**REQUIREMENTS ROADMAP WORKSHEET (example)**

**VISION:**

**PROJECT NAME:**

| **PERFORMANCE = PRS** | **ASSESSMENT = QASP** | **INCENTIVE = PRS**Would incentivizing this performance element enhance mission results? |
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| **PERFORMANCE OBJECTIVE**What results are required? | **PERFORMANCE STANDARD**What level of performance is required to meet the Performance Objective or Task? | **AQL**What is your tolerance for less than 100% performance? | **WHAT/DATA SOURCE**What are you going to inspect? | **HOW/METHOD OF ASSESSMENT**How are you going to inspect? | **WHO IS RESPONSIBLE**Name/Position | **CALCULATION**How will you determine if the AQL and Standard are being achieved? |
| **TASK AREA: Training & Development** |  |  |  |  |  |  |  |
| **Task Statements (ARC)**What are the specific requirements that fall under this objective? | The Contractor shall provide training to end users on how to use the system. | Training results in users’ effective ability to use all aspects of the system. | 90% of staff are able to effectively use the system after training | Knowledge CheckCourse SurveyParticipant Follow-UpsCourse Observation | 100% InspectionRandom SamplePeriodic Inspection | Jenny Lee, Agency Training Coordinator | Number of students who pass the knowledge check with 100% divided by the total number of students. Calculated monthly.  | <90% - ($1000)>90% - $2000CPARS: Quality 90 = 3>90 = 4+ |
| The Contractor shall deliver a user manual that covers the functionality of all aspects of the system. | User Manual covers all system elements, is accurate, professionally drafted and user-friendly.Final User Manual is received 1 week prior to system launch. | No more than 1 revision needed after receipt | User Manual | 100% Inspection | TPOC |  |  |
| The Contractor shall create knowledge articles to enable Tier 1 and Tier 2 help desk support… context | Knowledge articles are accurate, up to date, clear and easy to understand.Articles are published or accessible by a certain date or time |  | Knowledge Article |  |  |  |  |
| The Contractor shall develop a draft training plan for how it will train all Agency staff after system launch. |  |  | Training Plan |  |  |  |  |
| The Contractor shall execute the approved training plan to get all Agency staff trained |  |  | Plan WBS, Schedule, Milestone completion |  |  |  |  |
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| **Task Area / High Level Objective** |  |  |  |  |  |  |  |
| **Task Statements (ARC)**What are the specific requirements that fall under this objective? |  |  |  |  |  |  |  |  |
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