



Standard Operating Procedure Reference Guide

Mandatory Reference for ADS Chapter 548

Revision Date: 09/13/2006
Responsible Office: M/PMO/BEA
File Name: 548mab_091306_cd45

ADS 548 Review Standard Operating Procedures and Requirements

ADS 548 Review Components	Requirements	Requestor	Notifications in the Mission	Review and Clearance in M/PMO/BEA	Timeframe for Completion
Description of all project IT components, with goals and objectives	Provide SOW that details how all proposed IT component(s) align with the goals of the project and the appropriate USAID Missions SOs. Demonstrate AIDAR procurement compliance in the procurement plan.	USAID Mission Personnel or Contractor Implementing the Project	For Host Country Program Support: CTO and Contracting Officer in the Mission For USAID Internal Assessment or Procurements: Mission EXO	IRM technical assistance and ADS 548 Technical Manager review	10 working days (15 working days for Complex IT Requests)
Summary of results from IT Needs Assessment	In the Assessment summary please include: Introduction, Background, Assumptions, Methodology, Requirements Analysis, Conclusions, and Recommendations				
Primary applications and system design concept	Provide a Concept of Operations for the primary applications in the proposed IT solution				
Host Country Institutions' IT Infrastructure	List the components of Host Country Organizations' IT infrastructure and how the proposed solution aligns with this infrastructure				
Proposed IT system specifications	Detail specifications for hardware, software, LAN, servers, etc. as applicable				
Research recommending specific IT tools or platforms	Include all that apply: studies, white papers, internet research with appropriate site references, needs assessments, best practice or best of breed documentation, etc.				
Installation and maintenance support plans for the system	Describe how the proposed IT solution will accomplish installation, system maintenance and security.				
Relevant system cost information	Cost for each proposed IT system component listed in an Excel spreadsheet.				
Measurable success factors or outcomes to assess IT transfer objectives	<ul style="list-style-type: none"> ▪ Training Plan for the IT solution with implementation timeline ▪ Staffing Plan that primarily relies upon host country resources ▪ Host country institutions' ability to manage information resources. 				