Automated Data Exchange

Appendix B

Implementation Checklist

Activity #	Activity/Task Description	Assigned	Due Date	Complete	Comments
1.0	General Implementation Survey				
1.x	Construct overview briefing				
1.x	Identify operational impacts / changes				
1.xx	Identify facility(ies) areas/ sectors involved				
1.x	Identify known issues				
1.xx	Duplicate/error flight plans				
1.x	Construct requirements matrix				
1.x	Construct fallback /recovery plan				
1.x	Interfacing facility impacts				
1.x	Plan recurring meetings with cross-border partners				
1.x	Plan action item tracking list				
1.x	Identify system metrics				
1.x	Define project milestones				
1.x	Identify key personnel for site implementation. ATC, labour, automation, data specialists				
1.x	Identify existing /required telecommunications				
1.x	Identify limitations/impacts of other projects or installations				
1.x	Coordinate project /facility / inter facility contacts				
1.x	Review/coordinate site unique implementation documents				
1.x	Schedule/timeline/coordination				
1.x	Review LOAs existing/changes				
1.x	Formulate traffic scenarios that duplicate existing traffic flows and walkthrough how automaton should handle the situations				
1.x	Develop a procedure to capture/document problems or lessons learned — Non-operations/automation — Operations				
1.x	Coordinate test support needs — Site automation — Communication POCs				
2.0	Software Adaptation				

Activity #	Activity/Task Description	Assigned	Due Date	Complete	Comments
2.x	Airspace/routes/fixes/ coordination points/ special use				
2.x	Message class/type being used				
2.x	Messages/times/errors/triggers				
2.x	Systems field differences between sites				
2.x	Error to each type message				
2.x	Common errors from lessons learned and how the system reacts to those issues				
2.x	Identify any System Settings and or Configurations Needed to Enable/Disable Processing				
2.x	Interrelationship between Flight Data system and ATC system				
2.x	Automation Lessons Learned				
3.0	Training				
3.x	Coordinate facility training				
3.x	Coordinate facility technical operations familiarization				
3.x	Complete training course refresher if necessary				
3.x	Site training				
3.x	Complete interface specific training and identify needed training updates				
3.x	Develop site unique operations familiarization				
3.x	Conduct ops familiarization briefing				
3.x	Integrate lessons learned into cumulative site package				
3.x	Flight data specialist briefing				
4.0	Testing				
4.x	Define fallback plan/system recovery plan				
4.x	Non Operational Testing - Offline				
4.x.x	Configurations which need testing: Test facility A to test facility B Test facility A to test facility C				
4.x.x	Define non-operations offline testing — Can test configuration be isolated from operational system? — Can telecommunications test line and operational line be shared without impact?				

Activity #	Activity/Task Description	Assigned	Due Date	Complete	Comments
4.x.x	Test preparation — Adaptation parameters: time/distance/display — Prepare test procedures — Construct test scenarios that duplicate actual traffic — Determine/use system ability to capture test results — Identify test coordinator and personnel — Develop a procedure to capture potential automation and ops issues/problems — Determine nature of an anomaly — Does system have error queue — Impacts of failed messages — Keep issue log				
4.x.x	Setup Test Specifics — Facility scheduling — Start time — Duration — CPL scenario exchange/review — Confirm implementation POCs				
4.x.x	Conduct Non-Operations Offline Testing				
4.x.x	Document Test Results — Data reduction — Data analysis Test review				
4.x	Non Operational Testing				
4.x.x	Test preparation — Adaptation parameters: time / distance/display — Prepare test procedures — Construct test scenarios that duplicate actual traffic — Determine/use system ability to capture test results — Identify test coordinator and personnel develop a procedure to capture potential automation and operations issues/problems — Determine nature of an anomaly — Does system have error queue — Impacts of failed messages — Keep issue log				

Activity #	Activity/Task Description	Assigned	Due Date	Complete	Comments
4.x.x	Setup test specifics — Facility scheduling — Start time — Duration — CPL scenario exchange/ review Confirm implementation POCs				
4.x.x	Conduct non-operations testing				
4.x.x	Document test results — Data reduction — Data analysis Test review				
4.x.x	Non-operational tests — Test #1 tested functionality — Test #2 tested functionality — Test #3 tested functionality				
4.x	Operational Live Testing				
4.x.x	Test preparation — Tailor operations test plan for facility — Identify test coordinator and personnel (cadre), — Coordinate test effort (pre-test meeting) — Subject matter experts — Site X — Site Y — Tailor test procedure to capture problems and lessons learned — Complete/review adaptation — Prepare test procedures — Develop familiarisation — Conduct familiarisation — Review fallback procedures				
4.x.x	— Setup Test Specifics — Start time/stop time — Duration — Review test procedures — Verify contacts — Identify sectors/ personnel — Document Test Results				
4.x.x	Pre-Test Meeting Coordinate test				