

SYSPARS Life Cycle Schedule Tutorial

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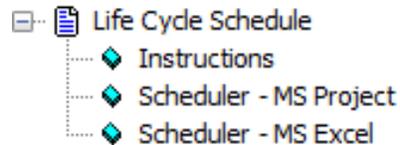
About the Life Cycle Schedule

The Life Cycle Schedule is an aide derived from the policies and guidance used to create the Life Cycle Management System chart detailing the acquisition process. The acquisition process is structured by DODI 5000.02 into discrete phases separated by major decision points (called milestones or decision reviews) with a number of key activities to provide the basis for comprehensive management and informed decision making. The number of phases and decision points should be tailored to meet the specific needs of individual programs.

The Life Cycle Schedule in SYSPARS

The LCS module in SYSPARS serves as a general schedule of key activities in the systems acquisition process. This module is designed to generate a suggested outline of key activities and milestones for a generic developmental or commercial program. These tasks will require the scheduler to tailor specific activities, tasks, and task durations for their specific program's requirements.

The LCS is a unique module within SYSPARS. You are given two options to generate your schedule: in either Microsoft Project or Microsoft Excel. One will notice the structure of the Life Cycle Schedule within SYSPARS:



Instructions

The first section entitled "Instructions" is not required to build your schedule. However, it is a brief introduction to the purpose of the module and how to export the output from SYSPARS into either MS Project or MS Excel.

Scheduler – MS Project

This section will enable the scheduler to answer a few simple questions to generate an outline of a schedule in Project acceptable format. This method is meant to be imported directly to Project.

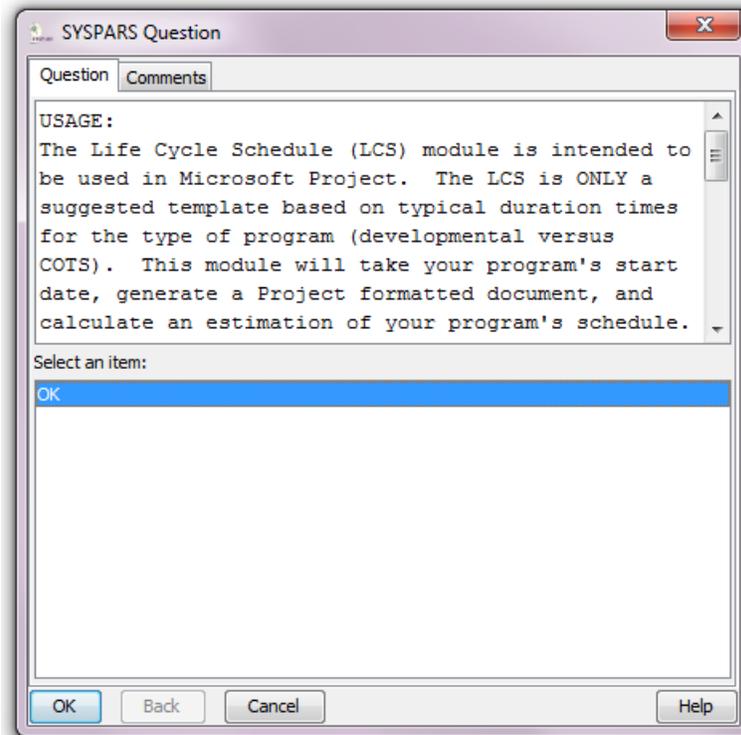
Scheduler – MS Excel

The final section in the LCS module can be used to generate a schedule with Excel acceptable output. This method allows the scheduler to fully manipulate the data without the use of Project. It is recommended that this method be used only when Project is not available or a greater amount of editing is required. The same questions will be used in this section as in the Project section.

Navigating the Life Cycle Scheduler

Instructions Section

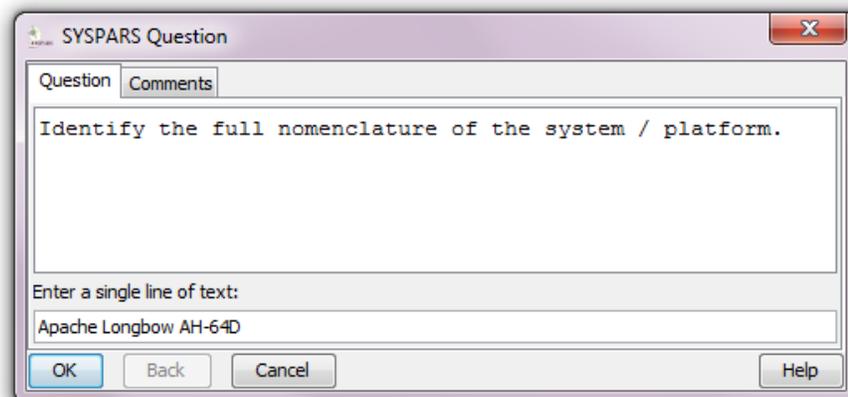
The instructions section does not need to be completed in order to create your schedule. This is merely an in-program reminder of the intended use of the SYSPARS schedule and how to export your work to the program of choice. In this section, select "OK" to continue on.



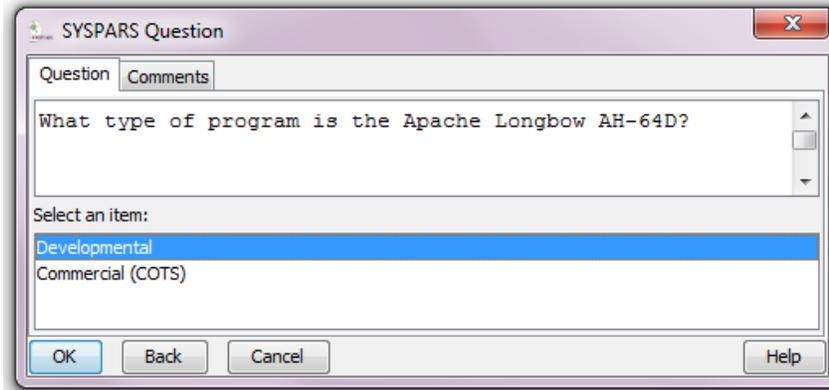
Scheduler

When you have begun to build your Life Cycle Schedule, build the section that corresponds to your desired output (Project or Excel). You will find that there are very few questions to navigate, allowing you to create your schedule quickly for any further manipulation.

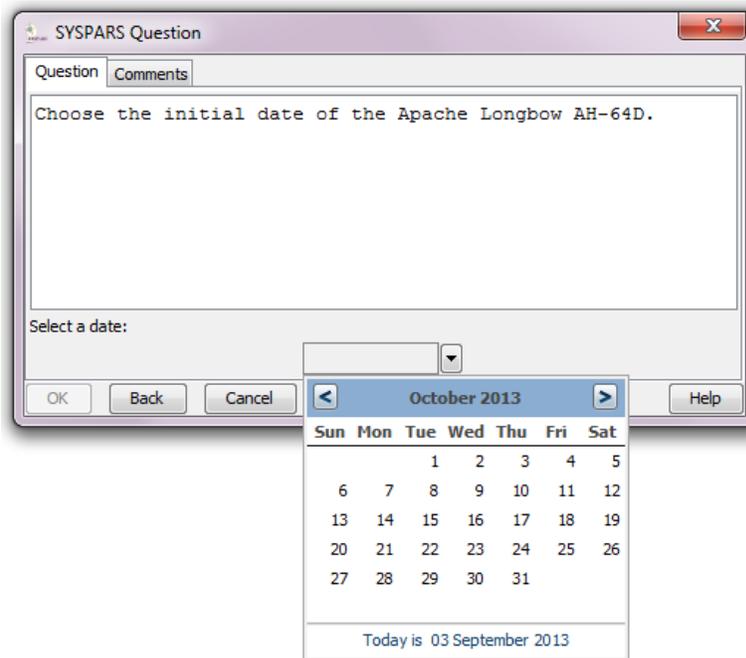
The first question simply asks for the program name:



Next, the scheduler must identify the type of program: Developmental or Commercial. This response will affect the key activities generated in your schedule.



Finally, select a date that corresponds to the program's initiation date. It is recommended that you ensure that the date you have selected is a business **weekday**, as Project only accepts Mon-Fri as acceptable work days by default.



At the conclusion of these simple questions, your output will generate to the SYSPARS screen and is ready to export.

Exporting the Life Cycle Schedule to MS Project 2013

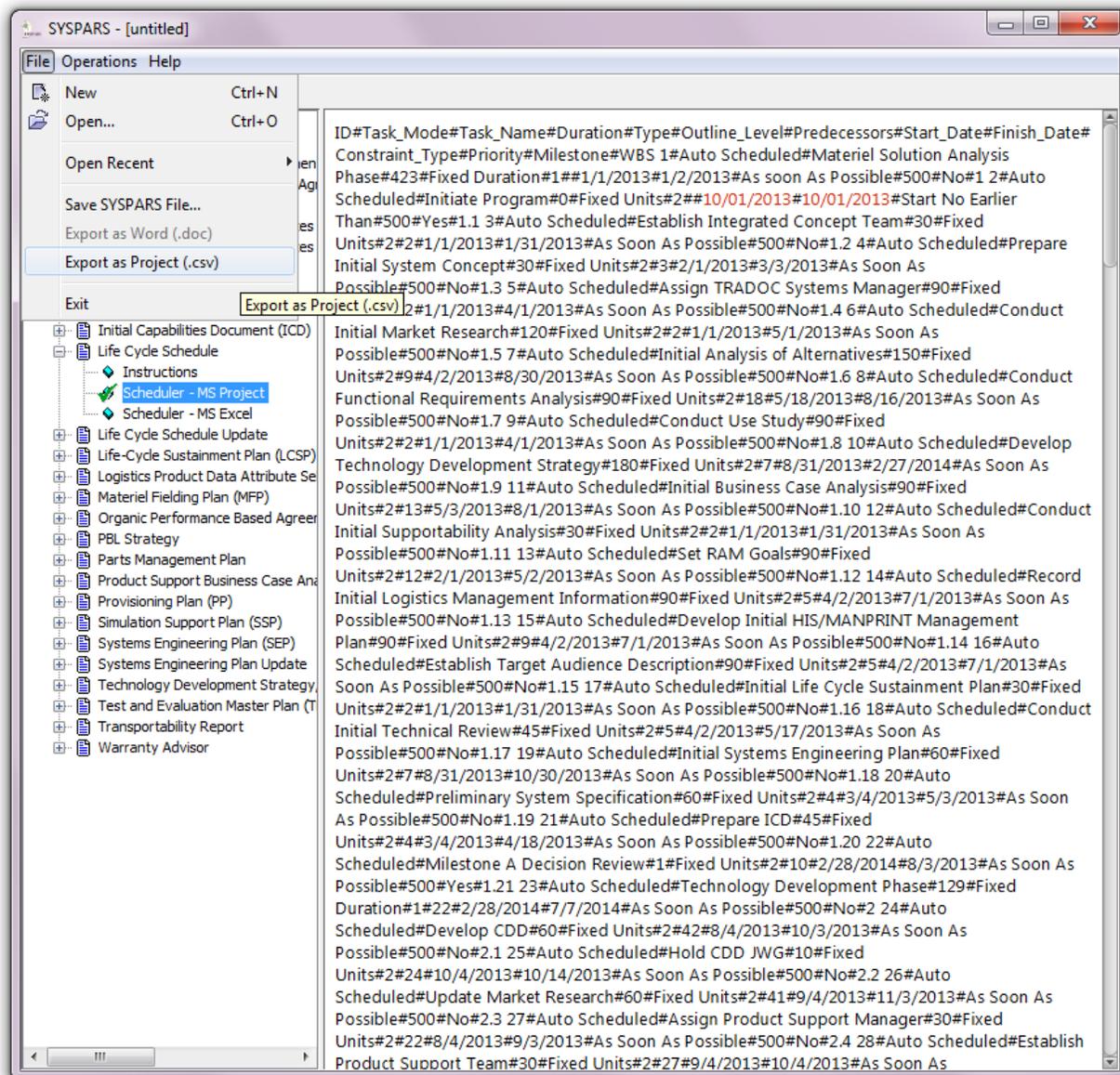
When the questions have been completed for your scheduler section in SYSPARS, the output will be generated to the screen. Note that the output appears as gibberish at first glance; however, all the data needed by Project exists here to build an appropriate schedule. We merely have to export the data from here.

Saving as .csv to Import to Project

With your Scheduler output displayed to the screen, perform the following steps:

Select File → Export as Project (.csv)

Save your LCS file in a memorable location.



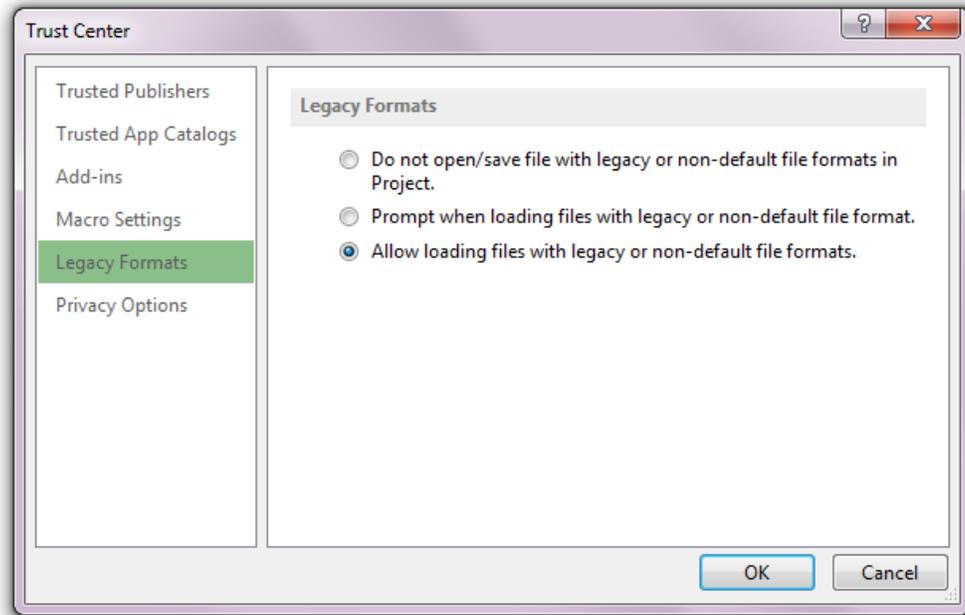
Suggested MS Project Settings

Loading non-default file formats

Next, we will ensure Project can accept the file format that we will import without giving us an error message. To do this, follow the steps below:

File → Options → Trust Center → Trust Center Settings

Legacy Formats → Allow loading files with legacy or non-default file formats:



Other Settings

Other settings can be set according to personal preference. Below are other handy settings that are preferable when manipulating your schedule, especially when taking data from Excel to Project.

Automatic Scheduling

This will enable your schedule to automatically schedule, setting the start date for tasks to begin as soon as the predecessor has ended.

File → Options → Schedule

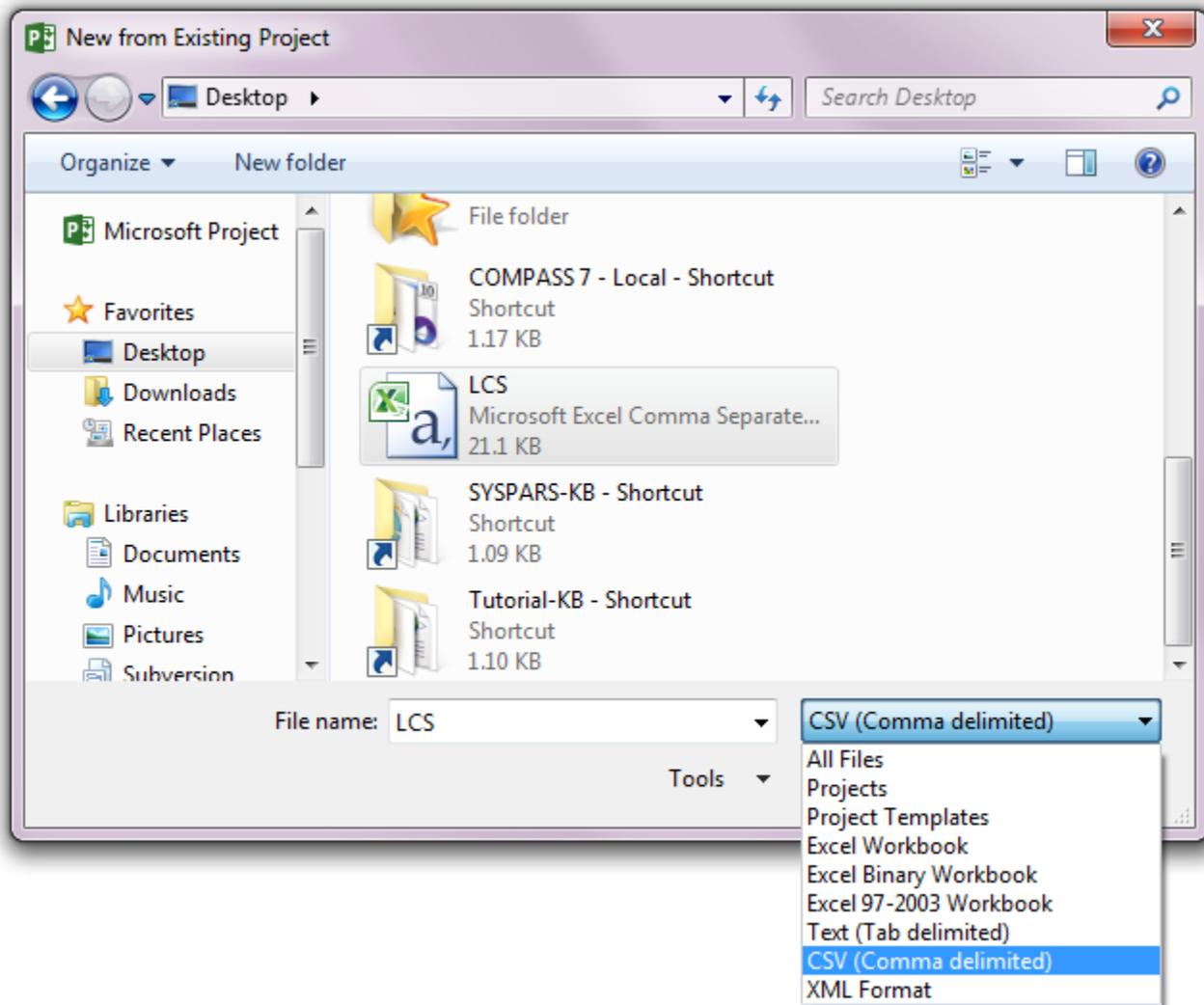
Under the section labeled "Schedule", set the following:

Scheduling Options for this Project: *All New Projects*

New Tasks Created: *Auto Scheduled*

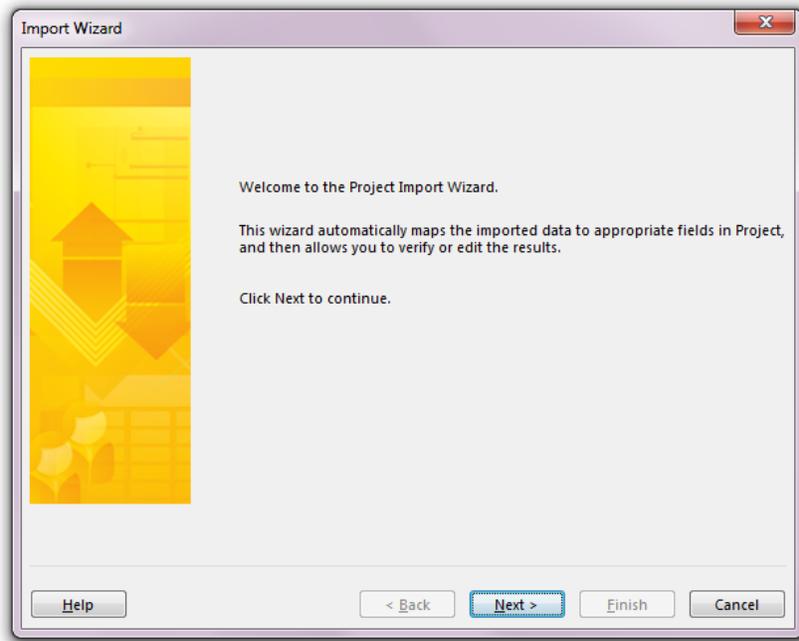
Opening the Schedule in MS Project

1. Open Microsoft Project.
2. Select “New from existing project”
3. The “Open” window will appear. From here, browse to the location of your exported schedule. Since we saved our file as a .csv, be sure to set the file format to **CSV (Comma delimited)** in the bottom right hand corner of this window. Select your file and click “OK”.

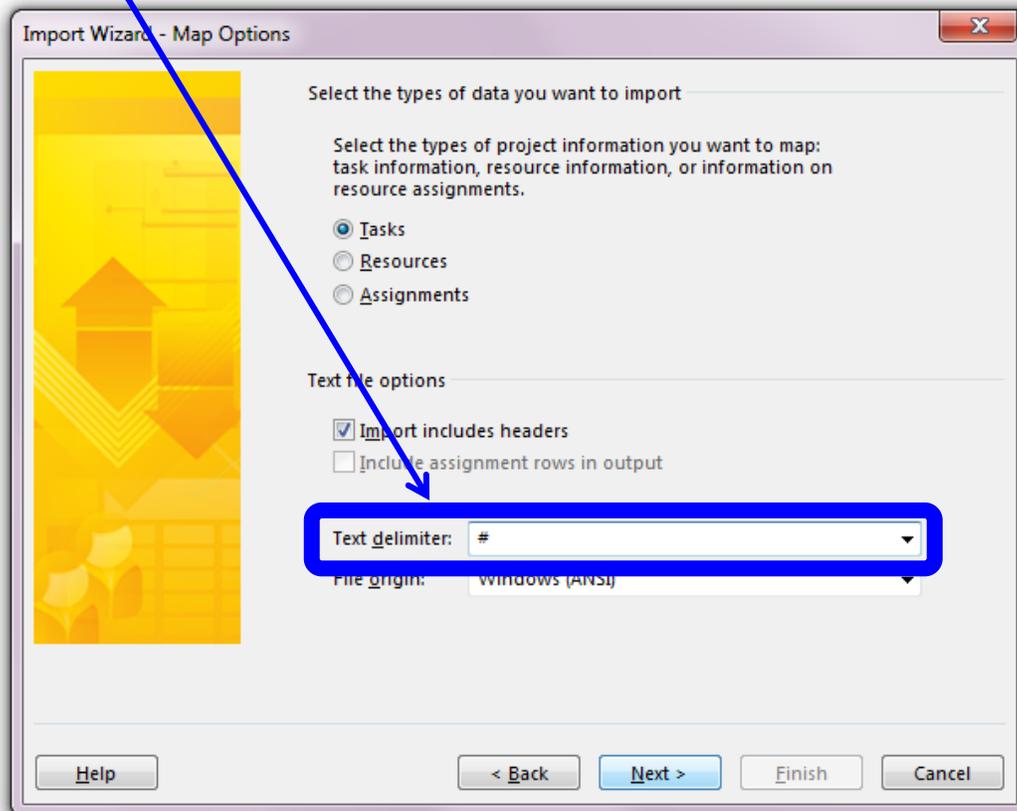


When opening your schedule for the first time in Project, the Import Wizard will begin to guide you through the import process.

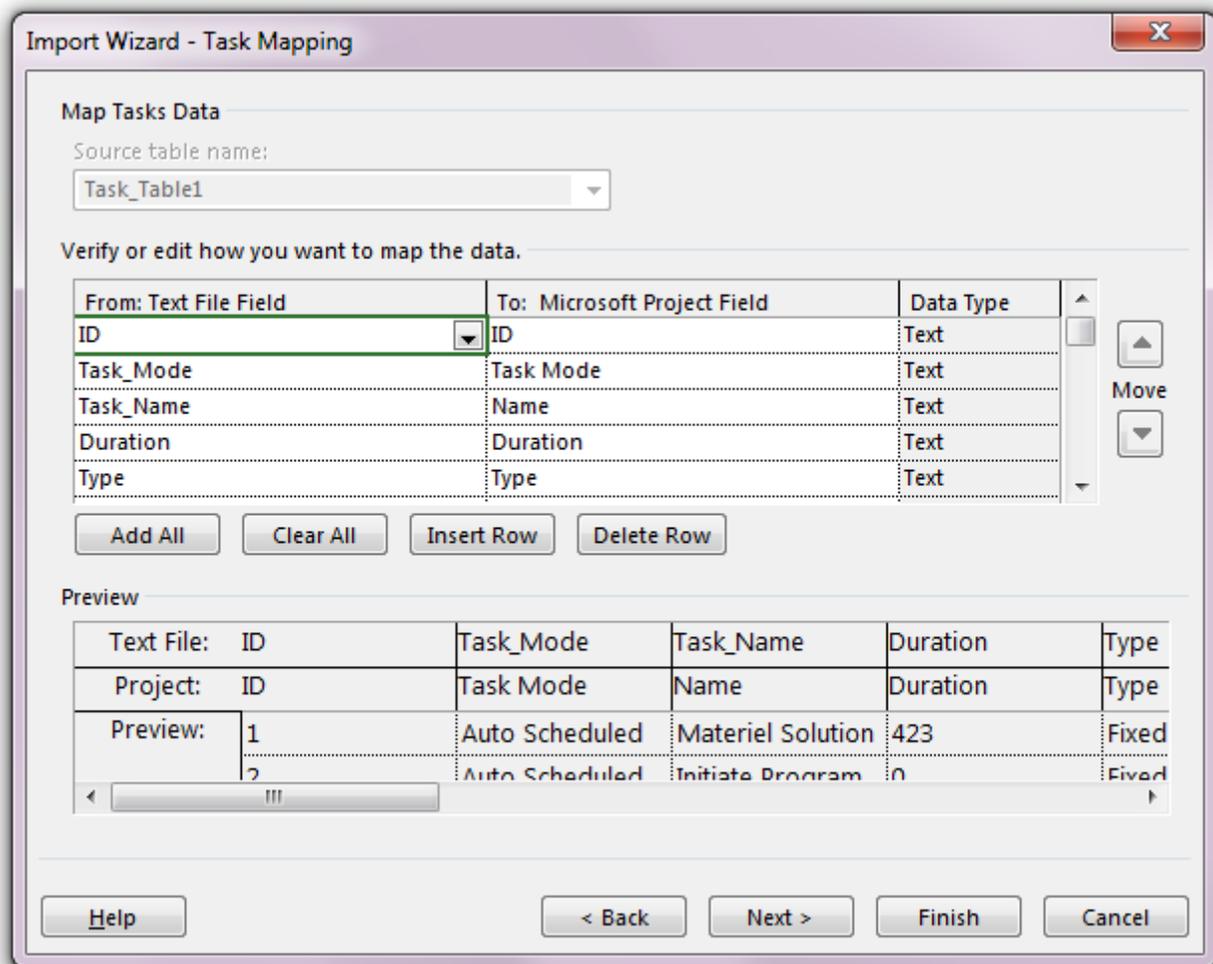
Accept all default settings suggested by the wizard. **When asked for a text delimiter, you must manually insert the # symbol into the field.**



IMPORTANT: Set the Text delimiter to #



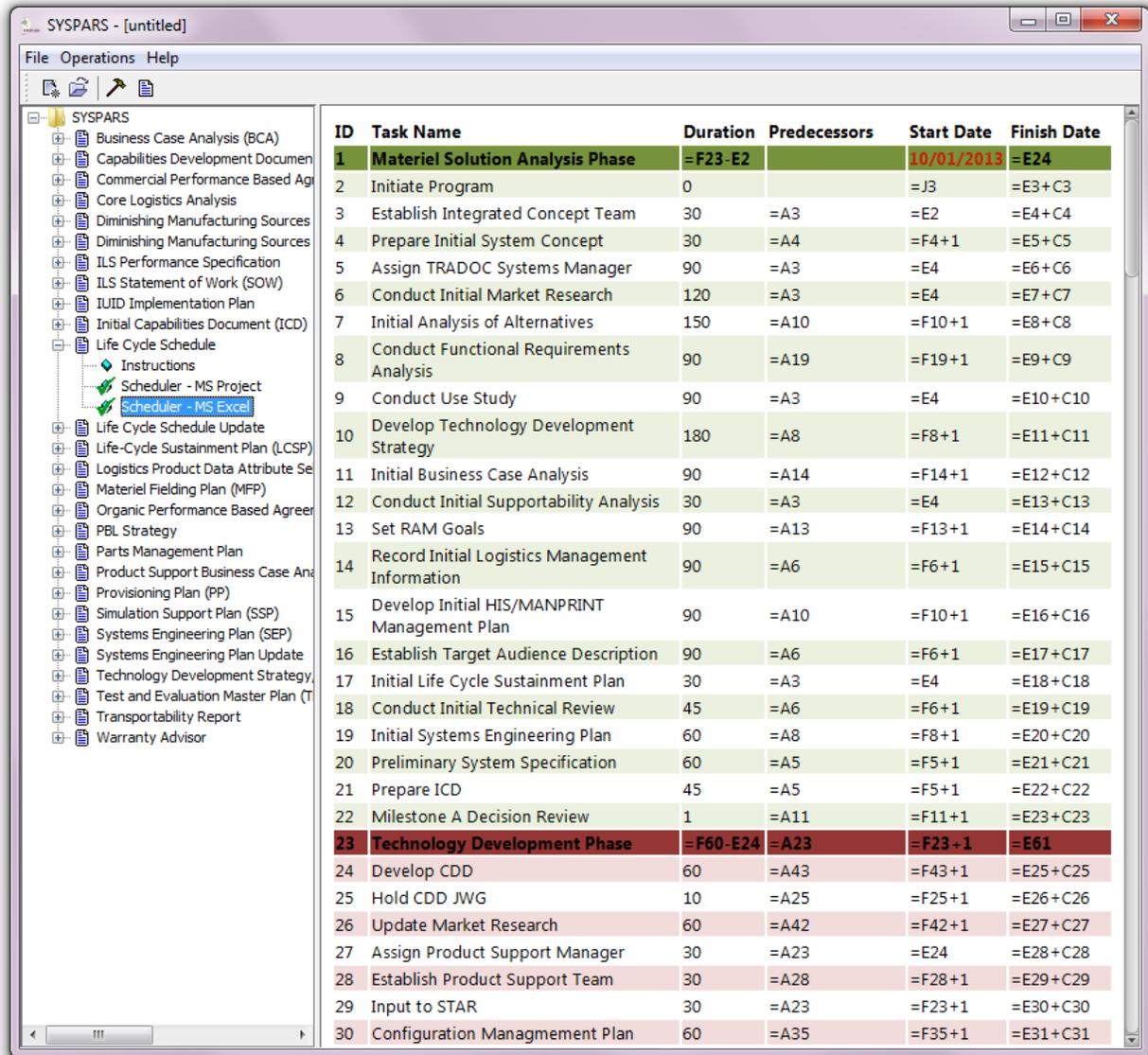
On the “Next” screen, you may review the text fields that will be imported to Project. From here, you may now select “Finish”.



This will complete the import process and allow you to manipulate your data within project and save your data in project format.

Exporting the Life Cycle Schedule to MS Excel

After you have answered all questions in the Scheduler – MS Excel section (see Navigating the LCS above), your data will output to the screen:



The screenshot shows the SYSPARS software interface with a task schedule table. The table has columns for ID, Task Name, Duration, Predecessors, Start Date, and Finish Date. The data is as follows:

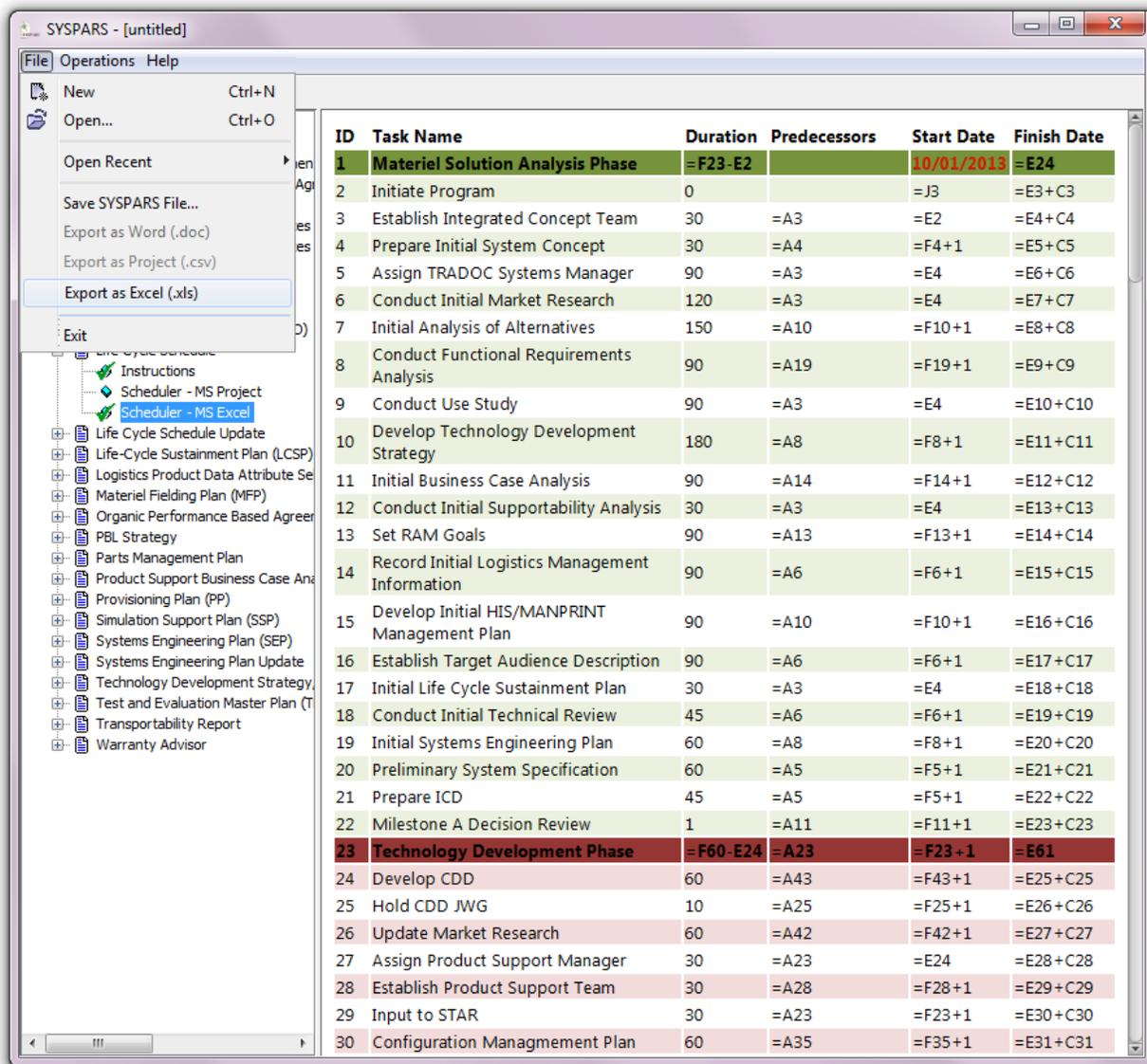
ID	Task Name	Duration	Predecessors	Start Date	Finish Date
1	Matériel Solution Analysis Phase	=F23-E2		10/01/2013	=E24
2	Initiate Program	0		=J3	=E3+C3
3	Establish Integrated Concept Team	30	=A3	=E2	=E4+C4
4	Prepare Initial System Concept	30	=A4	=F4+1	=E5+C5
5	Assign TRADOC Systems Manager	90	=A3	=E4	=E6+C6
6	Conduct Initial Market Research	120	=A3	=E4	=E7+C7
7	Initial Analysis of Alternatives	150	=A10	=F10+1	=E8+C8
8	Conduct Functional Requirements Analysis	90	=A19	=F19+1	=E9+C9
9	Conduct Use Study	90	=A3	=E4	=E10+C10
10	Develop Technology Development Strategy	180	=A8	=F8+1	=E11+C11
11	Initial Business Case Analysis	90	=A14	=F14+1	=E12+C12
12	Conduct Initial Supportability Analysis	30	=A3	=E4	=E13+C13
13	Set RAM Goals	90	=A13	=F13+1	=E14+C14
14	Record Initial Logistics Management Information	90	=A6	=F6+1	=E15+C15
15	Develop Initial HIS/MANPRINT Management Plan	90	=A10	=F10+1	=E16+C16
16	Establish Target Audience Description	90	=A6	=F6+1	=E17+C17
17	Initial Life Cycle Sustainment Plan	30	=A3	=E4	=E18+C18
18	Conduct Initial Technical Review	45	=A6	=F6+1	=E19+C19
19	Initial Systems Engineering Plan	60	=A8	=F8+1	=E20+C20
20	Preliminary System Specification	60	=A5	=F5+1	=E21+C21
21	Prepare ICD	45	=A5	=F5+1	=E22+C22
22	Milestone A Decision Review	1	=A11	=F11+1	=E23+C23
23	Technology Development Phase	=F60-E24	=A23	=F23+1	=E61
24	Develop CDD	60	=A43	=F43+1	=E25+C25
25	Hold CDD JWG	10	=A25	=F25+1	=E26+C26
26	Update Market Research	60	=A42	=F42+1	=E27+C27
27	Assign Product Support Manager	30	=A23	=E24	=E28+C28
28	Establish Product Support Team	30	=A28	=F28+1	=E29+C29
29	Input to STAR	30	=A23	=F23+1	=E30+C30
30	Configuration Management Plan	60	=A35	=F35+1	=E31+C31

Notice your data is all in the form of Excel equations. When this data is imported to Excel, the equations will automatically calculate based upon your input.

When you are ready to save your data and import to Excel, ensure your schedule is displayed on the screen and follow the below steps:

Select **File** → **Export as Excel (.xls)**

Save your file in a memorable location.

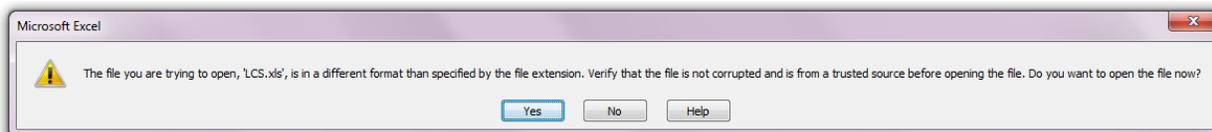


Opening the file in Excel

To begin, start with opening MS Excel. Open a file as you usually would, following the steps:

File → Open → (File Name in location .xls)

When you open the file for the first time, you *may* get the notification window (shown below) stating your file is in a different for format than specified by the file extension. Select “Yes” to continue opening the file.



Setting Data Formats in Excel

With your data now in Excel, you will notice that the dates may look like a mess. This is a simple fix; we just have to tell Excel to treat these columns as a “date” data format. To do this, select both date columns, “Start Date” and “Finish Date” and perform the following steps:

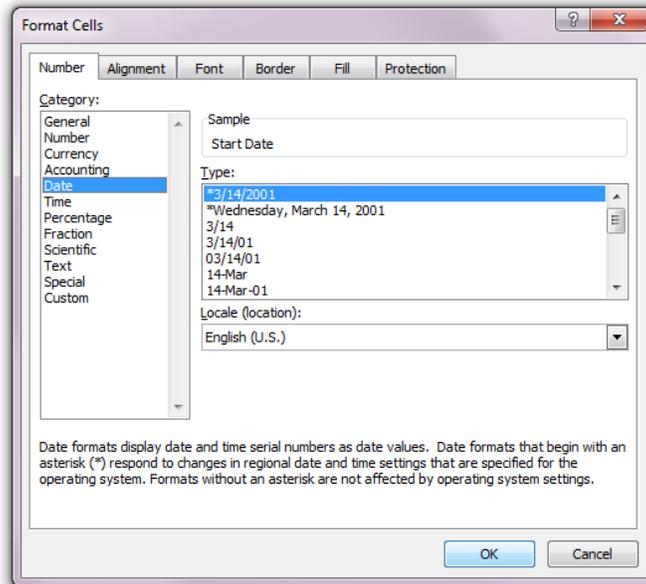
Select the two columns. Right click and select “**Format Cells**”

Under the *Number* tab, select **Date** and select “**OK**”.

Your dates will not be accurately displayed.

The screenshot shows a Microsoft Excel spreadsheet titled "LCS - Microsoft Excel". The spreadsheet contains a project schedule table with columns for ID, Task Name, Duration, Predecessors, Start Date, and Finish Date. The "Start Date" and "Finish Date" columns contain various dates, some of which are displayed as "#####", indicating that the dates are not being formatted correctly. A context menu is open over the "Start Date" and "Finish Date" columns, with the "Format Cells..." option selected. The spreadsheet is displayed in a grid format with rows and columns labeled A through J. The status bar at the bottom shows "Average: 42370.52528 Count: 358 Sum: 15083907" and "100%" zoom.

ID	Task Name	Duration	Predecessors	Start Date	Finish Date
1	1 Materiel Solution Analysis Phase	424		10/1/2013	41973
2	2 Initiate Program	0		0	0
3	3 Establish Integrated Concept Team	30	2	10/1/2013	10/31/2013
4	4 Prepare Initial System Concept	30	3	11/1/2013	12/1/2013
5	5 Assign TRADOC Systems Manager	90	2	10/1/2013	12/30/2013
6	6 Conduct Initial Market Research	120	2	10/1/2013	1/29/2014
7	7 Initial Analysis of Alternatives	150	9	41639	41789
8	8 Conduct Functional Requirements Analysis	90	18	41685	41775
9	9 Conduct Use Study	90	2	10/1/2013	12/30/2013
10	10 Develop Technology Development Strategy	180	7	41790	41970
11	11 Initial Business Case Analysis	90	13	41670	41760
12	12 Conduct Initial Supportability Analysis	30	2	10/1/2013	10/31/2013
13	13 Set RAM Goals	90	12	11/1/2013	1/30/2014
14	14 Record Initial Logistics Management Information	90	5	#####	3/31/2014
15	15 Develop Initial HIS/MANPRINT Management Plan	90	9	#####	3/31/2014
16	16 Establish Target Audience Description	90	5	#####	3/31/2014
17	17 Initial Life Cycle Sustainment Plan	30	2	10/1/2013	10/31/2013
18	18 Conduct Initial Technical Review	45	5	#####	2/14/2014
19	19 Initial Systems Engineering Plan	60	7	41790	41850
20	20 Preliminary System Specification	60	4	12/2/2013	1/31/2014
21	21 Prepare ICD	45	4	12/2/2013	1/16/2014
22	22 Milestone A Decision Review	1	10	41971	41972
23	23 Technology Development Phase	469	22	41973	42443
24	24 Develop CDD	60	42	42156	42216
25	25 Hold CDD JWG	10	24	42217	42227
26	26 Update Market Research	60	41	42004	42064
27	27 Assign Product Support Manager	30	22	41973	42003
28	28 Establish Product Support Team	30	27	42004	42034
29	29 Input to STAR	30	22	41973	42003
30	30 Configuration Management Plan	60	34	42034	42094
31	31 Establish Functional Requirements	90	45	42247	42337
32	32 FMFCA Analysis	90	22	41973	42063



You must set the Date columns to be of data type **DATE!**

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J
58	57	System Performance Specification	60	54	12/11/2015	2/9/2016				
59	58	Prepare EMD Solicitation Document	30	57	2/10/2016	3/11/2016				
60	59	Milestone B Decision Review	1	58	3/12/2016	3/13/2016				
61	60	Engineering and Manufacturing Development Phase	259	59	3/14/2016	11/29/2016				
62	61	Release EMD Solicitation Document	30	59	3/14/2016	4/13/2016				
63	62	Update Market Research	45	59	3/14/2016	4/28/2016				
64	63	Update AOA for MS C	60	62	4/29/2016	6/28/2016				
65	64	Update Acquisition Strategy	60	63	6/29/2016	8/28/2016				
66	65	Update Affordability Assessment	60	104	8/29/2016	10/28/2016				
67	66	Conduct Type II Business Case Analysis	90	64	8/29/2016	11/27/2016				
68	67	Assign ZLIN	30	75	11/12/2016	12/12/2016				
69	68	Develop EOD Procedures	60	69	7/14/2016	9/12/2016				
70	69	Award EMD Contract	90	61	4/14/2016	7/13/2016				
71	70	Develop Support Facilities Requirements	60	99	5/14/2016	7/13/2016				
72	71	Update FMECA	60	69	7/14/2016	9/12/2016				
73	72	Refine Task Analysis	120	71	9/13/2016	1/11/2017				
74	73	Submit Facility Requirements	60	70	7/14/2016	9/12/2016				
75	74	DISTR Memorandum of Notification (Each Gaining CMD)	60	64	8/29/2016	10/28/2016				
76	75	Submit MARC/BOIPFD/DI To FMSA	120	69	7/14/2016	11/11/2016				
77	76	Submit MARC/BOIP To HQDA	60	75	11/12/2016	1/11/2017				
78	77	Complete System Training Plan	120	69	7/14/2016	11/11/2016				
79	78	Develop New Equipment Training Plan	90	77	11/12/2016	2/10/2017				
80	79	Conduct Core Depot Assessment	120	64	8/29/2016	12/27/2016				
81	80	Complete Depot Maintenance Support Plan	120	72	1/12/2017	5/12/2017				
82	81	Complete Logistic Demo	120	82	6/14/2016	10/12/2016				
83	82	Submit DT&E System Support Package	60	103	4/14/2016	6/13/2016				
84	83	Conduct Development Test & Evaluation	120	85	7/15/2016	11/12/2016				
85	84	Submit OT&E System Support Package	30	103	4/14/2016	5/14/2016				
86	85	Test Readiness Review	30	82	6/14/2016	7/14/2016				
87	86	Issue Safety Release	30	72	1/12/2017	2/11/2017				
88	87	Conduct Operational Test & Evaluation	120	86	2/12/2017	6/12/2017				
89	88	Validate Product Support Requirements	120	64	8/29/2016	12/27/2016				