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 Trust Framework (TF) 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 TF 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 include 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 TF Certification Process drafts.
* List the requirements from ConOps and TF Certification Process.
* 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 TF 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 TF Certification Process drafts 11/30

Step 2: Coordinate the preparation of comments on both drafts 11/30

Step 3: Gathering comments 11/30-12/18

Step 4: Consolidate the comments 12/19-12/21

Step 5: IAWG Approves Consolidated Comments 12/21

Step 6: Submit feedback to GSA 12/22

## Phase 2: List of requirements from ConOps and TF Certification Process drafts and recommendations

### Work Plan and Timeframe

Schedule: 19 weeks to develop the work\*

Step 1: Create a Sub-group and define meeting schedule 11/30

Step 2: Draft Work Plan 12/4- 12/8

Step 3: \**Development of recommendations on revision of TFOP process and procedures 12/8 - 4/27*

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

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

Step 6: Submit deliverables to FICAM for review and comment 5/15

Step 7: FICAM approval 6/29

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

Step 9: LC Certify 8/22

Step 10: All Member Ballot (Min. 14 days – Max. 45 days) 8/23 – 9/6

Step 11: Notification to Members 9/7

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

## Phase 2 Work Statement, Deliverables and Milestones

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| **Milestone**  | **Deliverables/Key activities**  | **Timing** |
| 1 | Kick off Meeting; Draft Work Plan | Start (12/1) + 1 week  |
| 2  | 1. Pull the requirements from ConOps draft.
2. Pull the requirements from TF Certification Process draft.
3. Create 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.

### General Considerations

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## Management Team

IAWG Leaders: Ken Dagg, Scott Shorter, Denny Prvu

IAWG Volunteers: Andrew Hughes, Richard Wilsher………

PM: Ruth Puente

IT Support: Oliver Maerz