorised Person (PAP)/Head Contractor (HC) and the Health Directorate - Digital Solutions Division (DSD), DSD inspection points and Critical Non-Clinical systems technical requirements. Additionally, it allocates responsibilities for various tasks to the relevant parties such as the PAP, DSD and Others.

The document is divided into two major categories as follows:

- Section 2 details the DSD core milestones and inspection points at various stages of the project to ensure compliance with specifications and standards; and
- Section 3 details the PAP/HC core milestones and information that is required to be provided to DSD at various stages of the project to ensure compliance with specifications and standards.

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1. Introduction

1.1 Document purpose

The purpose of this document is to:

- Detail the Core Infrastructure Documentation and Milestones that DSD) will deliver at each project stage throughout the life of the project; and
- Detail the Core Documentation and Milestones that DSD require from the PAP/HC at each project stage throughout the life of the project.

Both sets of milestones must be reflected in the PAP/HC master project schedule.

1.2 Disclaimer

- The DSD Core Infrastructure Milestones form part of a suite of templates used by DSD. Some projects may have more or less tasks dependent on the size and/or complexity of the project; and
- These tasks are for specifically intended to support DSD Infrastructure projects.

2. DSD Core Infrastructure Milestones List

The following table depicts the core infrastructure milestones that DSD will provide for inclusion in each project's master program schedule. DSD will provide updates to this schedule on a monthly basis, or as required, throughout the duration of the project.

It should be noted that many of these tasks are dependent on the provision of an up to date schedule from the PAP/HC. Failure to provide DSD with this information in a timely manner may result in changes to the estimated duration for these tasks. The duration of the tasks provides DSD adequate time to thoroughly review the documents and provide a consolidated response to the PAP/HC.

Task Name	Duration (Person days) – Std Project
INITIATION	
DSD Standards sent to PAP/HC	1d
DSD Specifications Sent to PAP/HC	1d
DSD - Develop ICT Brief	10d
PLANNING	
DSD - 30% PSP Review	10d
DSD - Develop Core Infrastructure BRS	20d
DSD - Core Infrastructure BRS Endorsed by Stakeholder	6d
DSD - 50% PSP Review	10d
DSD – Develop and provide Preliminary Cost Estimate (PCE)	5d
DSD - 80% PSP Review	10d
DSD - 100% PSP Review	10d
DSD – Review and provide feedback on Final Security Specifications	10d
DESIGN	
DSD - 30% FSP Review	10d
DSD – Develop and provide preliminary Communications Room layout	5d
DSD - Develop several Critical System BRSs	40d
DSD - Critical System BRSs Endorsed by Stakeholder	6d
DSD - 50% FSP Review	10d
DSD - 80% FSP Review	10d
DSD - 100% FSP Review	10d
DESIGN READY (DR)	
DSD - Review Vendor Provided Detailed Designs	10d

DSD - Develop Conceptual Solution Design (CoSD), including approvals	50d
DSD - Develop Strategic Investment Proposal (SIP)	15d
DSD - Project Proposal Approved by Directorate	5d
DSD - Supply sanitised Solution Design to PAP/HC post approval of the CoSD by the Shared Services ICT (SSICT) Architecture Design Review Panel	1d
BUILDING COMMISSIONING	
DSD - Site Inspections	<i>Dependent on vendor schedule, as per DSD ICT Specifications document</i>
DSD - Procurement of Active Network Hardware and associated Infrastructure	60d
DSD - Cable Test Results Received and reviewed	2d
DSD - Issue IP addresses and network configuration information to PAP/HC	10d
DSD - Accept Partial Communications Room Handover	1d
DSD - Communications Room Fit Out (inc. Network & UPS)	10d
DSD - Patching of Desktops, devices and Systems onto respective networks	5d
DSD - Wireless Access Point (WAP) Configuration and Testing	3d
DSD - ICT Infrastructure Testing (inc. Network & UPS)	5d
DSD - Business Systems Acceptance Testing	5d
DSD - Communications Room Final Handover acceptance (on completion of forensic clean and lockdown as per Communication Room inspection Hold Points)	1d
OPERATIONAL COMMISSIONING	
DSD - Operational Commissioning Tasks	<i>See Operational Commissioning schedule for each project</i>
DSD - Project Acceptance (Go-Live)	1d
DSD - Post Implementation Support (as per requirements of the project)	30d
PROJECT CLOSURE	
DSD - Project Closure (after expiry of post implementation support period)	10d

3. PAP/HC Core Milestone List

The following table depicts the core milestones that DSD requires from the PAP/HC. These milestones must be included in the PAP/HC master program, with updates provided to DSD on a monthly basis, or as required, throughout the duration of the project. The PAP/HC master program must include dates when documents will be provided to DSD for review and the request for information will be sent to DSD to assist in allocation of relevant resources.

It should be noted that many of the DSD deliverables are dependent on these tasks. Failure to provide DSD with this information in a timely manner may result in delays to the DSD deliverables, and consequently delays to the overall program.

NOTE: There are 3 critical hold points that if not met, will delay the program.

Task Name
PLANNING
Draft schedule for delivery of planning milestones
PAP/HC engagement of Security Consultant
Provide draft Security Specifications (developed by Security Consultant)
Provide completed 30% PSP for review
Provide completed 50% PSP, incorporating DSD feedback from 30% PSP
Provide completed 80% PSP, incorporating DSD feedback from 50% PSP
Provide completed 100% PSP, incorporating DSD feedback from 80% PSP Note: Feedback must be incorporated into 50% PSP, 80% PSP and 100% PSP. Otherwise DSD will not accept these PSP releases. Additionally, HC must provide reasons for not including any feedback in the latest released document.
Provide final Security Specifications (developed by the Security Consultant)
DESIGN
Draft schedule for delivery of design milestones
Provide completed 30% FSP, incorporating DSD feedback from 100% PSP
Provide completed 50% FSP, incorporating DSD feedback from 30% FSP
Provide completed 80% FSP, incorporating DSD feedback from 50% FSP
Security Design/content walkthrough of the solution with the Stakeholder groups
Provide completed 100% FSP, incorporating DSD feedback from 80% FSP
Provide Final 100% FSP, incorporating all DSD feedback Note: Feedback must be incorporated into 50% FSP, 80% FSP and 100% FSP. Otherwise DSD will not accept these FSP releases. Additionally, HC must provide reasons for not including any feedback in the latest released document.
DESIGN READY (DR)
Provide Critical business systems Detailed Designs¹ for DSD review

¹ Sample document/template will be provided by SS-ICT showing the level and type of information required in these documents to ensure SS-ICT can commence their Solution Design for the whole facility.

Provide departures documentation against DSD Specifications and Standards
Schedule for Building Commissioning Phase, including DSD inspection points
BUILDING COMMISSIONING
Updated Schedule for Building Commissioning Phase, including DSD inspection points, on a regular basis ²
System Implementation Plans, including tasks, roles, responsibilities & timeframes (aka. Run Sheet)
Provide DSD with test plans for all Critical business systems
Address vendor requirements from the Critical System Specifications documents
Provide cable Test Results, to DSD, which are required prior to ICT network equipment installation
Provide completed Network Configuration Information Request Form at least 10 days prior to the information required from DSD
Communications Room Partial Handover
Completion of installation of all critical non-clinical system components by vendors
Inform DSD when UPS support infrastructure, such as input switch boards, AC power, surge protector, etc, have been installed
Confirm system and WAPs readiness for patching
Critical business systems implementation, configuration & local testing
Provide DSD with test results for all critical non-clinical systems
Critical business systems integration and vendor testing
Witness Testing of critical business systems with the Directorate
Communications Room Handover
"As Built" Detailed Designs for the critical business systems
OPERATIONAL COMMISSIONING
Provide current soft configuration settings to DSD
PROJECT CLOSURE
Provide latest soft configurations post DLP

² Timeframe to be defined on a project-by-project basis

Appendix A

Glossary of terms

Term	Definition
ACT	Australian Capital Territory
BRS	Business Requirements Specifications
CoSD	Conceptual Solution Design
DALI	Digital Addressable Lighting Interface
DSD	Digital Solutions Division
FSP	Final Sketch Plan
HC	PAP/HC
ICT	Information & Communications Technology
PAP	Principle Authorised Person
PCE	Preliminary Cost Estimate
PIES	Patient Information and Entertainment System
PSP	Preliminary Sketch Plan
UPS	Uninterruptible Power Supply
WAP	Wireless Access Point

Table 1 – Glossary

Note: other terms not listed here can be found in the Shared Services ICT Glossary of Terms.

Document Amendment history

Version no.	Issue date	Amendment details	Author
2019.0.1	01/06/19	Initial draft	Mark Moerman
2019.0.2	11/10/19	Review and updates	Nitin Saxena
2019.1.0	11/10/19	Sent to the Senior Director, ICT Infrastructure Hub for final approval	Nitin Saxena

Table 2 – Document Amendment history

Appendix B

Consolidated Milestones

The following table shows a consolidated view of all ICT milestones depicting their sequential order and the relationships between the DSD and PAP/HC milestones.

	DSD Deliverable	DSD Time Allowance	PAP/HC Deliverable
INITIATION	DSD Standards sent to PAP/HC	1d	
	DSD Specifications Sent to PAP/HC	1d	
	DSD - Develop ICT Brief	10d	
PLANNING			Draft schedule for delivery of planning milestones
			PAP/HC engagement of Security Consultant
			Provide Draft Security Specifications (developed by Security Consultant)
			Provide completed 30% PSP
	DSD - 30% PSP Review	10d	
	DSD - Develop Core Infrastructure BRS	20d	
	DSD - Core Infrastructure BRS Endorsed by Stakeholder	6d	
			Provide completed 50% PSP, incorporating DSD feedback from 30% PSP
	DSD - 50% PSP Review	10d	
	DSD – Develop and provide Preliminary Cost Estimate (PCE)	5d	
			Provide completed 80% PSP, incorporating DSD feedback from 50% PSP
	DSD - 80% PSP Review	10d	
	DSD - 100% PSP Review	10d	
		Provide final Security Specifications (developed by Security Consultant)	
	DSD - Review & Feedback on Final Security Specifications	10d	
DESIGN			Draft schedule for delivery of design milestones
			Provide completed 30% PSP, incorporating DSD feedback from 100% PSP
	DSD - 30% FSP Review	10d	
	DSD – Develop and provide preliminary Communications Room layout	5d	
	DSD - Develop Critical System BRSs	40d	
	DSD - Critical System BRSs Endorsed by Stakeholder	6d	
			Provide completed 50% FSP, incorporating DSD feedback from 30% FSP
	DSD - 50% FSP Review	10d	
			Provide completed 80% FSP, incorporating DSD feedback from 50% FSP
			Security Design/content walkthrough of the solution with Stakeholder Groups
	DSD - 80% FSP Review	10d	
			Provide completed 100% FSP, incorporating DSD feedback from 80% FSP
	DSD - 100% FSP Review	10d	
		Provide final 100% FSP, incorporating all feedback	
		Safety in Design Workshops	
		Security Risk Workshops	
Design Ready (DR)			Provide Critical non-clinical system Detailed Designs
			Provide departures documentation against DSD Specifications and Standards

	DSD Deliverable	DSD Time Allowance	PAP/HC Deliverable
	DSD - Review Vendor Provided Detailed Designs	10d	
	DSD - Develop Solution Design, including approvals	50d	
	DSD - Develop Project Proposal	15d	
	DSD - Project Proposal Approved by Directorate	3d	
Design Ready (DR)			Critical business system proposals from sub-contractors (i.e. for Duress, Access Control, etc)
	DSD - Review Critical business system proposals/designs from sub contractors (i.e. for Duress, Access Control, etc)	10d	
	DSD - Supply sanitised Solution Design to PAP/HC	1d	
			Schedule for Building Commissioning Phase Note: must include DSD inspection points
BUILDING COMMISSIONING			Updated Schedule for Building Commissioning on a regular basis Note: must include DSD inspection points
	DSD - Site Inspections Conducted	<i>Varies</i>	
	DSD - Procurement of Active Network Hardware and associated Infrastructure	60d	
			System Implementation Plans, including tasks, roles, responsibilities & timeframes (aka. Run Sheet)
			Provide DSD with test plans for all critical non-clinical systems
			Address vendor requirements from the ICT Critical non-clinical system specifications documents
			Cable Test Results provided to DSD
	DSD - Cable Test Results received and reviewed	2d	
			Provide completed Network Configuration Information Request Form at least 10 days prior to the information required
	DSD - Issue IP addresses and network configuration information	10d	
			Communications Room Partial Handover
	DSD - Accept partial communications room handover	1d	
	DSD - Communications Room Fit Out (inc. Network & UPS)	10d	
			Completion of installation of all critical business system components by vendors
			Inform DSD when UPS support infrastructure (such as input switch boards, AC power, surge protector etc) have been installed
			Confirm System and WAPs Readiness for Patching
	DSD - Patching of Systems onto respective networks	5d	
	DSD - Wireless Access Point (WAP) Configuration and Testing	3d	
	DSD - ICT Infrastructure Testing (inc. Network & UPS)	5d	
			Critical Systems Configuration, Commissioning & Local Testing
			Provide DSD with test results for all critical business systems
			Critical Systems Integration & Vendor Testing
	DSD - Critical Systems Acceptance Testing	5d	
			Witness testing of critical systems with the Directorate
			Final Communications Room Handover
	DSD - Accept final communications room handover (on completion of forensic clean and lockdown)	1d	
		Provide "As Built" Detailed Designs for the Critical Systems	
OPERATIONAL COMMISSIONING	DSD - Operational Commissioning Tasks Note: See Operational Commissioning Schedule for breakdown of tasks	See project Operational Commissioning schedule	
			Provide current soft configuration settings to DSD
	DSD - Project Acceptance (Go-Live)	1d	
	DSD - Post Implementation Support (post Go-Live)	30d	

	DSD Deliverable	DSD Time Allowance	PAP/HC Deliverable
PROJECT CLOSURE			Provide latest soft configurations post DLP
	DSD - Project Closure (after expiry of post implementation support period)	10d	