Concept of Operations Review Process

Note: Submission should not be the first time the ITS & Network Service Branch has heard of the project or discussed this document. This submission is more of a documentation of previous discussions. If content is not previously shared with the Branch, the review process is likely to take longer and a rejection is more likely.

Project Manager
- Collaborates with Branch to prepare
- Submit Concept of Operations
- Update and resubmit, clock restarts for ITS review time

SEA Lead
- Initial review - Confirm stakeholders referenced in document contains the service package stakeholders and that validation plan is properly set up
  - Section 4, 5
- Quality & meet requirements
  - No → Reject
  - Yes → Distribute for branch review

Branch Manager

Program Support
- Review document
- Submit Comments - If the project contains software development, focus on if what is proposed is possible. Confirm correct R&R.
  - Section 2, 3, 4

Networking
- Review document
- Submit Comments - With a focus on if the description is possible in terms of network capability and capacity. Confirm correct R&R.
  - Section 2, 3, 4

Field Support

Engineering
- Review document
- Submit Comments - Ensure nothing will be a violation of the ITS Specifications. Confirm correct R&R.
  - Section 2, 3, 4

Document is accepted and PM can move on to the System Design
- Comments that require the document to be updated?
  - No → Accept and share comments, if any.
  - Yes → Compile comments

Notes:
*Minor comments/revision can be made to a document without a resubmission being required so long as the over all meaning of the document is not altered. If comments impact the meaning or if what is proposed is not possible, then the document needs to be updated and resubmitted.

1. Drafted in June 2021