XXXXX STUDY GUIDE
version 1.0 of 17 May 2014
DRAFT

1. Introduction

Provide context for the study. Identify the customer. Identify, specific information to be produced, and what specific question the study should answer, and the expected tasking duration. Identify the intended use (if possible) of the study results and the degree of accuracy required.

1. Approach

Identify the general approach for conducting the study. Describe a high level work breakdown structure (WBS). Include a flow-chart, activity diagram, or Gantt Chart to illustrate the inter-relationships of the activities in the WBS. Note that activities should generally be represented by a “verb” while the data exchanged between activities should be represented by a “noun." Detail the definitions of the data either here or in an appendix.

The approach should include activities for peer reviews and project reviews

1. Deliverables

List major deliverables. Where necessary, provide some level of detail as to the contents of the deliverables.

1. Organization

Discuss the organizational structure for accomplishing the study. Identify the study leader. Map organizations/individuals to the WBS elements they are responsible for and to WBS elements they participate in.

1. Assumptions

Identify the key study assumptions that would require re-scoping of the study if they were changed. Provide rationale for the assumptions

Also identify the non-key assumptions needed to support the analysis. Provide rationale for hte assumptions

1. Design and Analysis Tools

List design and analysis tools (including version identification) that are planned for use as well as a high level Verification, Validation, and Accreditation (VV&A) assessment of these tools. (Don’t overdo this …. Just ensure the tools are appropriate for the study)

Identify the intended sources of data that will be used in conjunction with the tools. If possible, describe the expected quality and applicability of the data to the study.

1. Resources

Identify the resources required and where the resources will be obtained. Includes people, tools, funding, etc.

Identify prior work that will be used as a source of data, methods, and/or lessons learned.

1. Schedule

Provide a high level schedule. Ensure it includes all deliverables

1. Approval

Study Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date: \_\_\_\_\_\_\_\_\_\_

Design Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date: \_\_\_\_\_\_\_\_\_\_

Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date: \_\_\_\_\_\_\_\_\_\_