

APPENDIX E
AIDC IMPLEMENTATION CHECKLIST

ICD NAM Implementation	
ACTIVITY	Status
• Duplicate/Erroneous Flight Plans EFFORT	
• General Planning issues	
• Construct Overview Briefing Strategy	
• Identify Operational Impacts/Changes	
• Definition of Internal Coordination Requirements	
• Identify facility (ies) Areas/Sectors Involved	
• Identify/assess known issues (ex. MEVA, etc.)	
• Construct Requirement Matrix (resources, staff, etc.)	
• Construct Fallback /Recovery Plan	
• Interfacing facility impacts	
• Risk assessment	
• Identify System Metrics (Performance)- track progress	
• Define project milestones (scope- gradual implementation)	
• Identify key personnel for Site Implementation. ATC, Automation, Data Spec, Labor Relations, Service POCs	
• Identify Existing /Required Telecommunications	
• Identify limitations/impacts of other projects or Implementations	
• Coordinate project /facility / interfacility POC list/contact numbers	
• Review/coordinate site unique Implementation documents	
• Review LOAs existing/changes Advantages of Automation Appendix	
• Develop a procedure to capture/document problems or lessons learned Non-Ops/Automation Ops	
• PreCoordinate Test Support Needed: Site Automation - Comm POCs	
• SOFTWARE/HARDWARE ADAPTATION	
• Airspace/Routes/Fixes/ coordination points/ Special Use	
• message class/ type is used/times/errors/triggers, etc.	
• Systems Field differences between sites - What is an error to each type message - Common errors from lessons learned, how does system react to those issues	
• Identify any System Configurations and/ or Settings needed to enable/disable processing	
• Dedicated Test Bed	
• TESTING – Three Phases Non-Operational Offline Non-Operational Operational	
• Non Operational Testing – Offline Configurations which need testing: Test Facility A to Test Facility B Test Facility A to Test Facility C	
• Define Non-Ops Offline Testing Capability Testing with FAA Technical Center - Can test configuration be isolated from operational system? - Can telecommunications test line and operational line be shared without impact - Use of Test AFTN addresses	
• Test Prep Adaptation parameters: Time /distance/display/etc Prepare Test procedures Construct test scenarios that duplicate actual traffic Determine/use system ability to capture test results Identify Test Coordinator & personnel (Cadre if needed)	
• Setup Test Specifics Facility Scheduling Start time Duration CPL scenario exchange/review Confirm Implementation POCs	

ICD NAM Implementation	
ACTIVITY	Status
<ul style="list-style-type: none"> • Conduct Non-Ops Offline Testing (Document Test Results Data Reduction Data Analysis Test Review) 	
<ul style="list-style-type: none"> • Non Operational Testing 	
<ul style="list-style-type: none"> • Test Prep Adaptation parameters: Time /distance/display/etc Prepare Test procedures Construct test scenarios that duplicate actual traffic Determine/use system ability to capture test results Identify Test Coordinator & personnel (Cadre if needed) 	
<ul style="list-style-type: none"> • Setup Test Specifics Facility Scheduling Start time Duration CPL scenario exchange/review Confirm Implementation POCs 	
<ul style="list-style-type: none"> • Conduct Non-Ops Testing (Document Test Results Data Reduction Data Analysis Test Review) 	
<ul style="list-style-type: none"> • OPERATIONAL/LIVE - TESTING 	
<ul style="list-style-type: none"> • Test Prep Tailor Ops Test Plan for Facility Identify Test Coordinator & personnel (Cadre), Coordinate test effort (Pre-test Meeting) Subject Matter Experts Site XXX Site YYY Support including Comm Tailor test procedure to capture problems and lessons 	
<ul style="list-style-type: none"> • Setup Test Specifics Start time/Stop Time Duration Review test procedures Verify Contacts Identify Sectors/Personnel Document test results - 	
<ul style="list-style-type: none"> • Pre-Test Meeting Coordinate test 	
<ul style="list-style-type: none"> • Conduct Non Ops/Ops Test Conduct Test Familiarization Conduct external & internal coordination (Document Test Results Data Reduction Data Analysis Operations Analysis) 	
<ul style="list-style-type: none"> • Final Operational Implementation 	
TRAINING	
<ul style="list-style-type: none"> • Initial Facility Tech Ops Familiarization 	
<ul style="list-style-type: none"> • Develop Site Unique Ops Familiarization 	
<ul style="list-style-type: none"> • Update of Training courses/plan 	
<ul style="list-style-type: none"> • Complete Interface specific Training Identify any Needed Training Updates 	
<ul style="list-style-type: none"> • Complete training course refresher if necessary 	
Initial Performance Monitoring	
