

APPENDIX I

ASOS Operational Implementation Check List

For

All Weather Precipitation Accumulation Gauge (AWPAG)
(as of 06/23/04)



**ASOS Planned Product Improvement
OI Check List - Part A**

Planned Product Improvement: All Weather Precipitation Accumulation Gauge

Office completing this check list: _____ Date: _____

Item #	Item Description	OPR	Validation Date
2.1 Pre- System Test (ST) Activities			
A.	Submit RC for ST & obtain APMC approval to proceed	OST1/ OS12	02/03/03
B.	Prepare ST plan & draft outline for ST report	OPS24	12/20/02
C.	Identify ST locations & dates	OPS24	12/20/02
D.	Initiate procurement/delivery of PPI test units to ST sites	OST1	09/25/01
E.	Deliver logistic supplies & test equipment to ST sites	OPS11	12/18/02
F.	Install PPI test units at ST sites	OPS11	11/30/02
2.2 ST Activities			
A.	Verify start date for ST	OPS22	
B.	Complete ST data collection & analysis	OPS24	01/14/03
C.	Verify completion date for ST	OPS22	
D.	Provide ST report to ACCB	OPS24	02/04/03
2.3 Pre-Operational Acceptance Test (OAT) Activities			
A.	Submit RC to ACCB for OAT	OST1	02/13/03
B.	OAT management decision by ACCB/APMC	OST1/ OS12/O PS2	02/27/03
C.	Prepare OAT plan	OPS24	02/05/03
D.	Determine OAT locations and schedule	OPS24	01/27/03
E.	Initiate procurement/delivery of OAT units	OST1	08/15/02
F.	Coordinate OAT logistics support	OPS11	08/15/02
G.	Coordinate OAT maintenance support	OPS11	08/15/02

I.1.	OAT Documentation: Deliver MOD NOTE # 78 to OAT sites	OST1	12/01/02
I.2.	OAT Documentation: Deliver OAT procedures to OAT sites	OPS24	02/05/03
I.3.	OAT Documentation: Deliver draft Release Notes to OAT sites	OPS22	
2.4 OAT Activities			
A.	Verify start date for OAT	OPS22	02/05/03
B.	Complete OAT data collection and analysis	OPS24	10/15/03
C.	Verify efficacy of draft OI plan	OPS24	08/01/03
D.	Verify Completion date for OAT	OPS22	
E1.	Provide (verbal) OAT Report to ACCB	OPS24	5/13/04
E2.	Provide (written) OAT Report to ACCB	OPS24	06/17/04
3.1 Pre- Operational Implementation (OI) Planning Activities			
A.	Prepare OI plan	OPS22	08/01/03
B.	Provide input, run “depot spares model, ” provide output to OST11	OPS12/ OPS14	01/14/04
C.	APMC Approval of RC for OI	OST11	06/22/04
D.	Full Scale Production Decision	OST11	05/13/03
E.	OI Deployment Desision (DRR)	OST11	05/30/03
F.	Identify OI locations	OPS22	08/01/03
G.	Develop OI deployment/installation sequence strategy	OPS22	08/01/03
3.2 Pre-OI Logistic Support Activities			
A.	Initiate procurement/delivery of OI production units to NLSC	OPS11	05/07/03
B.	Execute and support logistic supply support strategy for OI production units	OPS12	03/17/04
C.	Coordinate installation & maintenance of OI production units (beginning with first post OAT site)	OPS12	06/04/04
3.3 Pre-OI Configuration Management Activities			
B.	Perform Functional Configuration Audit* Conditional pending resolution of blowing snow issue	OPS13	05/21/04
C.	Perform Physical Configuration Audit** Conditional pending completion of FCA above	OPS13	05/21/04

3.4 Pre-OI Operational Support Activities			
A.1.	Provide MOD NOTE # 78 to WFOs (Critical Item, can use interim draft)	OPS12	05/17/04
A.2..	Provide Final Release Notes to WFOs	OPS22	06/09/04
A.3.	Provide updates of appropriate NDS chapters to WFOs	OS7	NA
A.4.	Provide updates of ASOS Users' Guide and other appropriate user information materials to WFOs, FAA, DOD	OPS22	NA
B.1.	Provide maintenance training materials to WFOs	OPS22	NA
B.2.	Provide observer training materials	ATP-310	NA
C.	Provide pre-implementation user notification	OS7	03/17/04
D.	Verify completion of all pre-OI activities	OPS22	06/03/04
4.1 Implementation Management Activities			
A.	Implementation Management Decision	OST11	~05/13/04
4.2 Acquisition Activities			
A .	Verify start date for Operational Implementation (OI) at First Site	OPS22	05/14/04
B.	Monitor & validate delivery of all production units to NLSC	OPS11	12/03/03
C.	Stock sufficient production units and spare kits at NLSC to support ongoing implementation	OPS14	04/07/04
D.	Start AWPAG production units and kits issued from NLSC as needed	OPS12	05/14/04
4.3 OI Installation Activities			
B.	Ensure contractor performed initial phased site preparation activities are completed (all phases to be completed by Sept., 2004)	OST11	03/08/04
4.4 OI Monitoring & Coordination Activities			
B.1.	Begin routine maintenance monitoring (ongoing activity)	AOMC	09/01/03
B.3.	Begin 30-day monitoring & coordination	RFP	06/04/04
B.4.	Begin 30-day monitoring & coordination (ongoing activity)	AOMC	09/01/03
C.1.	Begin monitoring and reporting implementation status for all sites (ongoing activity)	AOMC	09/01/03
C.2.	Begin monitoring implementation status reports and initiate coordination	OPS22	
5.0 Post OI Activities			

A.	Issue post-implementation notification to affected users	OPS22	
D.2.	Ensure new EMRS data are documented in the CMIS	OPS13	
D.3.	Ensure CMIS documentation changes are entered into MIRS	OPS22	
F.	Conduct climate continuity study at selected locations (Begin 1-2 year study)	OS7	
F.	Prepare and deliver report on results of sensor continuity study	OS7	

**ASOS Planned Product Improvement
Operational Implementation (OI) Check List - Part B**

**Planned Product Improvement: All Weather Precipitation Accumulation Gauge
Location (SID, Name, State): _____**

Office completing this check list: _____ Date: _____

Item #	Item Description	OPR	Validation Date
3.4 Pre-Implementation User Notification			
B.3.	Conduct local operator/maintenance training	WFO	
C.	Issue Public Notification Statement 48-72 hours prior to implementation	WFO	
4.2 Acquisition Activities			
D.	All AWPAG production units and kits issued from NLSC are received	WFO	
4.3 OI Installation Activities			
A.	Download files for NCDC archive	WFO	NA
C.	Perform installation & checkout in accordance with MOD NOTE # 78	WFO	
4.4 OI Monitoring & Coordination Activities			
A.	Update EMRS upon successful completion of installation and checkout	WFO	
B.2.	Begin 30-day monitoring & coordination	WFO	
5.0 Post OI Activities			
B.	Begin normal Quality Control monitoring beyond 30 day evaluation period	WFO	
C.	Begin normal maintenance beyond 30 day evaluation period	WFO	
D.1.	Ensure system changes are documented through EMRS	WFO	
D.5	Complete and submit updates to WS Forms A-1, A-3, and B-44 (CSSA).	WFO	
E.	Dispose of old equipment in accordance with MOD NOTE # 78	WFO	