



## STEP: Create High-Level Project Schedule

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### Process:

The Contract Engagement Team will collaborate to create a high-level schedule of the contract implementation. This schedule will include all activities, duration, dependencies, and resources required for the onboarding of the New Contractor, as well as launch or transition the contract to ensure that all necessary actions have been completed by the project end date.

### TimeLine:

Once the Solicitation (Statement of Work (SOW), Statement of Objectives (SOO), etc.) is issued, the schedule should be created. Ideally, this should occur at least 60 days prior to the awarding of the contract.

### Participants:

*Architect Lead*

*Infrastructure Lead*

*Engagement Lead*

*CMS COR*

*Project Manager*

*DSIF Onboarding Lead*

*Security Lead*