




FRAMEWORK FOR ACTIVITIES

US/UK/AUS TRILATERAL SOFTWARE INTENSIVE SYSTEMS ACQUISITION IMPROVEMENT GROUP

SISAIG		
		
US	UK	AUS

**WORKING TOGETHER TO IMPROVE
THE ACQUISITION OF SOFTWARE
INTENSIVE SYSTEMS**

Issue Status

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A	21 Aug 2003	Initial draft
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D	22 Dec 2003	Includes DPA IRG & AUS comments
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V1.0 04	19 Feb 2004	Additional Background added

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1. Foreword

This framework document sets out a programme of work for the Software Intensive Systems Acquisition Improvement Group (SISAIG) participants as agreed to by each national leader:

- | | | |
|-----|--------------------|--|
| US | Claude Bolton: | Assistant Secretary of the Army (Acquisition, Logistics and Technology) for US DoD |
| UK | David Gould: | Deputy Chief Executive, Defence Procurement Agency for UK MOD |
| AUS | Shireane McKinnie: | Head Electronic Systems Division for Australian Defence Materiel Organisation (HESD DMO) |

2. Purpose

US, UK and AUS have recognised that there are advantages in collaborating on activities directed towards improving the acquisition of software intensive systems. This framework document lays out the means by which this collaboration will be taken forward. The aim of this document is to provide a statement of the objectives for the US/UK/AUS collaboration on software intensive system acquisition improvement and how the objectives will be achieved.

3. Background

During discussions at the US/UK Bilateral Acquisition Seminar in London on 15 April 2002. Mike Wynne (Pete Aldridge's deputy) and Sir Robert Walmsley agreed to a number of actions, including the following: The UK and US will develop a joint position on "How to measure the progress of software development". Mr. Claude Bolton, Assistant Secretary of the Army (Acquisition, Logistics and Technology) and Mr. Charles Draper, Director General Smart Acquisition, Ministry of Defence, agreed to take this action. Continuing to refine the question posed, both the US and UK representatives agreed that although software measurement is vitally important, the basis for future collaboration must be something of substance that promoted "strategic improvement" in the acquisition of software intensive systems (SIS). It was therefore proposed that the next stage in the collaboration should define an overarching framework to improve the acquisition of software intensive systems and define the opportunities for joint working.

In May 2003 Claude Bolton for the DoD and David Gould for the MOD approved the Joint Statement, which defined the next phase of the US/UK collaboration on informing and hence improving software intensive system acquisition. In September 2003 Australia joined the group and all three countries committed to develop, before the end of 2003, a framework document which would define how the participants would collaborate and co-ordinate activities. The US/UK/AUS Software Intensive Systems Acquisition Improvement Group (SISAIG) has produced this framework document to meet this requirement.

4. Vision, Mission and Values

4.1 Vision

'Working together to improve the acquisition of software intensive systems'

4.2 Mission

The SISAIG provides a focus for working common issues within a joint forum to enrich and amplify the US/UK/AUS national software acquisition improvement efforts. The collaboration will leverage products generated from national and joint programmes to reduce risks associated with performance, cost and schedule in Software Intensive Systems (SIS) projects.

The SISAIG will provide a mechanism that supports the following:

- An environment that allows open and responsive dialogue
- Sharing and disseminating 'Lessons Learned'
- Leveraging resources from National programmes
- Pursuing innovation and research

4.3 Values

Success will be achieved through commitment to our shared values.

- Achieving - Based on realistic goals and supported by published plans
- Affiliative - The groups performance is enhanced through open communication and co-operation
- Actualizing – Only by striving to improve all aspects of the work of the SISAIG can real progress be made

The jointly approved Terms Of Reference for the SISAIG are given at Annex A.

5. Aims, Objectives and Activities

5.1 Aims

A number of key issues have been identified, which are common to the participants. These are in Annex C. Some are supported by joint work strands, all of which are at different stages of development. The aims are to improve SIS acquisition by pursuing a number of activities that deliver:

- Improved acquisition processes;
- Practical products;
- Reduced risk exposure of defence SIS projects and programmes.

5.2 Objectives

The objectives of the collaboration are to:

- A. Document SIS acquisition management improvement activities and points of contact within the US/UK/AUS;
- B. Provide an entry point and review process for new activities;
- C. Identify and address gaps in knowledge;
- D. Encourage opportunities for collaboration;
- E. Publicise the work of the SISAIG.

5.3 Activities

The objectives will be implemented by a series of activities. The activities are not fixed and should be treated as part of a living document, which must change over time.

5.3.1 Objective A - Document SIS acquisition management improvement activities and points of contact within the US/UK/AUS.

Maintain an initiative register of relevant US/UK/AUS initiatives. Under the headings defined in Annex C, the SISAIG will maintain an up to date register of all relevant current and planned US/UK/AUS initiatives and work packages. Annex D contains a sample registry proforma.

Maintain a library of all relevant reports in an on-line collaborative environment. The SISAIG will maintain a library of reports and documents relevant to SIS acquisition improvement and ensure that access is readily available to all interested parties.

5.3.2 Objective B - Provide an entry point and review process for new activities and issues.

Assess and prioritise opportunities/options for SIS acquisition improvement. New opportunities and/or options for improvement of SIS acquisition may be introduced for discussion at SISAIG meetings.

The SISAIG will review planned initiatives and work packages based on a joint view of current key issues in each nation and provide feedback to the sponsors of the work. The initiatives are a portfolio of activities that will be addressed holistically to assess potential overlaps and best investment return.

Each activity will be given a status (planned, ongoing, finished) along with timescales. Planned status will be assigned if the activity is not immediately staffed or some dependant activity is required.

The SISAIG will monitor and review all joint work strands on a continuous basis (most activity performed by e-mail, phone etc). Reviews of outputs and potential joint work strands will take place at least annually during formal meetings.

5.3.3 Objective C - Identify and address gaps in knowledge.

Identify gaps in knowledge and suggest how these may be remedied. The SISAIG will identify gaps in knowledge of software acquisition and, where appropriate, define work packages and resource requirements to close the gaps. This will identify possible future joint work strands and continue to be considered by the SISAIG until it is developed into a registered activity or withdrawn.

5.3.4 Objective D - Encourage opportunities for collaboration.

Assess opportunities for collaboration and maintain appropriate points of contact. The SISAIG will continuously assess opportunities for collaboration co-operation and will actively:

- Define and ensure that collaborative joint projects are established.
- Ensure co-operation between the US/UK/AUS is established and fostered.
- Co-ordinate US/UK/AUS activities.
- Facilitate information exchange between appropriate parties.

5.3.5 Objective E - Publicise the work of the SISAIG.

The SISAIG will promote the activities of the Group within the US/UK/US defence communities by publishing and distributing the register and a report of SISAIG activities to all interested parties on a (at least) yearly basis. The group will keep the sponsors informed of progress. The group will publish the register and an annual report. Where they contribute to the work streams, the SISAIG will organise work groups and & support conferences.

6. Resources from National programmes

The organisation of the SISAIG and resources requirements are drawn from the various agencies and programmes. Examples include (not exhaustive):

6.1 US

- US Army Strategic Software Improvement Programme (ASSIP)
- Activities in support of the 2003 Defense Authorization Act
- Defence Software Collaborators forum
- Acquisition Community Connection (Community of Practice)

6.2 UK

- Activities in support of the Defence Procurement Agency (DPA) improvements resulting from the 2003/04 Stocktake of Smart Acquisition

6.3 AUS

- Defence Materiel Organisation (DMO) Software Materiel Reform Program
- Materiel Acquisition and Sustainment Framework (MASF)

7. Reporting

Starting in 2004, the SISAIG will produce a yearly report that will be sent to all stakeholders. SISAIG will produce draft minutes of meetings within 10 working days and approved minutes within 20 working days. Minutes will be circulated in SISAIG within 25 working days.

8. Review of the Framework Document

The body of this framework document will be reviewed on an annual basis. The Annexes will be maintained on an ongoing basis.

9. SISAIG Membership (leads)

The roles of the key stakeholders and their functions are shown below. Current membership Contact details are contained maintained in Annex B

9.1 US Signatory & joint chair



Dr James Linnehan, Office of the Assistant Secretary of the Army (Acquisition, Logistics and Technology)

Date: 14 MAY 04

9.2 UK Signatory & joint chair



Mr Nick Pearse, Pricing and Forecasting Group, Defence Procurement Agency

Date: 14 May 04

The UK has formed a Points of Contact Group. The function of the Group is to bring together all interested parties within the UK MOD to ensure that initiatives within the MOD are represented and appropriate contact is established between the UK and the other two nations.

9.3 AUS Signatory & joint chair



Mr Matt Ashford, Directorate of Software Engineering, Materiel Policy and Services Branch DMO

Date: 14 May 2004

ANNEX A**Terms of Reference for the US/UK/AUS Software Intensive Systems
Acquisition Improvement Group (SISAIG)****OBJECTIVE**

1. To oversee and manage a programme to inform the acquisition of Software Intensive Systems within the US DoD, UK MOD and AUS DoD by contributing to the delivery of systems on time, on cost and meeting the specified requirements. This will be achieved by, defining an overarching framework, facilitating opportunities for collaboration and co-ordination, co-sponsoring of exchange opportunities, adopting or sharing of information, research, guidance, training and marketing. Establishing and maintaining active software acquisition improvement programmes within the US/UK/AUS is the basis for chartering the US/UK/AUS SISAIG.

ATTENDEES

2. The core attendees will comprise staff from,

US DoD, OASA(ALT)

US DoD, OUSD(AT&L)/DS/SE/AS

UK MOD, DPA, PFG

AUS DoD, DMO

One attendee from each nation will be nominated as the lead. Additional members of the Group will be co-opted as required. It is not anticipated that the Group will comprise more than 12 members.

SECRETARIAT

3. The host Nation will chair the meetings. The secretariat will be provided by the host nation.

MEETINGS

4. Most of the business of the Group will be conducted by e-mail (recognising that this will be unclassified material only). Meetings will be held as required, but at least annually.

RECORDS

5. The minutes of meetings will be agreed by the US, UK and AUS leads and circulated to all Group members. Records of all activities and documents will be stored in a collaborative workspace.

RESOURCE COMMITMENT

6. Each participant will bear the costs it incurs in making, managing and administering any information exchanges to support the SISAIG. The intent of this trilateral effort is to leverage US, UK and AUS ongoing programs at little additional cost and with great mutual benefit.

TOR REVIEW

7. These TOR will be reviewed initially after six months and then yearly.

CAVEAT

8. "ADMINISTRATIVE PROCEDURE"

8.1 This TOR constitutes an administrative procedure to coordinate SISAIG activities between the nations. It is not the intent of the nations that this document be considered a legally binding document under international law. This TOR, in and of itself, does not create any authority to perform any work, award any contract, exchange information, transfer funds, or otherwise obligate a participating nation to make or provide any financial or non-financial contribution to any other participating nation for any purpose. Existing, or future International Agreements [Treaties, Memorandum of Understandings, Data Exchange Agreements, Project Arrangements, loans] will be used as the legal mechanisms to carry out any decision made by the signatories hereunder. "

8.2 Intellectual Property Rights

Notwithstanding that ownership of the results of collaborative work under the programme may belong to the generating Participant, all Participants will secure the free and unrestricted right to copy, use and disclose such results for their own government purposes. In the event of any work being carried out by third parties each Participant will ensure that arrangements provide that all Participants will secure such rights. To meet the intention of the Participants, 'results' will include background and foreground information.

SISAIG Membership

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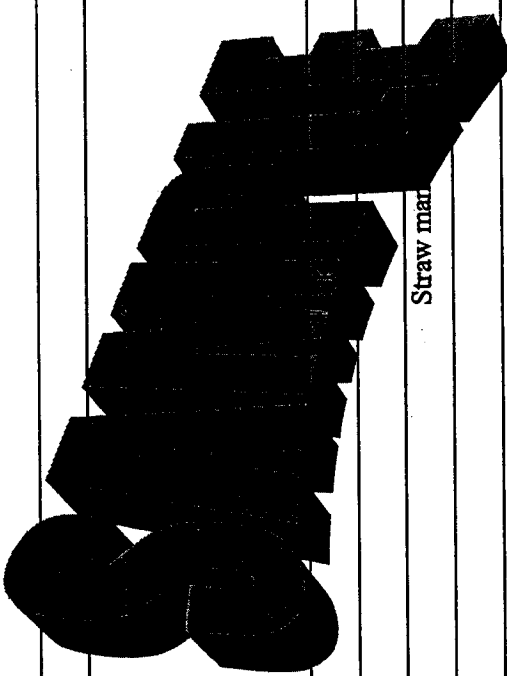
The Key Issues List

1. Initial work confirmed the view that most of the problem areas in SIS acquisition were common to the US, UK and AUS.
 - Policy & procedures
 - Requirement determination and documentation
 - Evolutionary Acquisition and Spiral Development
 - Testing and Integration leading to successful IOT&E
 - Software performance measures – metrics for management/oversight
 - Process Maturity and Improvement
 - Contracts – Intellectual property rights, incentives, past performance criteria.
 - Information Assurance (IA)
 - Software Cost Estimating
 - Collecting, disseminating and using Best Practices
 - Software skills of acquisition workforce, shortage of SW engineers
 - Strengthening and stabilizing the technology base.
 - Industry participation forum.
 - Software TRLs/software product maturity and software risk assessment.

Additions Oct 03

- Architecture
- Independent Expert Programme Reviews & Assessments

The SISAIG registry proforma

SISAIG Identifier	Date of Registry	
Title of the initiative		
Key Issue		
Status		
Objectives and Description		
SISAIG Lead	US	AUS
Participants		
Key dates	Start	Final
Stakeholders		
Planned Products		
Possible future work		
Risk(s)	Impact	Owner
	Probability	Risk reduction