

# Assessment of Project Plans for Primary Wireless Public Safety Voice and/or Data Communications Systems

## 1. Purpose of this Document

In the execution of House Bill 226 of the Kentucky legislature, “*All state agencies in the Commonwealth shall present all project plans for primary wireless public safety voice or data communications systems for review and recommendation by the committee, and the committee shall forward the plans to the chief information officer for final approval. Local government entities shall present project plans for primary wireless public safety voice or data communications systems for review and recommendation by the Kentucky Wireless Interoperability Executive Committee.*”

This assessment will aid the Kentucky Wireless Interoperability Executive Committee to review and make recommendations regarding project plans for primary wireless public safety voice or data communications systems. It will also aid the Chief Information Officer in making a determination of whether state agencies’ project plans meet the architecture and standards for primary wireless public safety voice or data communications systems.

## 2. General Information

**Project Name:**

**Date Submitted:**

**Controlling Agency**

**Name:**

**Street Address:**

**City, State, Zip**

**Phone:**

**State Agency: Yes / No**

## 3. Project Business Vision Summary

**Why do you need a new wireless communication system?**

Describe the justification or business need for a new wireless communication system. This includes the current and future operational needs of your agency. It also includes the inadequacies of your current system such as, but not limited to, outdated and obsolete equipment, frequency congestion, frequency interference, communication interoperability issues, static, dead spots, and lack of encryption capabilities.

### **What is your plan for a new wireless communication system?**

Describe the system's concept of operations for your new wireless communication system. This includes the description of the envisioned system, identifies the various class of users, desired and operational needs of users, different modes of operation, size and complexity, and the decision making process that determines whether this new system should be developed.

## **4. Product Strategy Summary**

### **What is your technical solution for a new wireless communication system?**

Describe the functional capabilities for your new wireless communication system. This includes the major system components, but not limited to, hardware, software, frequencies, bandwidths, protocols, propagation characteristics, voice and/or data capabilities, security, system survivability, and performance.

### **What are your plans to ensure and manage communication interoperability with other Local, State, and Federal Agencies?**

Describe how your agency will communicate with other public safety and/or public service organizations at the Local, State, and Federal Levels. Describe the inter-governmental agreements with neighboring jurisdictions to support communications interoperability for calls for service and/or disasters. Describe the on scene command and control structure that will be utilized in joint operations with your interoperable solutions.

### **How will you determine if your new wireless communication system meets or exceeds your Project Business Vision?**

Identify the measurable objectives your new system will achieve and deliver. A measurable objective should include the phrase "as measured by..."

## **5. Project Strategy Summary**

### **What do you need to ensure successful implementation?**

Identify the technical and personnel resources needed for your deployment. What is your timeline to implement your new system? Present your implementation schedule.

### **What is your procurement process to acquire a new wireless communication system?**

Describe the contract mechanism and acquisition strategy being used to acquire your new wireless communication system such as Sole Source or Request for Proposal. Describe the evaluation criteria and the items that were evaluated, but not limited to, network architecture, coverage, speed, technology, and vendor's capability and reputation. How did you select the vendor?

## 6. Project Business Case Summary

**What is the Business Case for acquiring a new wireless communication system?**

This should include a summary of the costs and benefits associated with acquiring, maintaining, and administering the proposed wireless communication system.

## 7. High Level Project Scope

**What is the extent of your new wireless communication's project?**

Who are the people that will be positively or negatively affected by your project? The following should be considered when documenting project scope:

- The types of deliverables that will be produced (radios, base stations, laptops, coverage)
- The major life-cycle processes that will be conducted (analysis, design, testing, training)
- The data sources that will be considered (propagation maps, financial, employee, etc.)
- The organizations that will be involved and excluded (public safety agencies)

**In Scope:**

**Out of Scope:**

## 8. Funding Commitment

**What is your funding mechanism for a new wireless communication system?**

Describe the funding and financing methods proposed for your new wireless communication system such as bonds, taxes, user fees, etc. Will the costs be shared with other public safety agencies? How will you fund the ongoing maintenance costs of your new system?

## 9. Key Participants

<b>Project Sponsor:</b>	<b>Phone:</b>	<b>Email:</b>
<b>Project Manager:</b>	<b>Phone:</b>	<b>Email:</b>
<b>Vendor Contact:</b>	<b>Phone:</b>	<b>Email:</b>
<b>Other Key Stakeholder(s):</b>	<b>Phone:</b>	<b>Email:</b>

## 10. Assumptions and Constraints

**What are the assumptions and constraints that have been identified and may have an impact on your project planning?**

## 11. Risk and Opportunities

**What are the potential risks and opportunities that can be initially identified?**

**What are your plans to mitigate these risks and/or take advantage of the possible opportunities?**

## 12. Approval Signature

<b>Name/Title:</b>	<b>Agency:</b>	<b>Date:</b>
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