



# Interagency Interoperability Oversight Group



## DOI-USDA/FS Access / Authentication Project Charter

### 1. Project Overview

It is well known that the wildland firefighting community is a highly integrated, cooperative and collaborative environment, incorporating persons from a variety of Federal, state, and local agencies. While the business of fire dispatch is highly integrated, the IT systems used are usually supported by a single hosting agency. As a result, personnel supporting multiple agencies are required to use desktops/laptops from a single agency not only to perform fire-related activities, but also to perform home agency business such as checking email, arranging travel, etc.

This situation has resulted in complex IT systems and work arrangements. Sometimes enterprise accounts are provided for a person who does not work for that agency so that they can access a computer. Sometimes two computers from two different agencies are placed side-by-side.

The main purpose of this project is to simplify these systems and work arrangements. Using a subset of participating agencies (the BLM and USFS) and applications (BLM, USFS, and Fire apps) the goal is to provide a solution that allows one person from either agency to sit at a single workstation and fully use this subset of applications. The secondary goal is to design a solution which as part of a future effort can be scaled and extended to include more agencies and applications.

### 2. Project Purpose / Description

This project is designed to provide access to any participating Federal employee to log in to (authenticate) a single system regardless of system owner and Agency employment. This will allow the employee access to and use of a core set of critical business applications.

Note: while it is recognized that the fire community is composed of many different cooperators beyond key Federal agencies, it is understood that any such cooperators accessing the described Federal system do so as "an agent of" a participating Federal Agency. The participating Agencies for the purpose of this limited project are the BLM and USDAFS.

- Recognize the need to integrate department initiatives with project deliverables
- Manage project level status including milestones, issues, and risks
- Provide tracking and project oversight
- Cross-agency access, authorization and authentication to applications hosted by either USDA or DOI
- Create an infrastructure to allow access to system and network resources, applications and data, as required
- Use the national common access model, policy and appropriate credentialing to enable user authorized applications
- Federated Access and Authentication ... each agency manages user accounts
- Security policy compliance provided by all participating departments.

### 3. Project Scope

- Develop an architectural pattern which includes a robust system architecture that can be scaled and applied to a larger list of agencies and applications.
- End result is to authenticate across the two departments and have necessary access to a defined set of fully functioning applications (for USFS, BLM, and Fire related work).
- Project Team lead by Tim Quinn and Colin Watts has responsibility.
- Develop an action plan within the next 60 days and deliver to IIOG.
- Deliver a technical demo or proof of concept to validate the design of the project
- Charter a group and secure funding.

### 4. Project Objectives

- Define core business requirements of the project.
- Define the technical and functional requirements.
- Design a system that will provide the best integration and compatibility BLM and USFS.
- Provide a fully integrated architectural design pattern that can be extended to more agencies and applications.
- Provide a technical demo that validates the resulting design and business requirements of the project
- Modernize the business partnership of FS - DOI Information Management by consolidating technology and business processes.
- Define Use cases in order to drive requirements.

### 5. Roles and Responsibilities

**Project Sponsor(s):** Christopher Smith (USDA CIO), Vaughn Stokes (CIO USDA FS) and Sanjeev Bhagowalia (CIO for DOI).

**Project Champion(s):** Tim Quinn (DOI) and Colin Watts (FS)

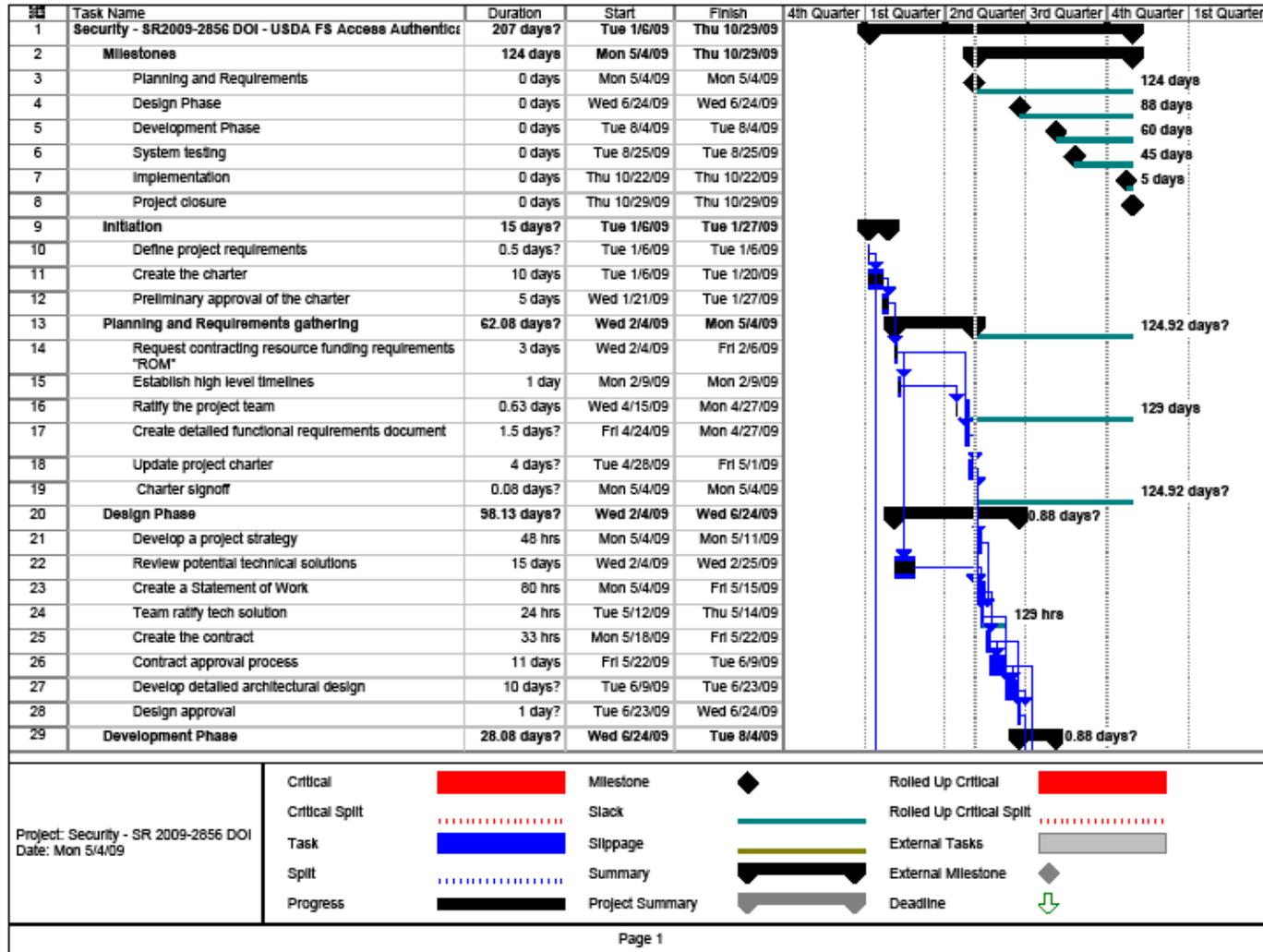
**Project Manager:** Eileen Richey

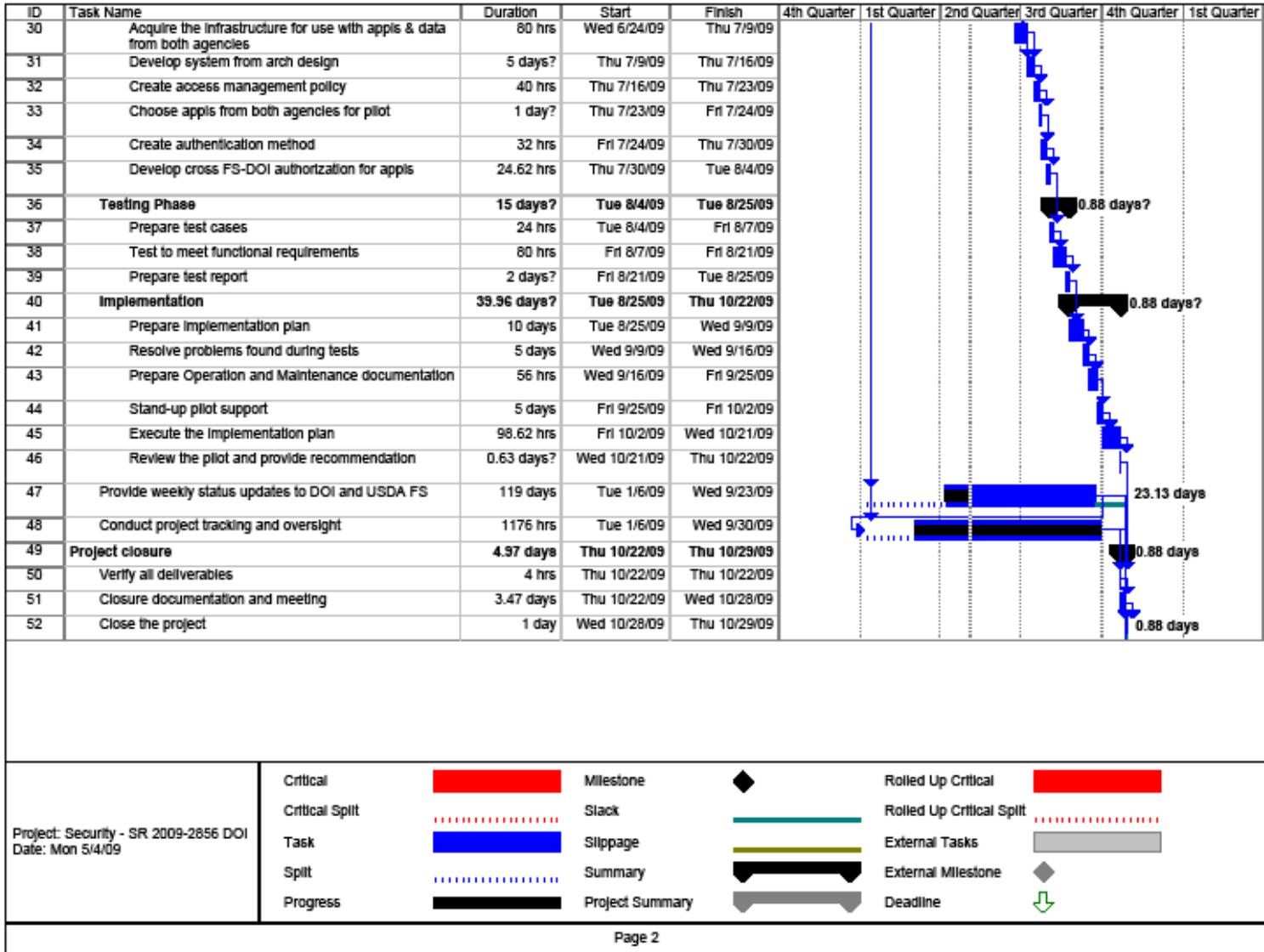
**Customer:** Multiple agency employees

**Project Team:**

Name	Agency	Location
Tim Quinn	DOI	Reston, VA
Colin Watts	FS	Missoula, MT
Richard Delph	DOI	Reston, VA
Steven Argo	DOI	
Efrain Lozano	FS	El Paso, TX
Kim Christensen	FS	Boise, ID
Joan Nadeau	BLM	Denver, CO
Dwayne Tanner	FS	Albuquerque, NM
Dave Shaffer	BLM	Denver, CO
John Young	BLM	Cheyenne, WY
Eileen Richey	FS	Portland, OR

## 6. Project Approach





IIOG – DOI-USDA/FS Access / Authentication Charter

## 7. Project Deliverables

- **Project Charter - (major)** - Will define the project objectives, scope and major timelines. It will be signed, and kept up to date as a working document for the project team and stakeholders.
- **ROM Estimates - (major)** - Vendor descriptions will be submitted to aid the project team in completing vendor evaluations.
- **Detailed Functional Requirements** - The detailed functional document will provide a description of the functions the system will be required to possess to meet project objectives.
- **Project Strategy** - A document that will describe how the project team will function to accomplish the project objectives.
- **Statement of Work - (major)** - A document that will describe all major work components of the project. This document will be used to create the contract to acquire the technical expertise needed to accomplish the work.
- **Contract - (major)** - Contractual document used to hire technical expertise for the project.
- **Detailed Architectural Design - (major)** - A document that describes all system components that will be needed to create a mechanism to allow authorized users from dual agencies to be able to access applications and data to accomplish their work from a single location/network without requiring multiple desktops.
- **Equipment Delivery for Proof of Concept- (major)** - Delivery of the hardware and software components needed to set up the environment.
- **Established System from Architecture Design - (major)** - The completed infrastructure that will be developed from the project objectives, functional requirements and architectural design.
- **Access Management Policy Document** - Policy document that describes how the authorized users access the new architecture.
- **Cross FS-DOI Authorization for Applications Documentation - (major)** - A document that describes how cross authorization will be accomplished in this environment.
- **System Security Policy for both FS and DOI (major)** - Document the security procedures that need to be in place to keep this environment secure.
- **Test Cases** – Test cases will be developed using the detailed functional requirements document to ensure that all functions have been developed and work appropriately.
- **Test Report** – Describes the test results and any problems that were encountered during testing.
- **Implementation Plan - (major)** - The implementation plan will describe how the new architecture will be implemented, include the timeline, and support options if problems arise.
- **Operations and Maintenance Documentation** – This document describes how to set up the infrastructure, install the software, maintain the infrastructure, who will be responsible for this work, and periodic maintenance schedules and tasks that may be necessary.

- **Support Documentation** – This document describes who will be responsible for support and how the support will be handled for both agencies.
- **Proof of Concept Review Recommendation** – This document will provide the project team recommendation on whether this infrastructure should or should not be implemented on a permanent basis.
- **Project Status Updates (major)** - Periodic project status given to project sponsors and stakeholders to keep them abreast of the project successes, issues and risks they are experiencing.
- **Project Closure Documentation** - Project closure document provides a synopsis of the project along with lessons learned during the process. This also formally closes the project.

## 8. Major Milestones with Completion Dates

Major Milestone	Completion Date
Planning and Requirements Gathering	May 4, 2009
Design Phase Completion	June 24, 2009
Development Phase Completion	August 4, 2009
System Testing	August 25, 2009
Complete Implementation	October 22, 2009
Project Closure	October 29, 2009

## 9. Constraints and Assumptions

- DOI, BLM & USDA/FS will allocate the resources (people and \$\$);
- Contractor resources to provide project design adhering to business requirements
- Security policy, guidelines, and training issues between agencies need to be defined and resolved to everyone's satisfaction

## 10. References

- Meeting and conference calls
- Vendor Presentations
- Intelligent Application Gateway
- DOI-FS Access / Authentication Envisioning
- Wheeler Network Design

## 11. Risk Management

Risk	Mitigation	Contingency Plan
People and money resources available are less than required for the project	Manage the scope to within the available resources	Get scope approved and acquire additional resources
Project priority does not reflect effort or schedule necessary	Request dedicated resources	FS-DOI CIO support for higher operational priority
Department and Agency culture differences need to be addressed through change management.	Obtain senior leadership support and commensurate buy-in.	Request an LT summit to address priorities.
Unknown technology issues surface during the project	Conduct due diligence during discovery	Request assistance from SME from industry and government

## 12. Project Facilities and Resources

- \$400k - Split 50% DOI, 50% USDA FS
  - Phase I - \$200k for contract consultant support – Needed by 5/22/09
  - Phase II - \$200k for hardware, additional contract consultant support – Needed by 6/24/09
- Contract resources to provide the technical design adhering to the project business requirements
- Equipment and people resources to stand up a proof of concept

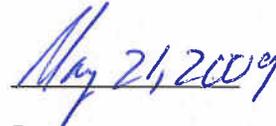
## 13. Performance Measures

- Approved Charter
- Bi-Weekly Status Reports
- Timely Deliverables
- Completed Milestones
- Single desktop access for participating employees regardless of system owner or agency employment; allowing those individuals access to basic core applications as defined in this project.

## 14. Approval

This Charter for the IIOG - DOI-USDA/FS ACCESS / AUTHENTICATION project is approved by the Interagency Interoperability Oversight Group (IIOG) as written.

  
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Jim Douglas  
Chair, Interagency Interoperability Oversight Group

  
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Date