DISMOUNTED JOINT FIRES INTEGRATOR (D-JFI) ACCEPTANCE MEETINGS
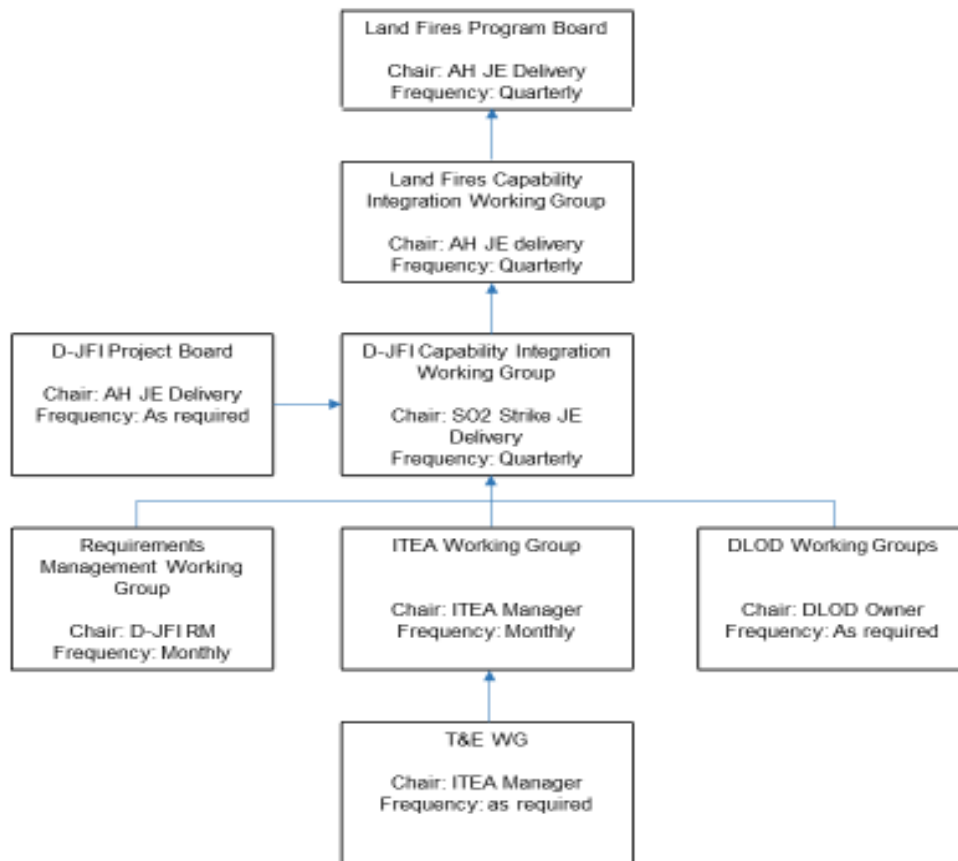
1.   This Annex defines the purpose of the different acceptance meetings outlined in the D-JFI ITEAP, the attendees and the required inputs and outputs.

Figure 1: Working Group Structure

2.   There is a hierarchy of working groups that provide evidence to support the Land Fires Program Board this is illustrated in **Figure 1: Working Group Structure**, this illustrates the position of the ITEA Working Group, below describes the purpose, attendees, inputs, outputs and working practices for each working group and the Land Fires Programme Board.

Land Fires Programme Board

3.   **Purpose.** The prime purpose of the Land Fires Programme Board (PgB) is to drive the Artillery Systems (Arty Sys) Programme forward and assure the delivery of the D-JFI Capability. The responsibilities of the PgB are:

   a. Ensure the D-JFI project delivers within its agreed boundaries. (i.e. oversight of the requirements definition, business case development and acceptance case development);

   b. Resolving strategic interdependences between projects;

   c. Endorse the Acceptance Strategy;

   d. Endorse the Test and Evaluation (T&E) Strategy.

4.   Attendees:

   a. **Chair.** Senior Responsible Officer (SRO).

   b. **Required.** Arty Sys Programme Manager, Defence Lines of Development (DLOD) Owners, Lead Users, Finance and Commercial representatives.

   c. Optional. TBD.

5.   **Inputs Required.** Requirements Status Summary, Acceptance Delivery Summary, Key Risk and Issues.

6.   **Outputs Required.** Assure the delivery of the D-JFI Capability and assist in the resolution of Project issues.

Land Fires Capability Integration Working Group

7. **Purpose.** The purpose of the Land Fires Capability Integration Working Group (CWIG) is to:

   a. Co-ordinate the development and integration of all DLODs to ensure that they reach the required maturity at, or before, each Capability Milestone (CM);

   b. Provide a forum whereby integration issues may be discussed by all key stakeholders, throughout the life of the capability;

   c. Ensure that effective arrangements are in place for the introduction into service of the D-JFI capability and subsequent upgrades;

   d. Approve the Capability Integration Plan (CIP) which is coherent with relevant Through Life Management Plans (TLMPs);

   e. Approve the Acceptance Strategy;

   f. Approve the T&E Strategy;

   g. Approve the Acceptance Cases for non-equipment DLODs.

8. Attendees.

   a. **Chair.** Land Fires 25 Programme Manager.

   b. **Required.** Programme Manager, D-JFI CIWG Chair, DLOD SO1 representatives and SO1 User representatives.

   c. Optional. TBD.

9. Inputs Required.

   a. ITEA strategies and plans for approval;

   b. Progress reports from each DLOD lead including identified risks and issues;

   c. Acceptance Cases/Arguments for approval.

10. **Outputs Required:** The output of the Land Fires CWIG is a pan-DLOD integration plan in order to support the delivery of the Land Fires Programme against respective Capability Milestones.

D-JFI CWIG

11. **Purpose.** The purpose of the D-JFI CWIG is to**:**

   a. Co-ordinate the development and integration of all DLODs to ensure that they reach the required maturity at, or before, each CM.

   b. Provide a forum whereby integration issues may be discussed by all key stakeholders, throughout the life of the capability.

   c. Ensure that effective arrangements are in place for the introduction into service of the new capability and capability upgrades.

   d. Produce a Capability Integration Plan, which is coherent with relevant Through Life Management Plans (TLMPs).

   e. Approve the Acceptance Strategy.

   f. Approve the T&E Strategy.

   g. Approve the Acceptance Cases for non-equipment DLODs;

12. Attendees.

   a. **Chair.** SRO's SO2 representative.

   b. **Required.** Programme Manager (PM), Requirements Manager (RM), ITEA Manager, DLOD and User SO2 representatives, Commercial.

   c. Optional. TBD.

13. **Working Practices.** It is likely that the CIWG will meet 3-4 times yearly, the meetings planned to inform Programme Board decisions and to ensure sufficient momentum is sustained. There may be a requirement to meet on a more regular basis through phases of the CADMID cycle (Initial Gate, Main Gate and ISD) and to support CONEMP and CONUSE development. As much work as possible will be co-ordinated out of committee. Failure to attend meetings will not exempt stakeholders from conforming to decisions taken, although the DEC and designated User will take every step to ensure the maximum number of representatives attend each CIWG. Sub-WGs may be formed when appropriate to conduct detailed work outside of the formal CIWG.

14. Inputs Required.

   a. ITEA strategies and plans for approval.

   b. Progress reports from each DLOD lead including identified risks and issues.

   c. Acceptance Cases/Arguments for approval.

15. **Outputs Required.** The initial output of the CIWG will be an Integration Plan for D-JFI Delivery. This will capture all the key issues for all DLODs in order to deliver the CM. Thereafter, it will monitor progress to acceptance and report to the Programme Board, including recommendations for declaration of CMs.

Requirements Management Working Group

16. **Purpose.** The purpose of the Requirements Management (RM) Working Group (WG) is to:

    a. Monitor the development of the System Requirements;

    b. Resolve conflicting stakeholder requirements;

    c. Approve the System Requirements and associated verification criteria.

17. Attendees.

    a. **Chair.** D-JFI RM.

    b. **Required.** PM, DLOD and User representatives as required.

    c. Optional. TBD.

18. **Inputs Required.** User Requirements, Operational Analysis.

19. **Outputs Required.** SRD and associated VVRM.

ITEA Working Group

20. **Purpose.** The purpose of the ITEA WG is:

   a. Plan the strategic approach leading to acceptance

   b. Define Verification and Verification criteria

   c. Identify evidence gaps and plan collection activities

   d. Consolidate activities to form an ITEAP

   e. Carry out evidence collection and collate results

   f. Evaluate evidence and make recommendations

   g. Recommend to the AA

   h. The identification of evidence requirements, across all DLOD.

   i. The detailed planning of T&E that ensures all required evidence is delivered.

   j. Delivery and management of the T&E process.

   k. The proper evaluation of evidence, across DLOD, and collation of this evidence into the Acceptance Case. The ITEA WG will make recommendations for endorsement for the AA.

   l. The full planning of ITEA across the DLOD, with clearly defined responsibilities to each, such that the individual strands all lead to the declarations of Initial Operating Capability (IOC) and Full Operating Capability (FOC).

21. Attendees.

   a. **Chair.** ITEA Manager.

   b. **Required.** RM, DLOD representatives, Contractor representative, Royal Artillery Trials and Development Unit (RA TDU).

   c. **Optional.** Other acceptance organisations as required e.g. Dstl.

22. **Working Practices**. It is likely that the ITEA Working Group will meet at least monthly, the meetings planned to inform Programme Board decisions via the D-JFI CIWG and to ensure sufficient momentum is sustained. There may be a requirement to meet on a more regular basis through phases of the CADMID cycle (Initial Gate, Main Gate and ISD) and to support CONEMP and CONUSE development. Sub-WGs may be formed when appropriate to conduct detailed work outside of the formal ITEA WG

23. Inputs Required.

   a. Test plan schedule
   b. Detailed test scripts
   c. Test and Evaluation reports from Test and Evaluation Working Group.

24. Outputs Required.

   a. Acceptance or rejection of test plan schedule
   b. Acceptance or rejection of test scripts.
   c. Acceptance or rejection of tests

DLOD Working Groups

25. **Purpose.** To manage the integration of deliverables and tasks for each specific DLOD.

26. Attendees.

    a. **Chair.** DLOD lead.

    b. **Required.** Organisations contributing to DLOD deliverable.

    c. Optional. TBD.

27. **Working Practices.** Each DLOD working group will meet between monthly to quarterly depending on the pace of the project. They will review the progress of delivery of their particular System Requirements to ensure they are delivered and meet their acceptance criteria, The DLOD Working Groups will report to the D-JFI CIWG.

28. **Inputs Required**. Requirement specific for the DLODs. Each DLOD is responsible to ensure that their requirements are managed through to delivery and acceptance.

29. **Outputs Required.** Coherent DLOD delivery plan.

NB: The DLOD Working Groups will be held for each DLOD as required.

Test and Evaluation Working Group

30. **Purpose.** To provide the Acceptance Authority via the ITEA WG with sufficient evidence that the delivered system satisfies the requirements in the Contract SRD. Provide that evidence within the timescales of the project and provide the evidence for the minimum cost.

31. Attendees.

    a. **Chair.** ITEA Manager,

    b. **Required.** RM, Contractor representative and appropriate certifiers.

    c. **Optional.** Other acceptance organisations as required e.g. Dstl.

32. **Working Practices.** The Test and Evaluation Working Group will meet fortnightly to monthly depending on the pace of the project. The T&E WG will plan, direct testing and provide that evidence in a joined-up manner across the DLODs. To facilitate efficient and effective evidence gathering activities in support of verification and validation of the requirements utilising a risk-based approach in order to inform the Acceptance Recommendations. To present to the ITEA working group

33. **Inputs Required.** Test evidence and reports

34. **Outputs required.** Coordination of the development and maintenance of the VVRM and associated plans.