IMPLEMENTATION TEAM - JOB DUTIES

Project Director

The Project Director (PD) has ultimate authority and responsibility for overall project administration, direction, control, and progress. The PD's duties include working with the Steering Committee and the appropriate senior management to ensure all project requirements are met in a responsive manner, coordinating all contractual matters with contractor support, software vendor, and any other outside parties, providing proper resources, performing comprehensive quality assurance and providing technical assistance.

Project Manager

The Project Manager (PM) is responsible for all administrative and technical matters. The PM's duties include allocating resources to the project tasks, directing the day-to-day project work, reviewing and approving all completed tasks, assembling and reporting the financial and technical status of the project, and coordinating all contractual matters. The Project Manager reports to the Project Director.

Technical Advisors

Technical Advisors (TA) will function as a special evaluation/consultation team for the project, on an as-needed basis. The TA's will provide expert opinions and/or assistance in areas such as accounting issues, manufacturing issues and policy decisions. The technical advisors usually report directly to the Project Manager.

Deputy Project Managers

The Deputy Project Managers (DPM) are responsible for managing the Implementation Teams, the Technical Support Team, the Training and Documentation Team, the Conversion Team, and the Acceptance Testing Team. Duties include directing the day-to-day project work, reviewing all completed tasks of their group, and overseeing the implementation process, resolving implementation issues as they arise, and reporting the status of the implementation effort. The DPM's report to the Project Manager.

Team Leaders

The Team Leaders (TL) are responsible for managing teams of Analysts and Programmers during the implementation phase. The TL's duties include supervision of the implementation of the application packages, the package customization process, development of user desk instructions, development of detailed training plans for each application package, supervision of data conversion, and oversight of the acceptance testing of the system. The TL's report to the Deputy Project Managers.

Hardware Specialist

The Hardware Specialist (HS) is responsible for determining the hardware specifications to integrate any new hardware requirements and specifications based on the systems implementation. In addition, for new hardware, the HS prepares a Hardware Acceptance Plan, observes the installation and testing of the hardware, and drafts a Hardware Acceptance Report. The HS also monitors installation of additional terminals and networking hardware for use by the Implementation Team. The HS reports to the Deputy Project Manager, Technical Support.

Database Administrator

The Database Administrator (DBA) is responsible for defining, building and maintaining the Integrated Data Dictionary (IDD), the schemas and sub-schemas, and the IDMS Database. The DBA monitors system sizing requirements, makes database structure changes, validates system integrity, and provides answers to IDMS questions and issues. The DBA reports to the Deputy Project Manager, Technical Support.

Systems Programmer

The Systems Programmer (SP) is responsible for providing IBM and IDMS operations support. The SP's responsibilities include resolution of system operation questions and issues and controlling the operation environment to guarantee maximum response time and minimal down time. The Systems Programmer reports to the Deputy Project Manager, Technical Support.

Librarian

The Librarian is responsible for controlling the documentation of all data elements that have been added or changed, documenting all updates or changes of programs or additions of programs, and documenting any changes to the releases of documentation. The Librarian is also responsible for maintaining current source code and hard copy listings of all programs in production. The Librarian reports to the Deputy Project Manager, Technical Support.

Secretary

The Secretary is responsible for providing word processing support that is required during the implementation process. This includes system and user documentation, issue statements, awareness papers, letters or memos, and status reports. The secretary reports to the Deputy Project Manager, Technical Support or the Project Manager.

-2-

Training Specialist

The Training Specialist (TS) is responsible for all training program design, development, and implementation. The TS's responsibilities (while working with the Implementation Team members) include analyzing the training population, developing tailored training lessons for each application package, evaluating the effectiveness of the training program and trainee performance, conducting training for each application package, and providing support to the employees when they actually begin to use the system. The Training Specialist reports to the Deputy Project Manager, Training and Documentation.

Technical Writer

The Technical Writer (TW) is responsible for writing various documentation manuals, such as the User Desk Instructions, the Terminal Operator's Guide, the Computer Operations Manual and the System Operations Guide. The TW will work with the Functional Analysts, Programmer Analysts, and Programmers to develop the material for these documents. The Technical Writer reports to the Deputy Project Manager, Training and Documentation.

Functional Analysts

Functional Analysts (FA) are responsible for implementing the application packages, defining the detailed specifications for the customization of the application packages, developing user documentation, training employees, assisting in designing the conversion and developing data for system testing. The functional analysts report directly to the Team Leaders or to the Deputy Project Manager (dependent on the team).

Programmer Analysts

The Programmer Analysts (PA) assist the Functional Analysts in the implementation of the application packages, assist in the analysis of requirements for customization of the application packages, resolve analysis problems and issues from a systems perspective, and review all specifications for modifications to the system prior to release to the Programmers. The Programmer Analysts also are responsible for assisting in system testing and the development of the system documentation. The Programmer Analysts report to the Team Leaders or to the Deputy Project Manager (dependent on the team).

Programmers

Programmers (P) are responsible for receiving the modification specifications from the analysts and identifying a plan to incorporate those changes. The Programmers will identify what tools or methods are to be used, complete the required coding, conduct a structured walkthrough of the code, input the code, compile, link and complete thorough unit testing of the modification. Programmers are required to assist in system testing and quality assurance by demonstrating and explaining changes in operations or logic. Programmers report organizationally to the Team Leaders but are coordinated across teams by an ADP Support Team Leader.

-3-

ADP Specialists

ADP Specialists are responsible for working with JCL, CULPRIT reports and
job testing. They are responsible for assisting Programmers in their
tasks. These individuals are considered junior to the Programmers. ADP
specialists report to the Team Leaders but are coordinated across teams by
the ADP Support Team Leader.

(lunteam2)