



**Who is the SPS Reports
Working Group (RWG)?**

1. Who is the Standard Procurement System (SPS) Reports Working Group (RWG)?

The SPS RWG represents the Military Departments and Defense Agencies who are using and will be using the SPS. The RWG will act as representatives of the “Using Commands” as part of the SPS query and reporting process.

The SPS RWG is not, and shall not be, a replacement for the SPS Program Office’s Requirements Board responsibility and process. The RWG is an essential part of the overall life-cycle requirements of the SPS.

The RWG is needed to ensure a linked headquarters and field-user perspective of SPS capabilities and expectations and to assure the proper integration of:

- Using Commands’ management information reports, and
- Department of Defense (DoD) procurement policies, electronic commerce and other business processes, with
- SPS query capabilities.

The RWG's outputs - “Reports Statements of Requirements”- are the critical inputs to an SPS requirements process. A query and reporting process that meets end-user needs and expectations is highly dependent on an outstanding life-cycle requirements management process. The RWG’s constant involvement within the Requirements Board process will ensure that solutions to SPS reports and consequent deployed SPS capabilities meet headquarters and end-user needs and expectations.

1.1 Authority:

The SPS PM is the issuing authority for the SPS RWG. The SPS RWG will exist for the duration of the SPS life cycle, and will provide recommendations to the SPS Requirements Board for approval.

1.2 RWG Membership:

The Chairperson shall be the SPS Program Office’s Training Manager. The SPS RWG membership shall consist of a single headquarters and a single field representative user from each of the 7 SPS user communities: Navy, Army, Air Force, US Marine Corps, DCMC, DLSC, and the ODAs. The 14 RWG members representing the SPS “Using Commands” shall be identified in writing by the respective Military Department/Defense Agency. The members shall represent a fully coordinated “Using Command” view on all SPS reporting issues. The coordination process within a particular Military Department/Defense Agency shall be the prerogative of that department or agency.

1.3 Responsibilities, Authority, and Activities:

The SPS RWG members representing the SPS “Using Commands” shall be responsible for ensuring the clarity and completeness of all new SPS COGNOS catalog and cube requirements and changes. The SPS RWG is intended to serve as a “bottom up” mechanism for addressing user report requirements. Specifically, the 14 members will be responsible for writing the joint “SPS Reports Statements of Requirements” and reviewing the SPS contractor’s technical solutions to meet those joint requirements. In performing these responsibilities, the RWG members will ensure the SPS reporting and query capabilities meet the needs of the SPS “Using Commands.”

The RWG will write the discrete Reports Statements of Requirements describing “WHAT” functional and/or technical capabilities are required to meet the SPS business process objectives. The written Reports Statements of Requirements shall adhere to the following principles:

- The requirement shall be directly traceable to a reporting policy or business objective.
- The requirement shall be written in the context of the business process environment in which the SPS will be employed.
- The requirement shall be written to address all life-cycle components of the SPS as a system: application, system administration, database, training, and resources.
- The requirement shall be written to specifically identify the portions of the total requirement that must be allocated among:
 - the SPS contractor
 - the Military Department/Defense Agency responsible for local SPS hardware and telecommunications
 - the Defense Information Systems Agency (DISA) responsible for long-haul telecommunications; and
 - the Federal/Department of Defense (DoD) organization responsible for the hardware or infrastructure needed for enterprise-wide electronic commerce and intra-governmental electronic business.
- The requirements shall not describe a specific technology or “HOW” solution unless such specific information is agreed to by the SPS Executive Steering Group, and transmitted in writing to the Requirements Board through the SPS Council.
- The requirement shall be measurable against testable acceptance criteria.
- The requirement shall be in accordance with the Federal Acquisition Regulation (FAR) and Defense FAR Supplement (DFARS) policies.
- The requirements shall be consistent with the approved SPS Mission Needs Statement (MNS) and Operational Requirements Document (ORD).

The Military Department/Defense Agency members will be responsible for ensuring complete and full understanding of all allocations of requirements throughout the life cycle of the SPS.

The “Using Command” members will ensure that fully coordinated headquarters and field user views, on all requirements’ issues, are brought to each meeting. The “Using Command” members are responsible for accumulating all SPS COGNOS related discrepancies and new requirements within their cognizant Military Department/Defense Agency, and preparing

prioritized DRAFT Reports Statements of Requirements for each discrepancy or new requirement.

The 14 “Using Command” members will reach majority agreement on the content of all Reports Statements of Requirements. In the event majority agreement cannot be reached on the content of particular Reports Statements of Requirements, the open issues will be immediately elevated to the SPS Requirements Board for a decision.

The 14 “Using Command” headquarters and field-user members shall sign all Statements of Requirements: All requirements should be submitted to the RWG members:

The RWG Members:

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