

Milestone Deliverable Descriptions

| # | Deliverable Name | Deliverable Type | Description |
|----|--|--------------------|---|
| | Project Initiation | | |
| 1 | Updated Project Management Documentation | Document | Refer to the deliverables in Attachments 2.03 and 2.06. |
| | Stand Up Out of the Box System | | |
| 2 | Out of the Box System installed on ITS infrastructure and fully functional. Interfaces with other test/exam systems not included in this step. | Activity/Milestone | Product installed on NYS infrastructure. |
| 3 | System configuration changes implemented to allow for a single online pilot Test. | Activity/Milestone | Configure product based on pilot requirements for a single online test. Pilot will include candidates at a single site taking a basic multiple choice test. Vendor and State will agree on the pilot scope during project initiation. |
| 4 | Successful Online pilot Test to be held at a single location in Fall 2017. | Activity/Milestone | Successful online pilot test delivered for one small exam at one location. |
| | Fit/Gap Analysis | | |
| 5 | Summarization of Out of the Box pilot results | Document | Results from Online pilot test will be documented and a plan to address changes/gaps. |
| 6 | Complete Fit/Gap Analysis | Document | Requirements gathering sessions to identify and document system alignment. |
| 7 | Design/Document Solutions to Close Gaps | Document | Further requirements gathering sessions held with NYS based on fit gap analysis. |
| 8 | Data Conversion Plan | Document | Refer to Attachment 2.07. |
| 9 | Updated Project Plan | Document | Refer to Attachment 2.03 & updated project plan aligned with fit gap results. |
| | Configure/Customize | | |
| 10 | Implement and test customizations agreed to in Step 7 | Activity/Milestone | Applied customizations to the product due to gap requirements agreed to by NYS. |
| 11 | Interfaces to other systems built and tested | Activity/Milestone | Applied integration points between NYS systems. Refer to Appendix H. |
| 12 | Data migrated into system and tested | Activity/Milestone | Refer to Attachment 2.07. |
| 13 | Reports developed | Activity/Milestone | Deliver reports agreed to as per NYS requirements. Refer to Attachment 2.01 |

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| 14 | Vendor End to End System Test | Activity/Milestone | Vendor complete End to End System test. |
| | Testing | | |
| 15 | End to End System Integration testing (refer to Attachment 2.06) | Activity/Milestone | Complete End to End System integration testing. Refer to Attachment 2.06 |
| 16 | User Acceptance Testing (UAT) | Activity/Milestone | Complete customer business process testing aligned with product implementation. |
| 17 | Resolution of all critical and major defects | Activity/Document/Milestone | Resolve critical defects and align with exit criteria identified in testing strategy. |
| | Production Readiness | | |
| 18 | User Guide, Operations Support and Maintenance Manual | Document | Documentation required to handoff product to DCS & ITS. |
| 19 | User and administrator Training complete | Activity/Milestone | Training to be completed prior to Go Live. |
| 20 | Knowledge Transfer | Activity/Milestone/Document | Knowledge transfer plan and delivery of all required tasks to be completed prior to Go Live. |
| 21 | Successful holding of Statewide Online Exam by Spring 2018 | Activity/Milestone | Successful Statewide Online Exam delivery for all requirements outlined in the project scope. |
| | Go-Live | | |
| 22 | Implementation (Go-Live) of New System | Activity/Milestone | Product production ready. |
| | Post Go-Live | | |
| 23 | Resolution of all defects identified prior to Go-Live and identified 180 days after Go-Live | Activity/Milestone/Document | Warranty period where all outstanding defects are resolved. |