



DEFENCE TARGETING TOOLSET (DTT)

**STATEMENT OF WORK (PART 1):
DTT SOFTWARE UPKEEP & RELEASE**

ISSUE: 2

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1. INTRODUCTION

1.1. General

1.1.1. Software within any system will be subject to change throughout its life. Such software changes could be initiated by software faults, changes to other systems with which the software interacts, or the need for capability enhancement. Software upkeep addresses these changes and incorporates them into releases of the software.

1.1.2. In order to maintain system integrity through life, it is essential that software upkeep activities by the Contractor are managed and that change is carried out in a controlled manner. The approach to implementation of software changes undertaken as part of upkeep shall ensure, as a minimum, that:

- a) The impact of any software change is assessed.
- b) The effect of hardware and host infrastructure modifications are fully assessed, for their impact on system software.
- c) The release of the software is managed, including the arrangements for system testing and acceptance.
- d) Software Configuration Management (CM) and its associated data is maintained.

1.1.3. Software issues are categorised into two main groups:

- a) **Corrective:** A Corrective change (see Definitions, 2.2 a) modifies a software item to remove or correct a software fault or defect that is the result of an error ("bug") in the software. When in normal use the DTT does not perform in accordance with its published criteria, which this is determined as to be a deficiency in the software, and is therefore assessed to be the responsibility and therefore the liability of the Contractor.
- b) **Non-Corrective:** Upkeep tasks (whether or not they include changes to the software) that are assessed as the liability of the Authority, which may be of any of the categories of issues defined in Definitions, 2.2 b) to h).

1.2. Statement of Work

1.2.1. This Statement of Work (SoW) describes the Contractor Deliverables and their associated Requirements for delivery of DTT Software Upkeep and Release in accordance with Contract no. 70059343 (Schedule of Requirements Item 1), utilising the Agile Software Engineering approach.

1.2.2. Prior to this Statement of Work; DTT Incremental software changes and Upkeep and Release activity, culminating in delivery of the 2019 'Gold Disks' Build of the DTT Software was undertaken under the Statement of Work at Annex A to Contract ArtySys/00305.

1.3. Ongoing DTT Software Support activity and associated governance is provided in accordance with the Statement of Work at Annex A2 to the Contract and will run in parallel to the DTT upkeep and Release activities in this SoW.

1.3.1. Constraints established within this SoW may be revised as required at the discretion of the Parties.

1.3.2. This Statement of Work shall constitute a 'Specification' for the purposes of the Contract.

1.4. Assumptions, Dependencies & Constraints

This SoW is predicated on the following assumptions, dependencies and constraints agreed by the Parties:

1.4.1. There will be a single fielded version of DTT under development.

1.4.2. Governance of activities undertaken to deliver against this SoW shall be undertaken in accordance with the governance model described in Appendix 1 to this Part 1 SoW.

1.4.3. DTT Software Support is provided under SOR Item 2 of Contract 70059343 for the duration of the period of performance of this SoW.

1.4.4. The Parties agree to work collaboratively under the Agile software development framework in accordance with the principles described in Appendix 1 to this Part 1 SoW.

1.4.5. The Authority will provide the required personnel and the necessary inputs defined in Appendix 1 to ensure the successful application of the Agile software process.

1.4.6. For formal delivery, Contractor will demonstrate compliance with the Maintained Core Requirement Set and not the full set contained in the original DTT System Requirements Document (SRD) issued under the DTT D&M Contract Artysys/00050.

1.4.7. Documents and standards listed in Condition 3.5 of the Contract are applicable to the scope of this SoW.

1.4.8. The Contractor is not responsible for the infrastructure on-boarding of the DTT Software. But is expected to collaborate and assist with infrastructures teams to assist onboarding, as identified in SoW Pt 2 para 4.2.9.

1.4.9. For information only, it is the Authority's intention that planned new operational releases of DTT software are delivered annually as detailed in table 1 at para 3.1. unless a change of date is mutually agreed by all parties.

1.4.10. It is assumed that any Infrastructure changes that impact on the DTT software which result in potential software changes are considered out of scope of this SoW, and would be subject to the Ad Hoc Tasking procedure under SOR Item 2 of the Contract.

2. DEFINITIONS

2.1. The following Definitions shall apply to this Statement of Work in addition to those defined in the Contract.

2.2. "'Issues' shall mean a collective expression for candidate work items within the Elective Candidate Change Board (ECCB), including (but not limited to) the following types which shall have the definitions as follows:

a) Observation [Corrective]. A Corrective change modifies a software item to remove a software fault.

b) Observation [Adaptive]. An Adaptive change modifies a software item to enable it to continue to meet its specification in a changed environment.

- c) Observation [**Perfective**]. A Perfective change modifies a software item to enable it to meet its existing specification in an improved fashion.
- d) Observation [**Enhancement**]. An Enhancement change modifies a software item to add additional functionality to the system.
- e) Observation [**Usability**]. A Usability change is defined as a Perfective change sentenced as being out of scope of the agreed design but deemed essential to successful delivery, integration, implementation and user acceptance of DTT.
- f) **Maintenance Tasks**. Changes required to the code base to facilitate ongoing **maintenance** or improved **efficiency** of the software application.
- g) **Obsolescence**. Change required to the code base driven by software elements becoming obsolete.
- h) **Investigations/Reports**. Task to conduct a technical investigation activity, which may result in the provision of a **report**.

Note 1 – Issues of types b) to h) above, may also be collectively referred to as ‘Non Corrective’ Issues.

Note 2 - Not all Issues will necessarily result in a resolution which includes a change to the software.

2.3. ‘Technical Baseline’ shall mean the target infrastructure environment specifications provided as Government Furnished Information (GFI) by the Authority’s appropriate governance team for DII¹, OEHE² and LBS³.

2.4. ‘Test Environment’ shall mean a virtualised integration & test environment installed at the Contractor’s premises in Harlow, UK which can be used for acceptance of the Contractor’s software.

2.5. ‘Representative Infrastructure’ shall mean the Test Environment located at the Contractor’s premises in Harlow, UK; configured as per the detail contained within the Technical Baseline documents, plus Infrastructure Change Assumptions, but without any Security Clamp and as verified by the Authority.

2.6. ‘Engineering Release Testing (ERT), previously known as ‘Smoke Testing’ shall mean engineering-level confidence testing that would typically take place at the end of an ‘agile’ software sprint. A ‘Smoke Test’ is insufficient to allow RSL to provide assurance to formally release the DTT software but is sufficient to support an Engineering Release.

2.7. ‘Testing’ shall mean the testing of the DTT software as specified in Section 5 of this SoW.

2.8. ‘Release’ shall mean a delivery of DTT software from the Contractor to the Authority with an appropriate set of documentation for the intended purpose of that delivery which details its level of compliance and caveats for any limitations to its use.

¹ Defence Internal Intranet (Fixed and Deployed)

² Operational Enterprise Service Bus Hosting Environment

³ Legacy Blue Sustain

Releases and associated documentation required to be delivered by the Contractor under this SoW are described in Section 4.

2.9. 'Release Acceptance' shall mean acceptance by the Authority of Formal Releases of the DTT Software on the basis that suitable Testing has been agreed with the Authority in advance, all tests have been completed and all tests have passed or mitigated for that Release.

2.10. Acceptance of the Software Release shall also be subject to a review and acceptance of the specified documentation (see para 4.3.4) artefacts by the Authority. The Contractor shall make any corrections or revisions as reasonably required by the Authority at no additional cost.

2.11. For software changes not included in a Release, acceptance shall be provided on the basis that a Sprint Demonstration to the Authority for the change has been conducted and it is agreed that the software change has been made and is functionally correct.

2.12. 'Sprint Demonstration' shall mean an on-screen demonstration to the Authority or its nominated representative on the 'Test Environment' of completed software functionality pursuant to the resolution of Issues.

2.13. 'Software Changes' shall mean changes made to the DTT software to address Issues (see definition 2.1). Changes may or may not be included within a given software 'Release' (see definition 2.8)

2.14. "Infrastructure(s)" shall mean the host infrastructure(s) stated in the assumptions on paragraph 1.3.1.

2.15. 'Backlog' shall mean the prioritised list of unresolved DTT software Issues (see 2.2 above) recorded in the Jira tool on 30 Jun 20 (as per Appendix 1 to SOW).

2.16. 'Joint Sentencing' shall mean the process by which the Authority and the Contractor review software Issues raised and assign appropriate categories and priorities for their resolution, usually by the Elective Candidate Change board.

2.17. 'Scrum Team' shall mean the Agile software development team consisting of a Contractor Product Owner, the Development Team (including testers) and the Scrum Master. See Appendix 1.

2.18. 'Sprint Testing' shall mean the Testing Activity carried out by the Scrum Team which will typically confirm that an Issue has been correctly addressed (that is, in the language of Agile that the issue is "done").

2.19. 'Regression Testing' shall mean the Testing Activity carried out by the Regression Team that will ensure previously developed and tested software still performs the same way after it is changed or interfaced with other software.

2.20. 'Maintained Core Requirement Set' shall mean the 70 core requirements currently stored in RSL's Doors database against which Gold Disk releases are validated for conformity.

2.21. 'The Parties' shall mean the Authority and the Contractor.

3. CONTRACTOR DELIVERABLES

The Contractor shall supply the following Contractor Deliverables listed in Table 1 below, in accordance with the Contract (SOR Item 1) and the Requirements of this Statement of Work.

Table 1 - Contractor Deliverables

Item	Description	Type	Requirement	Due Date 2020	Due Date 2021	Due Date 2022	Due Date 2023	Due Date 2024
1	Software Upkeep - Resolution of Product Backlog Issues (including Sprint Demonstrations i.a.w 4.2.7)	Services	Annex A1 SoW Section 4.2	04/07/20 to 31/12/20	01/01/21 to 31/12/21	01/01/22 to 31/12/22	01/01/23 to 31/12/23	01/01/24 to 30/04/24
2	Engineering Releases of DTT Software & associated Documentation	Software	Annex A1 SoW Section 4.3	31/12/20	31/03/21 30/06/21 31/12/21	31/03/22 30/06/22 31/12/22	31/03/23 30/06/23 31/12/23	31/03/24
4	'Gold Disk Operational Release of DTT Software & associated Documentation	Software	Annex A1 SoW Section 4.4	30/09/20	30/09/21	30/09/22	30/09/23	N/A

4. REQUIREMENT

This Section describes the Requirements for the supply of the Contractor Deliverables identified in Section 3 above.

4.1. General

4.1.1. The period of performance for the work under this SoW shall commence on 4 Jul 2020 and end on 30 Apr 2024.

4.1.2. During the period of performance, the Contractor shall furnish a core software team to perform the Requirements. Following ECCB review and prioritisation, the level of effort and resource applied to software changes will be managed by the Contractor and the ECCB to ensure that the delivery of DTT Gold Disk release is of a level of quality that is sufficiently safe and stable for operational release.

4.1.3. The Contractor shall supply the Contractor Deliverables under Item 1 of the Schedule of Requirements (SOR) in accordance with the requirements of Contract 70059343 and this SoW which is Annex A1 to the Contract.

4.1.4. The Contractor shall undertake performance of the Requirements of this SoW in accordance with Agile software principles and processes - see Appendix 1.

4.1.5. In the event of the Contractor having any conflicts in the application of his resources; the decision of the prioritisation of release/delivery dates against delivery of software changes assigned from the Product Change log should be directed by the DTT Capability Owners Meeting (COM).

4.2. Resolution of Product Change Log Issues

The following shall comprise the Requirements for the provision of Item 1 of the Contractor Deliverables in Table 1 above:

4.2.1. The Contractor shall maintain and update a Product Change log of DTT Issues, using the JIRA database tool (or equivalent).

4.2.2. The Authority and the Contractor shall work together in accordance with the Agile software process as defined in Appendix 1 to collect, assess, sentence, prioritise and select candidate Issues from the Product Change log to proceed for resolution during the period of performance.

4.2.3. The Issues recorded within Product Change log shall be subject to change during the period of performance as a result of continual review, update and prioritisation by the Authority.

4.2.4. The Contractor will be directed by the Authority on which software Issues from the Product Change log are to be worked by the Contractor during the period of performance. In accordance with the flexible nature of the Agile software process, such directions may be subject to change and therefore the Contractor is not obliged to deliver resolution of each and every Issue by the end of the period of performance, but a prioritised subset of the Product Change log.

4.2.5. During the Period of Performance, the Contractor shall provide suitably qualified and experienced personnel and employ the efficient and effective use of appropriate resources to maximise the number of resolved Issues from the Product Change log which have been selected as per 4.2.3 above.

4.2.6. Resolved issues which result in software Changes are assumed to be 'complete' when the following acceptance criteria has been met in full:

- a) The Software Change has been incorporated into the DTT application;
- b) The Change has been 'checked in' to the code repository;
- c) The Change has been unit tested;
- d) The Change has been sprint tested;
- e) A sprint demonstration has taken place to demonstrate the change has the correct behaviour.
- f) Authority and Customer representatives have indicated that the software change meets their expectations during Sprint Demonstration.

4.2.7. Resolved Issues that are not incorporated into Software Releases under this SoW by the end of the period of performance shall be held by the Contractor for potential inclusion into a future software Release beyond the Period of Performance of the Contract. These resolved issues shall be delivered to the Authority by the Contractor by means of Sprint Demonstrations, witnessed by the Authority or their nominated representative.

4.2.8. Issues which are not resolved by the Contractor by the end of the period of performance of this SoW shall be held on the Product Change log for potential future work to be addressed by a future Contract.

4.3. Engineering Releases of DTT Software

The following shall comprise the Requirements for the provision of Contractor Deliverables in Annex E - Delivery Plan.

4.3.1. The Contractor shall deliver Engineering Releases of the DTT Software during the period of performance, in accordance with the dates specified in Annex E - Delivery Plan.

4.3.2. Each Engineering Release shall be a Release of the DTT software which has been subjected to the testing regime outlined in Section 5.2 of this SoW and provided to the Authority as-is, without any formal assurances of compliance.

4.3.3. Each delivery of an Engineering Release to the Authority (including associated documentation) shall be provided in an electronic format agreed with the Authority. Physical disk media containing the software Release and documentation shall be provided by the Contractor where expressly requested by the Authority.

4.3.4. Each Engineering Release of the DTT Software delivered to the Authority, shall be delivered with the following documentation which shall have been updated by the Contractor to reflect the Release of DTT Software to which it relates.

- a) Version Description Documents (VDDs).

- b) Declaration of Design Performance (DDP).
- c) Software Licence Summary.

4.4. Gold Disk Release of DTT Software

The following shall comprise the Requirements for the provision of Item 3 of the Contractor Deliverables in Table 1 above.

4.4.1. The Contractor shall deliver a Gold Disk Release of the DTT Software annually, in accordance with the dates specified in Table 1. The Gold Disk Release shall comprise following items to be delivered by the Contractor:

- a) DTT Software.
- b) Configuration Item (CI) Summary.
- c) Version Description Documents (VDDs).
- d) Verification Cross Reference Index (VCRI).
- e) Declaration of Design Performance (DDP).
- f) Test Reports.
- g) Software Licence Summary.
- h) Operating Manual.
- i) Installation and Maintenance Manual.
- j) Safety Case.
- k) RMADS.
- l) Release Note.
- m) Symbology documentation (ref annex I item 11)

4.5. Technical Reporting

During the Period of Performance, the following reports shall be provided by the Contractor to the Authority, concerning progress on the performance of the Requirements of this SoW, including the status of the Contractor Deliverables.

4.5.1. The Contractor shall report on a monthly basis the progress of resolving selected candidate Issues, this is referred to as the 'Sprint Report'.

5. TESTING AND ACCEPTANCE

5.1. Software Changes

5.1.1. After completing DTT software changes the Contractor shall undertake sprint testing to verify that the changes have been made to address the Issue(s) to which they relate.

5.1.2. In addition, regression testing will be identified and carried out, focused on the areas of change and the immediate associated functional areas to provide assurance that the changes have not adversely affected other parts of the software.

5.2. Engineering Release Testing

5.2.1. In addition to the Sprint and Regression testing identified above, each Engineering release will be subject to a Smoke Test before release; conducted on the Contractor's Representative Environment located at Harlow.

5.3. Gold Disk Release

5.3.1. The Gold Disk shall be issued to the Authority when the Contractor's Release Testing has been completed in accordance with the Contractors Test Plan, on the Contractor's Representative 'Infrastructure' Environment at Harlow, Observations raised have been sentenced and the Full Release documentation set has been completed.

5.4. Test Witnessing

5.4.1. The Authority will be invited to observe all tests, but may delegate to the Contractor as they see fit.

5.4.2. The Contractors Representative 'Infrastructure' Environment may be subject to audit by representatives of the Authority to confirm compliance with the DII infrastructure baseline.

6. MILESTONE EVIDENCE FOR PAYMENTS

Subject to the Contractor's continued performance in accordance with the Contract, and the timely provision of the specified Contractor Deliverables in accordance with the Requirements of this SoW Part 1; on provision of the Milestone Evidence the Authority will make payments to the Contractor in accordance with the Milestone Payment Plan defined in Annex B to the Contract.

APPENDIX 1 – AGILE SOFTWARE DEVELOPMENT PROCESS

For further information about Agile software development using Scrum - please refer to 'The Scrum Guide™ - The Definitive Guide to Scrum: The Rules of the Game by Schwaber K and Sutherland J, July 2013 '

A1.1 Introduction

A1.1.1 Use of the Agile approach to software changes on the DTT programme is endorsed by the Army sponsor and is supported at senior level in MoD. It is agreed by the Authority for use as the process for the delivery of this SoW Part 1.

A1.1.2 The Contractor's DTT Software Development Plan endorses the use of Agile Methods in the development of the DTT Software.

A1.1.3 Effective application of the Agile approach to Software development conducted jointly by the Contractor and the Authority should provide the following characteristics and benefits:

a) **Quality:** Testing is integrated throughout the lifecycle, enabling regular inspection of the working product as it develops. This allows the product owner to make necessary adjustments and gives the product team early sight of any quality issues.

b) **Visibility:** Agile development principles encourage 'user/client' active involvement throughout the product's development process. This provides excellent visibility for key stakeholders, both the project's progress and the product itself, which in turn helps to ensure that expectations are effectively managed.

c) **Early identification and resolution of issues:** Small incremental releases made visible to the product owner and product team through its development help to identify any issues early and make it easier to respond to change. The clear visibility in agile development helps to ensure that any necessary decisions can be taken at the earliest possible opportunity, while there's still time to make a material difference to the outcome.

d) **Accommodating change due to volatile requirements (Flexibility / Agility):** In agile development, change is accepted. The timescale is fixed and requirements emerge and evolve as the product is developed. It is therefore imperative to have an actively involved Authority stakeholder who understands this concept and makes the necessary trade-off decisions, trading existing scope for new.

e) **Transparency:** An Agile approach provides a unique opportunity for the Authority to be involved throughout the project. This includes prioritizing features, iteration planning and involvement in the review sessions of the frequent software builds containing new features. However, this also requires the Authority to understand that they are seeing a work in progress in exchange for this added benefit of transparency.

f) **Early and Predictable Delivery:** By using time-boxed, fixed schedule Sprints of 1-4 weeks, new features are delivered quickly and frequently, with a high level of predictability. This also provides the opportunity to release or beta test the software early if there is sufficient business value.

g) **Predictable Costs and Schedule:** Because each Sprint is a fixed duration, the cost is predictable and limited to the amount of work that can be performed by the team in the fixed-schedule time box. Combined with the estimates provided to the Authority prior to each Sprint, the Authority can more readily understand the approximate cost of

each feature, which improves decision making about the priority of features and the need for additional iterations.

A1.2 Agile Terms of Reference

A1.2.1 When applying the Agile methodology to the development of software under this SoW; the Parties agree to work in accordance with the principles of the 'Agile Manifesto' which is replicated here:

The Agile Manifesto

We are uncovering better ways of developing software by doing it and helping others do it.

Through this work we have come to value:

Individuals and interactions over processes and tools;

Working software over comprehensive documentation;

Customer collaboration over contract negotiation;

Responding to change over following a plan.

That is, while there is value in the items on the right, we value the items on the left more.

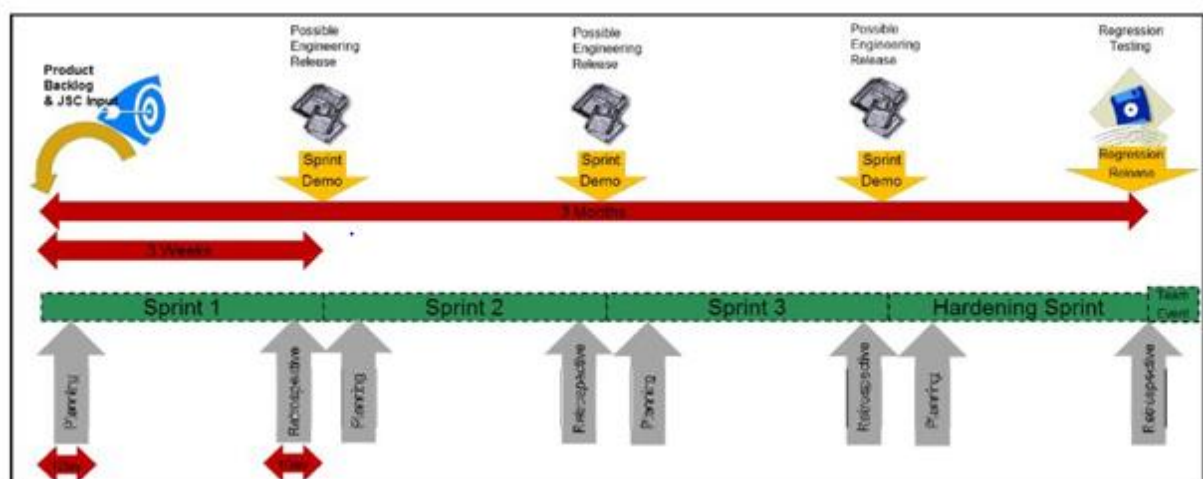
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A1.3 Agile Process Overview

A1.3.1 Upkeep of the Software will be executed in 3-Month delivery cycles, each concluding with an Engineering Release (see Sections 4.3-4.5 above) of the DTT software. This will enable a sustainable rhythm for DTT software development. A typical 3-month delivery cycle is shown in Figure 1 below:

Figure 1 - Typical Agile 3 Month Delivery Cycle



A1.3.2 The Key Stakeholders will be responsible for maintaining a prioritised Product change log. This log will contain sufficient user stories at an acceptable level of definition (refinement) to allow the Sprint Team to Implement at least one Sprint's worth of

development. Key Stakeholders can include any technical SME within the joint team, to be brought into the team by agreement of the Elective Candidate Change Board (ECCB).

A1.3.3 Each 3-month delivery cycle consists of four periods of development (referred to as 'Sprints') consisting of three Development Sprints and a final Hardening Sprint. Each Sprint has Development and Test resources allocated throughout.

A1.3.4 Sprint planning meetings - The work to be performed in the Sprint is planned at the Sprint Planning Meeting. This plan is created by the collaborative work of the entire Scrum Team. Sprint Planning is time-boxed to a maximum of eight hours for a one-month Sprint. For shorter Sprints, the event is usually shorter. The Scrum Master ensures that the event takes place and that attendants understand its purpose. The Scrum Master teaches the Scrum Team to keep it within the time-box. Sprint Planning answers the following:

- a) What can be delivered in the Increment resulting from the upcoming Sprint?
- b) How will the work needed to deliver the Increment be achieved?

A1.3.5 Sprints – A Sprint is a time-box activity of one month or less during which a “Done”, useable, and potentially releasable product Increment is created. Sprints should have consistent durations throughout a development effort. A new Sprint starts immediately after the conclusion of the previous Sprint. Sprints contain and consist of the Sprint Planning, Daily Scrums, the development work, the Sprint Review, and the Sprint Retrospective. During the Sprint:

- a) No changes are made that would endanger the Sprint Goal;
- b) Quality goals do not decrease; and,
- c) Scope may be clarified and re-negotiated between the Product Owner and Development Team as more is learned.
- d) Each Sprint may be considered a project with no more than a one-month horizon. Like projects, Sprints are used to accomplish something. Each Sprint has a definition of what is to be built, a design and a flexible plan that will guide building it, the work, and the resultant product.
- e) Sprints are limited to a maximum of one calendar month. When a Sprint's horizon is too long the definition of what is being built may change, complexity may rise, and risk may increase. Sprints enable predictability by ensuring frequent inspection and adaptation of progress toward a Sprint Goal. Sprints also limit risk to the cost of the length of the Sprint.

A1.3.6 At the end of each Sprint within a development cycle, a 'Sprint Review' meeting is held; facilitated by the ScrumMaster at which the team demonstrates the functionality developed in the Sprint. The Authority and user community are invited to each sprint demonstration in order to review each change on its merits. After the Sprint Review, the 'Sprint Retrospective' is held and is an opportunity for the Scrum team to inspect itself and create a plan for improvements to be enacted during the next Sprint.

A1.4 Authority Roles & Responsibilities

A1.4.1 The Agile Framework identifies a Product Owner (PO) as a Specific Role within the Scrum Team. Under this contract, Contractor will provide the PO but it should be recognized that he/she will require significant input from the customer stakeholders to enable successful execution of the program.

As such, the Contractor will require access to customer stakeholders who are suitably knowledgeable and empowered to make decisions about the required product functionality.

Specifically they will:

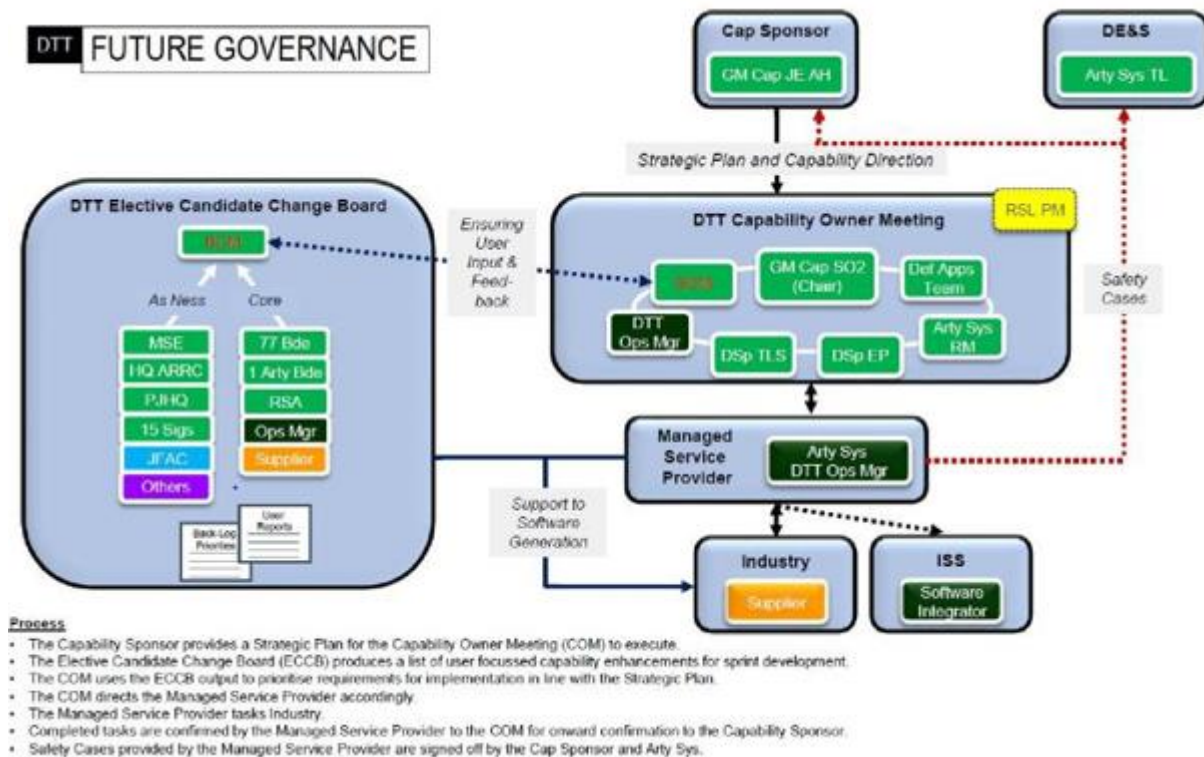
- a) Support Refinement Meetings – Sufficient to ensure that there are at least a Sprint's worth of Stories in the log that are ready for Sprint.
- b) Provide In Sprint SME Support – i.e. be available to provide timely responses to questions throughout the process.
- c) Attend Sprint Demonstrations (at the end of every Sprint) to allow acceptance of the changes.
- d) Support Observation Sentencing.

Notes:

- 1. Refinement Meetings: It is understood that this will be effected by the Elective Candidate Change Board (ECCB).
- 2. In Sprint Support: Will be provided by SQEP members of the user community who will advise the DTT Battle Lab as directed by the Capability Owner.
- 3. Sprint Demonstrations: Will be attended by representatives from Artillery Systems and Army HQ GM Cap SO2 (who is also chair of the Capability Owners Meeting (COM), or a duly authorised and empowered representative.
- 4. Support Observation Sentencing: will be provided by the Elective Candidate Change Board.

A1.5 Agile Process Governance

Figure 2: Governance Model as set out in the DTT Fielding Plan



Notes:

1. The 'DTT Product Owner' role is fulfilled by the Contractor, while the 'Capability Owner' role is fulfilled by the customer.
2. The Authority retain the right to propose and, where agreed by all parties, make changes to the Governance model in response to lessons identified and iterative reviews to judge Capability Owners Meeting (COM) performance, the impact of which may be assessed as a change.

As stated above, the Agile Framework identifies a Product Owner (PO) as a Specific Role within the Scrum Team. Under this contract, Contractor will provide the PO but it should be recognized that he/she will require significant input from the customer stakeholders to enable successful execution of the programme.

A1.5.2 The Joint Customer and Contractor, Elective Change Candidate board (ECCB) will provide governance over the Contractor Product Owner (PO).

A1.5.3 The Capability Owner's Meeting (COM) will provide governance over the ECCB.

A1.5.4 The ECCB and COM are supplemented by a number of specialist Working Groups. These Groups have separate Terms of Reference, team composition, and aims and are chaired by DTT Operations manager, or an appointed delegate. The Contractor is required to attend all Working Groups. These Working Groups may be convened by the DTT Operations manager, or a representative of the Capability Owner, as required and will meet at any agreed frequency, and will receive direction from the COM. The terms of reference shall be agreed jointly. These specialist Working Groups currently comprise:

- a) Elective Candidate Change Board (Sentencing sub-group).
- b) DTT Exercise Working Group.
- c) DTT Support Working Group.
- d) DTT Deployment Working Group.

As a minimum, the Contractor shall be represented at these meetings by the DTT Programme Manager (or an appointed delegate), with additional attendees as mutually agreed.