



Charter

The Estimating and Supplemental Analysis Team (ESAT) is responsible for:

- Developing realistic and comprehensive basis of estimates, using the Architectural Principles and Measurement of Quality document and any supplemental tools or resources, that will be needed for the estimation and analysis efforts.
- Documenting the proposed technology inventory including commercial off-the-shelf (COTS) products, re-architecture of the 3M Framework and custom development.
- Providing supplemental analysis and information to support solution team efforts.
- Providing architectural recommendations for the Design Oversight Team's (DOT) review and approval.

Responsibilities

The CSI Estimating and Supplemental Analysis Team will evaluate, research and document proposed technology inventory and take a holistic and comprehensive approach to developing cost, schedule and resource estimates for Solution Team solution alternatives that are forwarded from the Design Oversight Team (DOT). Individual estimates will be provided to the DOT who will review, approve and forward to the Business Oversight Team (BOT) for final review and approval. Approved estimates will be integrated into a comprehensive whole as an ongoing effort and will be finalized at the conclusion of the DDF.

Technology evaluation and documentation should include:

- Commercial Off-the-shelf (COTS) product evaluation
- Technical product specifications (versions, dependencies, support requirements)
- Interface specifications and definitions

Estimates should include:

1. Bill of Materials (BOM) for required hardware and software to include:
 - Hardware and software cost estimates, to include licensing. This should include all environments required, as appropriate, for:
 - development
 - testing
 - staging
 - training
 - production
 - failover
 - disaster recovery
 - Installation cost estimates
 - Software integration, configuration and development estimates
2. Rough Order of Magnitude (ROM) cost estimates to include:
 - Program management, requirements management, training (both end user and technical support), testing and acceptance estimates
 - Operations, management and maintenance cost estimates
 - Lifecycle cost estimates over 5 and 10 year periods.



3. Estimated costs in three primary areas:
 - Vendor estimated costs. These costs reflect DMV’s acquisition of third party hardware, software and services related to implementation and support of the CSI solution under the prime vendor contract. It is anticipated that these costs may be a blend of firm fixed price, level of effort and staff augmentation.
 - DMV estimated costs. These costs reflect DMV’s direct costs in housing, staffing and supporting the CSI solution.
 - Other Commonwealth estimated costs. These costs reflect inter-agency costs related to implementation and support of the CSI solution, such as hosting services (i.e. VITA).
4. Estimated number of positions and the necessary skill sets required to support the CSI solution.
5. Basis of Estimate (BOE) document
 - Preliminary Work Breakdown Structure (WBS), schedule and Resource Loaded Network (RLN) for each work
6. Lead time necessary to facilitate VITA/NG partnership’s timely acquisition and set up for foundation pieces.

The CSI Estimating and Supplemental Analysis Team will provide guidance, processes, methodologies and oversight for providing basis of estimates.

Team Members and Roles

Core Team	Role
Tully Welborn	Oversight and Management
Mike Farnsworth	Oversight and Management
Tim Rose	Oversight and Management
Glenn Cook	Core ESAT Team Lead
Cindy Sussan	Core ESAT Team Coordinator
Kathy Aebischer	Core ESAT (Estimating Coordinator)
Ken Holsten	Core ESAT (Framework Coordinator)
Mike DePhillip	Core ESAT (COTS Coordinator)
Olga Solomonova	Core ESAT (Custom Coordinator)
Maureen Otto	Core ESAT
Tracy Williams	Core ESAT
Greg Robinson	Core ESAT (E-forms and Workflow)
Vivian Huddle	Core ESAT (Oracle 12)
Ron Giddings	Estimating Team
Joe Winthrop	Estimating Team
Nicolle Lahr/designee	Estimating Team
3M/SAIC	System Design Analysts
3M	Functional/Business Analysts/Developers/Technical Resources
DMV	Bus/Systems Analysts
DMV	Developers



Guidelines:

- The ESAT Team will meet daily from 9:00 – 12:00 (except Monday) and from 1:00 – 4:00. In general supplemental team members should be scheduled to attend from 10:00 – 12:00 and 1:00– 4:00 as needed.
- Supplemental team members may be brought in as necessary to meet and discuss specific items/issues.
- Team members will rotate and share as needed the facilitation and documentation responsibilities so that all team members are actively engaged during the process.
- Teams will build lists and organize the information needing business owner/SME clarification to make the best use of their time, and to foster and maintain a constructive environment.
- Team Progress Reports will be completed weekly (Weds. – Weds.) and submitted by noon on Thursday.
- Teams will mutually agree upon times to set aside to complete administrative items.
- All estimates are estimates, will be non-binding and for discussion/estimation only. Documentation should be clearly marked with “Estimate”.

Communication & Decision-Making

The team will abide by the CSI Team guidelines as well as these additional guidelines.

- During meetings, one person talks at a time. Each person should be given a chance to speak their mind while at the same time respecting the group’s time and the meeting timetables. They should be brief and focus on facts, not opinions.
- Emphasis will be on open and honest communication – there are no hidden agendas.
- All group members should accept the responsibility and accountability along with the authority given to them.
- During discussions, group members should listen, be non-judgmental and keep an open mind on issues until it is time to decide.