



Document type: Example

Removable front sheet

Workpackage definition for a WARP Filtered Warning Service

(V1.0) June 2004

Keywords

[WARP, Workpackage, Filtered
Warnings]

Important notice

This document provides an example of a Workpackage Definition for the development and provision of a WARP Filtered Warning service. It is envisaged that a prospective WARP Provider can use this to help with their planning and project management.

It is recommended that this Workpackage definition be edited to produce a document which best meets the emerging WARP's specific needs and to which their particular community naming/branding may be applied. This front sheet should therefore be removed and should not form any part of the final document.

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Version control

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1 Scope

This example Workpackage Definition provides a framework which a prospective WARP Provider can use to help plan and project manage the development and provision of a WARP Filtered Warning service. It is envisaged that this workpackage definition will be customised and included in the appropriate WARP project plan.

It is based on the experience of the WARP pilots and assumes that the WARP Filtered Warning Service is based on the one described in this Toolbox.

Before embarking on this workpackage, it is important to first validate that the WARP Filtered Warning service meets the needs of the WARP community, as described in the Service Definition section of the Toolbox.

2 Definitions and abbreviations

2.1 Definitions

For the purposes of this document, the following terms and definitions apply:

Workpackage manager	The person who is responsible and accountable for delivering the workpackage.
Client	The person who is responsible for representing the interests of the WARP and the end user - making decisions relating to time, cost and quality within the workpackage.

2.2 Abbreviations

For the purposes of this document, the following abbreviations apply:

UNIRAS:	Part of NISCC - provides Warnings and Advisories, relating to electronic vulnerabilities and threats, to government departments and organisations deemed to be part of the Critical National Infrastructure.
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3 Background

This workpackage definition covers the development and provision of a Filtered Warning service which will be operated and managed by <enter WARP name>. The basic concept is that <enter WARP name>members will complete an on-line tick-list which identifies their area of interest. Warnings and Advisories from a number of sources, including UNIRAS and the <enter WARP name>itself, will be filtered against the tick-list criteria for relevance and urgency and disseminated via email in a timely manner. The workpackage definition should be agreed between the workpackage manager and the client, with the date of this agreement included in the workpackage definition.

4 Filtered Warning workpackage definition

Workpackage title: The Development and Provision of a WARP Filtered Warning service	
Workpackage manager: xx	Version: Issue xx Date: xx
Client: xx	Reporting: Project meetings
Description: This workpackage covers the development and provision of a Filtered Warning service which will be operated and managed by <enter WARP name>. The basic concept is that <enter WARP name>members will complete an on-line tick-list which identifies their area of interest. Warnings and Advisories from a number of sources, including UNIRAS and the <enter WARP name>itself, will be filtered against the tick-list criteria for relevance and urgency and disseminated via email in a timely manner. This filtering can be done manually but can also be done with help from the Filtered Warning application software.	
Activities: The following activities fall within the remit of this workpackage: Service Development: <ol style="list-style-type: none"> 1. Provide Service Level Agreement for the service <ol style="list-style-type: none"> a. Identify sources of Warnings and Advisories - using the Toolbox example b. Analyse what/how/when these sources will be accessed and produce a service level agreement for <enter WARP name>members. <ol style="list-style-type: none"> i. To include a list of sources ii. To include a definition of Warnings and Advisories with associated categories of importance and urgency c. Identify key performance indicators for this service 2. Provide a manual non-filtered Warning and Advisory services to <enter WARP name>members in order to: <ol style="list-style-type: none"> a. Train the xxWARP operator on how to analyse and write advisories b. Start providing a Warning and Advisory service to <enter WARP name>members early <p>NB: This manual stage is optional.</p> 3. Identify the 'tick-list' categories of interest to <enter WARP name>members, using the example ticklist categories in the Toolbox as a starting point: <ol style="list-style-type: none"> a. Analyse xxWARP member requirements, including the need for security/authentication b. Review Toolbox 'tick-list' categories with representative members c. Review resulting tick-list requirements with the XML schema from the Toolbox to ensure compatibility with Filtered Warning application 	

<p>software</p> <p>d. Issue <enter WARP name> ‘tick-list’ categories report</p> <p>4. Develop the Filtered Warning application software capability</p> <p>a. Purchase, Install and Commission infrastructure required to run the Filtered Warning application software, based on the advice described in the Software and Infrastructure section of the Toolbox.</p> <p>b. Install Filtered Warning application software, with associated tick-list categories</p> <p>c. Test the service to ensure functionality</p> <p>Service Provision</p> <p>5. Provision the Filtered Warning service</p> <p>a. Write trial plan, using the example in the Toolbox</p> <p>b. Train the <enter WARP name>operators on how to operate the service</p> <p>c. Provide members with a trial brief and feedback form, using the examples in the Toolbox</p> <p>d. Instigate trial</p> <p>e. Analyse feedback and make appropriate changes</p> <p>6. Market and Launch Service</p>
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<p>Deliverables, timescales and allocated resources:</p> <p>Filtered Warning (FW)service</p> <p>The following deliverables, timescales and resources are planned and were agreed by the client at the project review on XX.</p>	
<p>FW/D1 Issue <enter WARP name>Service Level Agreement for the service <i>Resources: XX</i></p>	<p>Target date: XX</p>
<p>FW/D2 Provide manual non-filtered Warning and Advisory Service to <enter WARP name>members (Optional) <i>Resources: XX</i></p>	<p>Target date: XX</p>
<p>FW/D3 Issue <enter WARP name> ‘tick-list’ category report <i>Resources: XX</i></p>	<p>Target date: XX</p>
<p>FW/D4 Develop Filtered Warning application software capability <i>Resources: XX</i></p>	<p>Target date: XX</p>

<p>FW/D5 Provision Filtered Warning Service <i>Resources: XX</i></p>	<p>Target date: XX</p>
<p>FW/D6 Market and launch service <i>Resources: XX</i></p>	<p>Target date: XX</p>
<p>Risks and Dependencies:</p>	

History

Version	Date	Description
V1.0	June 2004	First issue for Toolbox