Architect Lead

The Architect Lead is the ISG architect appointed to support the contract by the Division of Quality Systems Governance, Engineering, and Development Management, with knowledge about the technical aspects of the system(s) related to the new contract.

Contract Engagement
Team Member

Steps Involved In or Responsible For:

Create Transition Project Schedule

Works With: *Contract Engagement Team*

Process: *The Contract Engagement Team will develop a "high-level" ISG Transition Activities Project Schedule Template with SLAs.*

Conduct Contract Engagement Team Overview

Works With: *Contract Engagement Team and CMS COR*

Process: *The Overview can begin after the Solicitation is issued. The Engagement Lead will present topics to include:*

- *Review of the SOW and SOO including any transition- related deliverables.*
- *Review of the ISG Roles and Responsibilities Matrix.*
- *Review of the "high level" ISG Transition Activities Project Schedule Template with SLAs (timeline should account for protest and potential delays resulting from protest).*
- *Review of the ISG New Contractor Onboarding Checklist.*
- *Review of the required documents and/or templates for obtaining user access to ISG systems (e.g., CMS system user request form, QNET Security Administrator Form, etc.).*
- *Review types of access needed for software and/or systems (e.g., SharePoint, QNET, ALM, etc.).*

Create Contract Transition Plan

Works With: *Contract Engagement Team and CMS COR*

Process: *The Contract Engagement Team will finalize and approve the timeline that will be used to determine the length of the transition period.*

New Contract Kick-Off Meeting

Works With: *Contract Engagement Team, HIDS, New Contractor, and CMS COR*

Process: *The CMS COR and Engagement Lead will conduct the Contract Kick-off Meeting with the Contract Engagement Team, New Contractor, and the HIDS Onboarding Lead.*

Hold Contract Calls as Needed

Works With: *Contract Engagement Team, New Contractor, HIDS, and CMS COR*

Process: *The Contract Engagement Team, New Contractor, CMS COR, and HIDs will schedule and conduct calls regarding the contract as needed. This includes any security or infrastructure meetings or calls that need to take place. This will ensure that the New Contractor has all necessary knowledge, templates, hardware, software and security related items.*

Conduct Readiness Reviews

Works With: *CMS COR, Contract Engagement Team, and New Contractor*

Process: *The CMS COR, Contract Engagement Team, and the New Contractor will conduct several Readiness Reviews prior to the end of the transition period or the Outgoing Contractor's contract end date. The results of the meeting are reported to the Engagement Team.*

Conduct Transition Lessons Learned

Works With: *CMS COR, Contract Engagement Team, and New Contractor*

Process: *The Engagement Lead will conduct Lessons Learned with the New Contractor, CMS COR, and Contract Engagement Team. The Lessons Learned should identity process improvements or suggestions regarding the ISG New Contractor Onboarding Checklist.*