KI approach to GSA process and procedures documents

# Project Plan Outline

## Description of Overall Approach

The GSA Office of Government-wide Policy has been working on updating the governance process and procedures for the Trust Framework Solutions (TFS) Program and has released the Trust Framework Solutions Program Concept of Operations (ConOps) and Certification Process drafts on November 17, 2017.

The ConOps outlines the mission, goals, and objectives for the Trust Framework Solutions Program, Trust Frameworks, and their respective members. The Certification Process outlines the process for initial and continual certification process for Trust Frameworks and their associated community of interest/credential service providers.

TFS Community needs to provide feedback by December 22, 2017 and KI IAWG has started to coordinate the review and preparation of comments on ConOps and Certification Process drafts.

In light of the GSA new process and procedures, there is a need to create a specific sub-group, with goals that include, consolidation of new requirements, evaluation of impacts on the Kantara’s Trust Framework Operations Program (TFOP) and recommendation of concrete actions towards a smooth implementation.

Therefore, KI proposes this project plan outline that includes two phases, 1) provision of comments to GSA and 2) prepare a list of requirements and recommendations for Kantara’s TFOP.

## Scope

* Gather comments from KI community and provide feedback to GSA on ConOps and Certification Process drafts.
* Produce a list of requirements from ConOps and Certification Process drafts.
* Analysis of impacts on Kantara’s TFOP.
* Identify KI internal procedural amendments and changes to TFOP.
* Make recommendations on revision of TFOP process and procedures.

## Phase 1: Provide feedback to GSA on ConOps and Certification Process

### Work Plan and Timeframe

Schedule: 4 meetings (11/30; 12/7; 12/14; 12/21), 4 weeks

Step 1: Introduce to IAWG ConOps and Certification Process drafts and Project Plan 11/30

Step 2: Create a Sub-group and make a Call for participants 11/30

Step 3: Draft Work Plan 12/4 – 12/8

Step 4: Gathering comments 11/30-12/18

Step 5: Consolidate the comments 12/19-12/21

Step 6: IAWG Approves Consolidated Comments 12/21

Step 7: Submit feedback to GSA 12/22

## Phase 2: List of Requirements from ConOps and Certification Process drafts and Recommendations

### Work Plan and Timeframe

Schedule: 19 weeks to develop the work

Step 1: Development of recommendations on revision of TFOP process and procedures 12/8 - 4/27

Step 2: IAWG Reviews and Comments on sub-group deliverables 4/27-5/10

Step 3: IAWG Approves sub-group deliverables s 5/10

Step 4: Submit deliverables to FICAM for review and comment 5/15

Step 5: FICAM approval 6/29

Step 6: Public Comment and IPR Review Process 7/2 - 8/17

Step 7: LC Certify 8/22

Step 8: All Member Ballot (Min. 14 days – Max. 45 days) 8/23 – 9/6

Step 9: Notification to Members 9/7

Step 10: Implementation of recommendations 9/7 - 12/22 (TBD as it depends when GSA sends final versions of ConOps and Certification Process documents)

## Phase 2 Work Statement, Deliverables and Milestones

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| **Milestone** | **Deliverables/Key activities** | **Timing** |
| 1 | Sub-group Kick off Meeting; Draft a detailed Work Plan | Start (12/1) + 1 week |
| 2 | 1. Pull the requirements from ConOps draft. 2. Pull the requirements from Certification Process draft. 3. Produce a List of Requirements. | 6 weeks |
| 3 | Analysis of impacts on Kantara’s Trust Framework Operations Program (TFOP). | 4 weeks |
| 4 | Identify KI internal procedural amendments and changes to TFOP. | 5 weeks |
| 5 | Recommendations on revision of TFOP process and procedures. | 4 weeks |
| 6 | IAWG Review and Comment cycle; IAWG Approval | 2 weeks |
| 7 | FICAM Review and Comment Cycle; FICAM Approval | 2 weeks |
| 8 | KI Approval Process: Public Comment and IPR Review (45 days); LC Certify; All Members Ballot (Min 14 days – Max 45 days) and Notification to Members | 9 weeks |
| 9 | Implementation of recommendations | 16 weeks |

## Gantt Chart

Gantt chart attached including tasks described above.

## Management Team

IAWG Leaders: Ken Dagg, Scott Shorter, Denny Prvu

IAWG Volunteers: (TBD after Call for Participants)

PM: Ruth Puente

IT Support: Oliver Maerz