

U.S. Marine Corps



**ADPE
SUPPORT
PLAN**



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, D.C. 20380

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From: Commandant of the Marine Corps

Subj: INFORMATION RESOURCES MANAGEMENT (IRM) AUTOMATIC DATA
PROCESSING EQUIPMENT (ADPE) SUPPORT PLAN

Ref: (a) MCO 1510.37
(b) MCO P5231.1
(c) MCO 5271.1
(d) MCO P5600.31

Encl: (1) IRM-5231-12

1. PURPOSE. To provide guidance and instructions on the development of ADPE Support Plans as required by references (a) and (b).
2. AUTHORITY. This publication is published under the auspices of reference (c).
3. APPLICABILITY. The guidance contained in this publication is applicable to all contractors and Marine Corps personnel responsible for the preparation of an ADPE Support Plan. This standard is applicable to the Marine Corps Reserve.
4. DISTRIBUTION. This technical publication will be distributed as indicated. Appropriate activities will receive updated individual activity Table of Allowances for Publications. Requests for changes in allowance should be submitted in accordance with reference (d).
5. SCOPE
 - a. Compliance. Compliance with the provisions of this publication is required unless a specific waiver is authorized.
 - b. Waivers. Waivers to the provisions of this publication will be authorized only by CMC (CC) on a case by case basis.
6. RECOMMENDATIONS. Recommendations concerning the contents of this technical publication should be forwarded to CMC (CCI) via the appropriate chain of command. All recommended changes will be reviewed upon receipt and implemented if appropriate.

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PROCESSING EQUIPMENT (ADPE) SUPPORT PLAN

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Information Resources Management (IRM) Standards and Guidelines Pro

ADPE Support Plan
IRM-5231-12

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RECORD OF CHANGES

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Change Number	Date of Change	Date Received	Date Entered	Signature of Person Entering Change

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GENERAL

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Chapter 1

GENERAL

1.1. OBJECTIVE. An Automated Data Processing Equipment (ADPE) Support Plan will provide the basis for ADPE acquisition and support based upon the design requirements of the total system's environment. The ADPE Support Plan should provide for controls over the system development process as they relate to ADPE support. The ADPE Support Plan should also explain the evaluation process used in determining these requirements. Therefore, the objective of the ADPE Support Plan Standard will be to define the documentation components and prerequisite items necessary to determine the hardware, system software, and environmental needs required for the development, installation, and implementation of a given application system.

1.2. SCOPE. The scope of this standard includes an identification and analysis of three basic requirements as they relate to ADPE support. These requirements are as follows:

- a. ADPE Site Preparation and Logistics Support Requirements.
- b. Operational Requirements.
- c. Funding and/or Delegation of Procurement Authority Requirements.

This standard addresses the document content and, as applicable, the document format. This provides the basis for evaluating ADPE needs in a step-by-step approach. This standard also provides the guidelines for acquisition of hardware, telecommunications, and supporting system software.

1.3. APPROACH. The ADPE Support Plan should include a definition of the need, discussion of technical considerations, and justification for the addition, modification, or deletion of ADPE hardware and supporting software that affect either the development of a system or its implementation at the various sites. An impact analysis should be done to determine what effect the increase or decrease of hardware will have on the total project effort. The plan should address such items as current Direct Access Storage Device (DASD) storage capabilities and the anticipated increases in DASD storage. It should also identify the funding and/or delegation of procurement authority requirements necessary for the acquisition of new equipment and other related logistics support requirements such as space requirements, air conditioning, electrical, and cabling. The use of this standard, whether by in-house or contractor development activities, should provide the framework for thoroughly addressing ADPE support requirements during the development effort and subsequent implementation of a system.

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Chapter 2

CONTENT AND FORMAT

2.1. DOCUMENTATION STANDARDS. The ADPE Support Plan should be developed in accordance with the documentation standards described within this section. All sections and paragraphs which are described will be included in this plan. If a particular section is not applicable for a development effort, the title of the section should be included, followed by statement with supporting justification that the section is not applicable.

2.1.1. Table of Contents. Appendix B shows the minimum required format for reporting ADPE requirements.

2.1.2. Description of Contents. Appendix C defines the required content for reporting ADPE requirements.

2.2. FORM PROCEDURES. Since determination of additional ADPE requirements involves examination of many different factors and components, a "check-list" type approach lends itself to identifying and categorizing these requirements. Although there may be other information pertaining to "site-unique" considerations in determining capacity, deficiencies, and requirements, these "check-lists" should contain, at a minimum, the information called for in each applicable category. To facilitate a check-list approach, a standard set of summary data forms should be used. Examples are shown in Figures 2-01, "Present ADP Hardware Form", 2-02, "Hardware Deficiencies Form", 2-03, "Present ADPE Software Form", and 2-04, "Software Deficiencies Form". The information reported on these forms should be derived from the following places:

<u>SUMMARY FORM</u>	<u>DERIVED FROM</u> <u>ADPE SUPPORT PLAN TABLE OF CONTENTS</u>
Present ADP Hardware	Paragraph 2.1
Hardware Deficiencies	Paragraph 2.2
Present ADP Software	Paragraph 2.1
Software Deficiencies	Paragraph 2.2

Present ADP Hardware Form
For (site name)

MODEL/FEATURE	DESCRIPTION	FUNCTION	QTY	DEVELOPMENT OFFICE AND COMMANDS AFFECTED
1. CENTRAL PROCESSING UNIT(S)				
2. DIRECT ACCESS STORAGE DEVICES				
3. TAPE DRIVES				
4. CONTROL UNITS				
5. UNIT RECORD EQUIPMENT (RJE) (Printer Readers Punches)				
6. COMMUNICATIONS/NETWORK DEVICES				
7. MINI COMPUTER/ADPE-FMF COMPUTERS				
8. MICRO-COMPUTERS				
9. OTHER				

FIGURE 2-01
Present ADP Hardware Form

Present ADP Software Form For (site name)		DEVELOPMENT OFFICE AND COMMANDS AFFECT
CATEGORY	PRODUCT NAME DESCRIPTION/RELEASE	FUNCTION
1. OPERATING SYSTEM(S)		
2. INTERACTIVE LANGUAGE(S)/ FACILITIES		
3. SYSTEM UTILITIES		
4. TAPE LIBRARY MANAGEMENT SYSTEM		
5. DATA BASE MANAGEMENT SYSTEM		
6. BACKUP AND RECOVERY FACILITIES		
7. LANGUAGE PROCESSORS (Assembler/Compilers)		
8. TELECOMMUNICATIONS MONITORS		
9. FILE MANAGEMENT FACILITIES		
10. DATA DICTIONARY		
11. SUPPORTING COMPUTER AIDED INSTRUCTIONAL FACILITIES		
12. PRODUCTION CONTROL MANAGEMENT FACILITIES		
13. MINI COMPUTER/ADPE-FMF SOFTWARE		
14. MICRO-COMPUTERS		
15. DIAGNOSTIC AIDS OR OTHER FACILITIES/LANGUAGE		
16. PROGRAMMER PRODUCTIVITY TOOLS		
17. OTHER		

FIGURE 2-03
Present ADP Software Form

2.3. EVALUATION CRITERIA. The criteria that will be applied to any ADPE Support Plan to judge its completeness are that:

a. Sections and Paragraphs. All sections and paragraphs listed in Appendix B should be included in the document. Any sections or paragraphs deemed not applicable to the particular development effort will appear with a justification for its exclusion.

b. Modifications. If modifications to the ADPE configuration are recommended, then Section 4, "ADPE Support Requirements," Section 5, "Operational Requirements," and Section 6, "Procurement Authority Requirements," must also be included.

c. Paragraph Content. The content of each paragraph is consistent with the requirements stated in this standard.

d. Format. Information is reported in a summary format similar to any sample forms presented herein.

e. Conclusions. The conclusions reported are consistent with the data reported in the document.

2.4. DOCUMENTATION DEPENDENCIES. The documentation governed by this standard may also rely on the content of other project deliverables and/or standards. Figure 2-05, "Precedence Relationship," shows those project deliverables and standards which impact the ADPE Support Plan deliverables.

2.4.1. Preceding Documents. The boxes that precede the ADPE Support Plan as shown by a connected line with an arrow, are those project deliverables that must be completed before the ADPE Support Plan. The preceding documents for any one development effort are:

- a. Data Base Management System Deliverables
- b. Detailed Design Specifications Deliverables

2.4.2. Consultation Documents. The boxes and bars that are in line vertically with the ADPE Support Plan show the concurrent documents that may be consulted at that time. The boxes are other project deliverables governed by standards, and the bars are particular conventions described by standards. The deliverables and standards used for consultation are:

- a. Data Base Conversion Plan Deliverables
- b. Test Plan Deliverables
- c. Telecommunications Support Plan Deliverables
- d. Project Deliverable Style Manual (IRM-5230-02)
- e. Inspection and Acceptance (IRM-5231-17)
- f. Data Dictionary (IRM-5235-01)
- g. Library Management System (IRM-5233-06)
- h. Man-Machine Dialogue (IRM-5234-02)

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- i. Programming Standard (IRM-5234-01)
- j. Prototyping Standard (IRM-5231-18)

2.4.3. Change Requirements. Since the SDM is an integrated methodology, there exists a relationship between documents in that preceding documents provide information to the follow-on documents. During the development of the ADPE Support Plan new issues may arise that will require changes to preceding documents. These changes must be documented and approved in accordance with the quality assurance and configuration management procedures. Externally imposed milestones that are unrealistic to accomplish should not be used as an excuse to defer or eliminate the documentation requirements.

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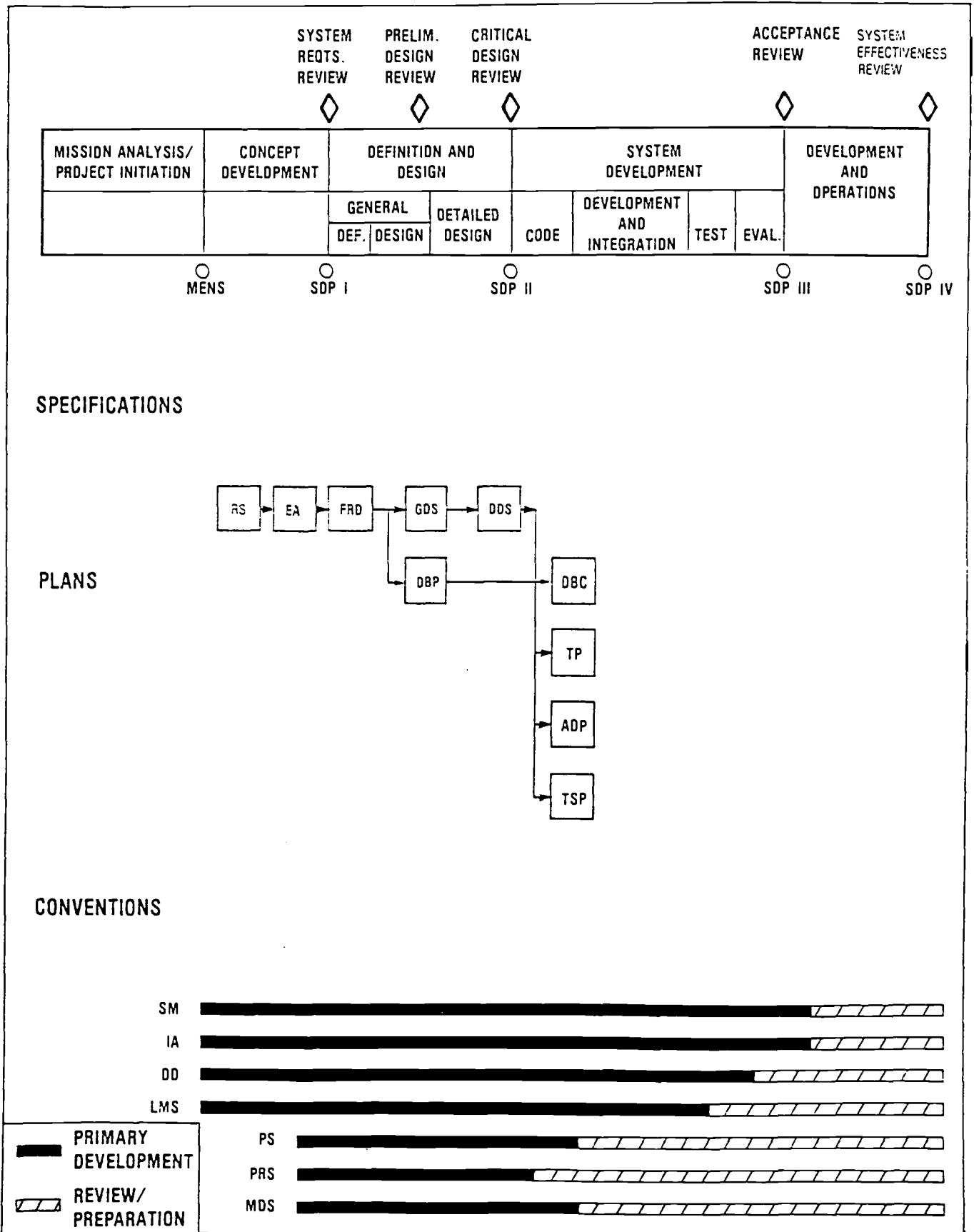


FIGURE 2-05
Precedence Relationship

Appendix A

AUTOMATIC DATA PROCESSING EQUIPMENT (ADPE)
SUPPORT PLAN REQUIRED TABLE OF CONTENTS

ADPE Support Plan

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 - 1.1 Purpose and Scope
 - 1.2 Objectives
 - 1.3 Responsibilities
 - 1.4 References
 - 1.5 Terms and Abbreviations

- Section 2. Background and Approach
 - 2.1 Present ADPE Configuration
 - 2.2 Present ADPE Deficiencies
 - 2.3 Additional ADPE Requirements

- Section 3. Conclusions and Recommendations

- Section 4. ADPE Support Requirements
 - 4.1 Site Preparation Requirements
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- Section 5. Operational Requirements
 - 5.1 Personnel Requirements
 - 5.2 Training Requirements
 - 5.3 Maintenance Requirements

- Section 6. Procurement Authority Requirements
 - 6.1 Central Funding Requirements
 - 6.2 Procurement Authority Procedures
 - 6.3 Funding Responsibilities
 - 6.3.1 ADPE Acquisitions
 - 6.3.2 Support Equipment and Services
 - 6.4 Contracted Service Responsibilities

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Appendix B

AUTOMATIC DATA PROCESSING EQUIPMENT (ADPE)
SUPPORT PLAN CONTENT DESCRIPTION

SECTION 1 INTRODUCTION

This section should describe the purpose of the plan, objectives, and scope of the document, and other general information relative to its use.

1.1 PURPOSE AND SCOPE

This paragraph should describe the necessary information relative to determining the Automated Data Processing Equipment, funding, and related logistics support requirements necessary to develop and implement the system. For purposes of this plan, the term ADPE includes hardware, system software and telecommunications needs.

1.2 OBJECTIVES

This paragraph should describe the objectives of the plan outlining the specific reasons for which the ADPE Support Plan is being prepared.

1.3 RESPONSIBILITIES

This paragraph should identify and describe the responsibilities of the Project Manager, Central Design and Programming Activities (CDPAs), Regional Automated Service Centers (RASCs) Deployable Force Automated Service Centers (DFASCs) or other DP Facilities scheduled to implement the system.

1.4 REFERENCES

This paragraph should identify all applicable reference documents which have been used in the development of the plan as well as those which will be applicable in the execution of the plan.

1.5 TERMS AND ABBREVIATIONS

This paragraph should contain any terms and abbreviations that are unique to this document or should reference the Volume II glossary.

SECTION 2 BACKGROUND AND APPROACH

This section must describe the present configuration of the various sites required to implement the new system, deficiencies that exist, and additional ADPE requirements needed to satisfactorily implement and support the system.

2.1 PRESENT ADPE CONFIGURATION

Prior to development of a system, the development site must have an understanding of the capabilities and capacities of current site configurations as a first step toward determining additional ADPE requirements. This must include an analysis of the current hardware and telecommunications configuration at the various sites where the new system is to be installed. In addition, the existing system software architecture should also be identified and the environment described.

2.2 PRESENT ADPE DEFICIENCIES

The hardware and system software architecture should be known prior to the development of an application system. This will enable the Project Manager to identify configuration deficiencies that may affect systems implementation. Physical constraints such as floor space and other environmental deficiencies must also be identified in order to project additional requirements. Therefore, this paragraph should identify deficiencies by target site as they relate to capability, capacity, system design architecture, and environment. This should be done separately for each site affected.

2.3 ADDITIONAL ADPE REQUIREMENTS

This section should contain specific items of additional automated data processing resources required to develop and implement a system. The identification of these additional resources should be done based on the following criteria:

- a. System design requirements for hardware, software, and telecommunications
- b. Evaluation of present ADPE configuration
- c. Identification of present ADPE baseline configuration deficiencies
- d. Capacity planning based on new system requirements and growth projections including:
 - Central processing unit analysis
 - Memory analysis
 - Channel analysis
 - Disk sub-system analysis
 - Magnetic tape analysis

SECTION 3 CONCLUSIONS AND RECOMMENDATIONS

This section should contain a written description that explains the deficiencies of the present ADPE configuration such as conclusions, and that explains the additional ADPE required to resolve these deficiencies such as recommendations. If the conclusion is

that the system component to be implemented can be adequately handled by the present ADPE configuration, then this should be the stated conclusion.

SECTION 4 ADPE SUPPORT REQUIREMENTS

If it is determined that additional ADPE is required, then the following paragraphs should be completed. They should contain the information necessary to determine additional logistics and site preparation requirements that must be considered prior to the acquisition of new ADPE. These requirements should be organized as outlined in the following paragraphs.

4.1 SITE PREPARATION REQUIREMENTS

This paragraph should identify site requirements for new ADPE equipment to include, but not be limited to the following:

- a. Space requirements, and cable links
- b. Floor loading
- c. Fire prevention and protection
- d. Physical security
- e. Power source requirements
- f. Air conditioning

4.2 LOGISTICS REQUIREMENTS

This paragraph should contain information pertinent to the logistics involved in ADPE acquisition and installation such as transportation, methods of excessing old equipment, methods of disposal of replaced equipment, and any other logistical considerations related to the acquisition, installation, removal, transfer, or disposal of equipment prior to implementation and operation of the new system.

SECTION 5 OPERATIONAL REQUIREMENTS

An ADPE Support Plan must include organizational considerations such as staffing, training, and resource management as well as maintenance of hardware, system software, and telecommunications. This section should identify those areas of ADPE support that address the initial as well as the ongoing operational requirements.

5.1 PERSONNEL REQUIREMENTS

This paragraph should include the numbers and types of personnel to satisfy management, administrative, and technical requirements which are needed to support and maintain the system environment.

The organizational responsibilities should also be defined. The level of contractor support required and appropriate government/contractor interface should be identified.

5.2 TRAINING REQUIREMENTS

This paragraph should contain the initial and ongoing training required for support of the new ADPE system environment. It should identify the type of training required by audience, competency level, and course curriculum. The Training Plan standard should be used as guidance in the development of requirements to be contained in this paragraph.

5.3 MAINTENANCE REQUIREMENTS

This paragraph should identify the types of maintenance required for support of the hardware, system software, and telecommunications components of the system. It should include a discussion of contractor support maintenance, vendor maintenance, maintenance scheduling, uptime requirements, and impact analysis.

SECTION 6 PROCUREMENT AUTHORITY REQUIREMENTS

Once a determination has been made that additional ADPE must be acquired, and that ADPE and its related logistics and site preparation requirements have been identified, the Project Manager should determine funding and delegation of procurement authority requirements necessary for the acquisition. This section should define funding requirements, procurement procedures, funding responsibilities, and considerations for each site.

6.1 CENTRAL FUNDING REQUIREMENTS

This paragraph should identify those funding considerations that require Headquarters Marine Corps (HQMC) approval or review before finalization. It should also contain, or reference, the most current funding limits and responsibilities as established in Marine Corps directives concerning ADPE acquisition.

6.2 PROCUREMENT AUTHORITY PROCEDURES

This paragraph should describe procedures required to initiate, track, and finalize procurement actions related to ADPE acquisition.

6.3 FUNDING RESPONSIBILITIES

This paragraph should outline those funding considerations, by site, that will be required for identified ADPE acquisition.

6.3.1 ADPE Acquisitions

This paragraph should define funding requirements, by site, in the following categories:

- a. Hardware
- b. Software
- c. Telecommunications
- d. Maintenance

6.3.2 Support Equipment and Services

This paragraph should contain procedures, classifications, and funding methods required for the acquisition of additional environmental support equipment and services as well as for logistical support which should include such items as transportation costs. This should include both minor site modifications and major site upgrades.

6.4 CONTRACTED SERVICE RESPONSIBILITIES

This paragraph should identify the relationship between locally prepared funding responsibilities and those contracted services concerning ADPE acquisitions. Rules or guidelines that pertain to contract services unique to the system development and implementation, should also be included.

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Appendix C

BIBLIOGRAPHY

Kreuter, Leonard A., Computer Performance Measurement and Equipment Planning, Dumont, NJ; L. Kreuter Associates, 1981.

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