



SYSPARS

User Guide

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WHAT IS SYSPARS?

The System Planning and Requirement Software (SYSPARS) tool is a document generation assistant designed for program management personnel and product support managers responsible for system acquisition planning and execution. It is a personal computer application that provides a user-friendly environment in which to author and staff various kinds of program planning documents and is available to the Department of Defense system acquisition community.

HOW DOES IT WORK?

As a rule-based expert system, SYSPARS enhances productivity and improves quality in program management planning. The software tool leads the user through the process of preparing acquisition, logistics, and engineering strategies, and in developing the associated tailored program planning documentation.

Through tailored interactive question and answer sessions, SYSPARS assists the user in systematically considering all issues pertinent to his or her program. The decision networks and business rules embedded within SYSPARS lead the user through the maze of acquisition, supportability, engineering, and test issues to be considered. Additionally, automated checks help the user avoid inconsistencies and omissions.

An extensive knowledge base drives the SYSPARS expert system and incorporates the latest policy and procedures, lessons learned, and expert knowledge and experience. SYSPARS helps to produce comprehensive program management plans and system life cycle documents with the added benefit of reduced preparation time.

SYSPARS MODULES

SYSPARS contains an extensive knowledge base which drives the system and incorporates the latest policy and procedures, training information, lessons learned, and subject matter expertise. The comprehensive and timely acquisition program documents contained in the SYSPARS module suite include:

- Acquisition Strategy (AS)
- Business Case Analysis (BCA)
- Commercial Performance Based Agreement (PBA)
- Core Logistics Assessment (CLA)
- Diminishing Manufacturing Sources & Material Shortages (DMSMS) Management Plan
- ILS Performance Specification
- Independent Logistics Assessment Suite (ILA)
- Integrated Logistics Support (ILS) Statement of Work (SOW)
- IUID Implementation Plan
- Life Cycle Schedule Advisor
- Materiel Fielding Plan
- Organic Performance Based Agreement (PBA)
- Performance Based Logistics (PBL) Strategy
- Provisioning Plan (PP)
- Simulation Support Plan (SSP)
- Supportability Strategy (SS)
- Systems Engineering Plan (SEP)
- Technology Development Strategy (TDS)
- Test and Evaluation Master Plan (TEMP)
- Transportability Report
- Warranty Advisor

The SYSPARS knowledge base is kept up to date with current policy changes. Also, more documents are continually being added to the SYSPARS system based on user requests.

GETTING SYSPARS

REGISTER

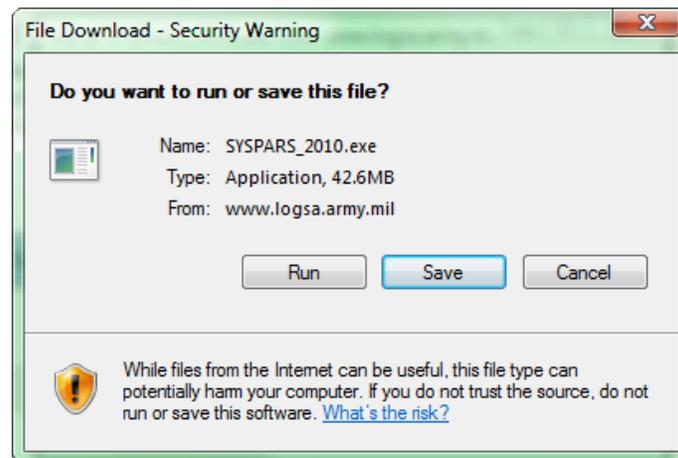
To obtain SYSPARS, you must first be a registered user. A password is required to complete the installation process; hence, you will need to complete registration to get your password. Being a registered user allows the SYSPARS team to alert you to software updates. In other words; if a new document is available or SYSPARS has made updates based on policy or regulation, a new release will be available for download. You must register to receive these update emails.

To become a registered user of SYSPARS, complete and submit the registration form found on our Web Page: <https://www.logsa.army.mil/lec/syspars/download.cfm>

DOWNLOAD

After you have received your registration password via email, you may download SYSPARS from the same URL as used above: <https://www.logsa.army.mil/lec/syspars/download.cfm>

Download the Windows Install File and save to your machine. The save file will be called **SYSPARS2r4.exe**.

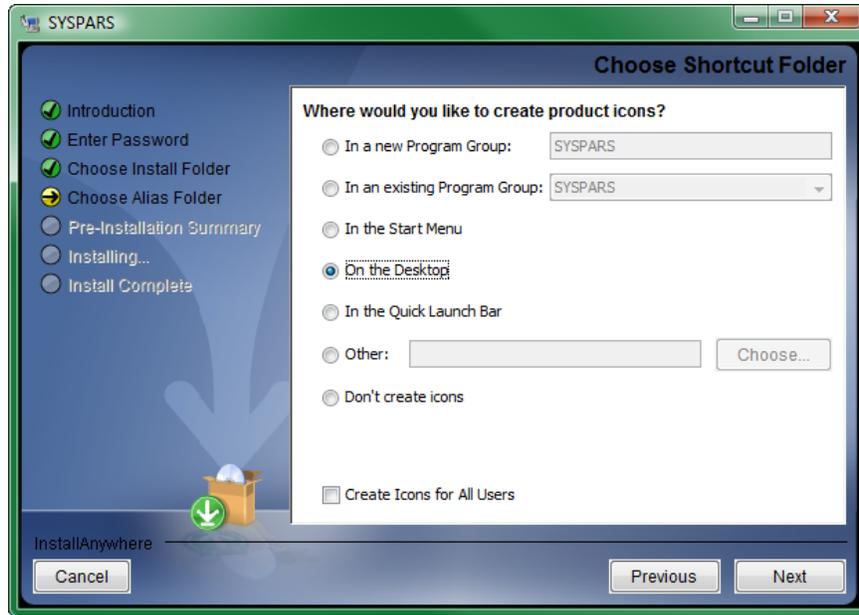


INSTALL

Open **SYSPARS2r4.exe** to begin installation.



Remember: a password is REQUIRED to continue with installation. Follow through the Install wizard (shown below). You may choose your install folder, or leave everything on default settings. If you would like to have a SYSPARS icon on your desktop, select “**Desktop**” when prompted to choose a shortcut folder.



Installation may take a few moments; when you are finished with installation, you are ready to use SYSPARS.

INSTALLING A NEWER VERSION OF SYSPARS

UNINSTALLING A LEGACY VERSION OF SYSPARS

If you have a version of SYSPARS dated prior to November 2013, save files are stores in your SYSPARS folder. If you uninstall SYSPARS, your save files will be lost. To ensure the saved plans are not lost, follow the steps below before removing the existing installation:

1. Before installing the new SYSPARS version, copy the “userdata” folder from the old installation and place this copy on your desktop. The folder is located on the drive where SYSPARS is already installed (example: C: drive). The default path is `\Apps\USAMC LOGSA\SYSPARS\userdata`.
2. Continue with the installation process detailed in the previous section.
3. When SYSPARS has successfully been installed, you may keep or rename your ‘userdata’ folder anywhere you choose. SYSPARS will allow you to browse to the location of your files.

UNINSTALLING THE LATEST VERSION OF SYSPARS

If your SYSPARS is up to date, ensure you can locate your SYSPARS save files (.sdf files). As long as they are NOT located in your SYSPARS installation folder, no data will be lost.

USING SYSPARS

NAVIGATING TO SYSPARS

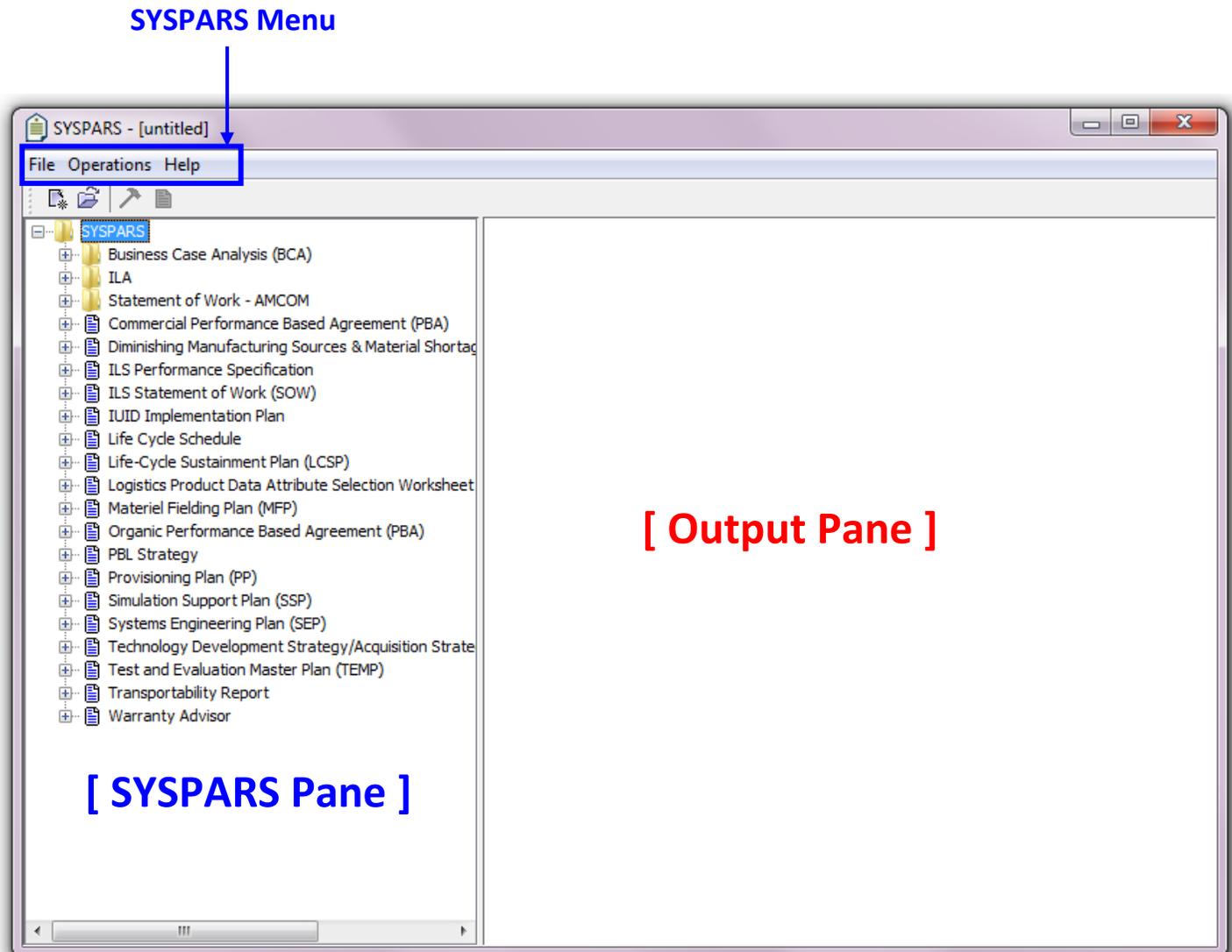
After a successful installation, you are now ready to open and use SYSPARS. If you did not place a SYSPARS shortcut on your desktop, simply do the following:

1. Select 'Start'
2. Go to 'All Programs'
3. Select 'SYSPARS'



SYSPARS INTERFACE

Below is the simple layout of the SYSPARS interface, broken into two panes:



SYSPARS MENU:

Menu Tab	Function	Function Description
File	New	Start a new SYSPARS file
	Open...	Open an existing SYSPARS file
	Open Recent ▶	List the 4 most recently opened SYSPARS files
	Save SYSPARS File...	Save SYSPARS data file (.sdf)
	Export as Word (.doc)	Save text in the Output Pane to .doc format
	Exit	Exit the program
Operations	Build	Construct text by answering questions
	Go to Unanswered	Automatically directs user to unanswered questions
	View Section	Display text in output window
	View Comment	View/Edit Section level document comments
	Reports ▶ Question Report	List all questions for the currently selected section or document
	Reports ▶ Comment Report	Show all questions with comments for a selected section or document
	About	Show document information
Help	Help Contents	Help Files associated with SYSPARS
	About	SYSPARS Version Number

[SYSPARS PANE]:

The SYSPARS Pane, or the SYSPARS “Knowledge Base” contains the documents hosted within SYSPARS. From this pane, you may select your document and begin creation.

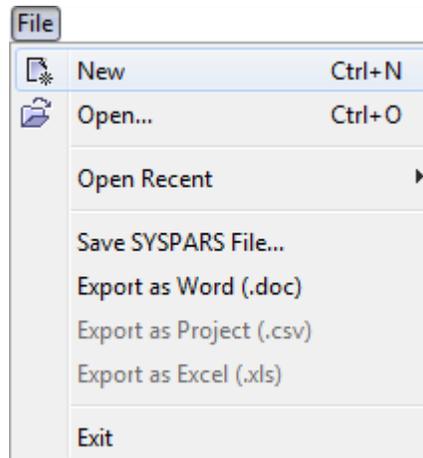
[OUTPUT PANE]:

Any text that you have input into SYSPARS will be displayed in the output pane. Question Reports, Comment Reports, and Completed document text will be displayed here. From here, you may edit text and export to Microsoft Word.

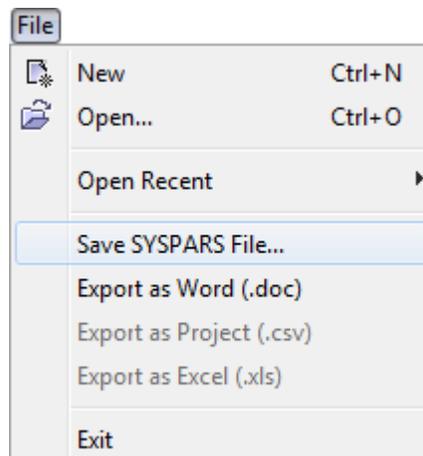
CREATING A NEW FILE

One SYSPARS save file is expected to be used over the life cycle of a system. That is to say, your SYSPARS save file can hold a Business Case Analysis, an Acquisition Strategy, and any other document you would like to create for the same system. This is ideal, as SYSPARS shares program information between documents. The more documents you create with your SYSPARS save file, the less input you will have to generate for subsequent documents.

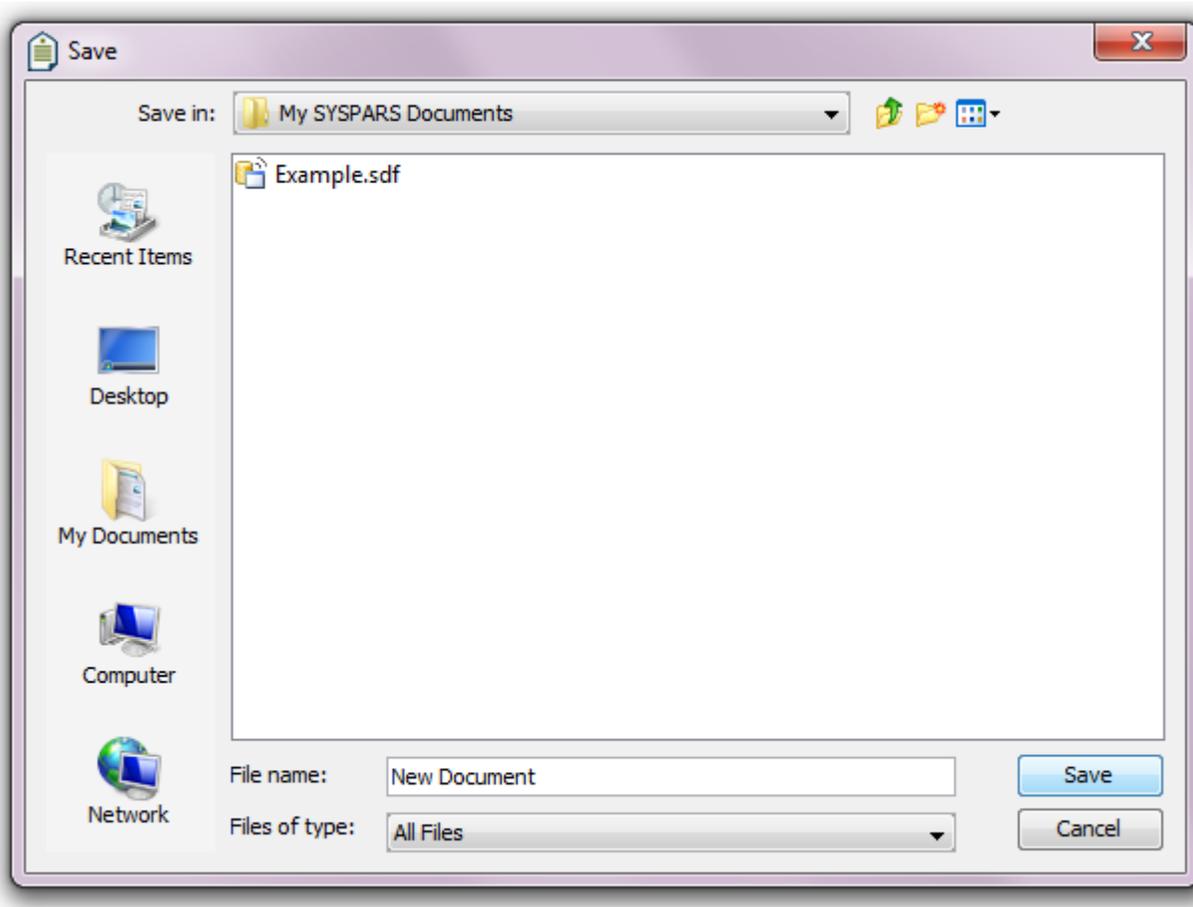
For your first use of SYSPARS, you will need to create a new file to work from. To do this, select **File** → **New** from the [SYSPARS Menu](#).



Once you have created a new file, you should save the file with a unique name. **You will only have to save ONCE in SYSPARS.** Thereafter, SYSPARS will automatically save your work for you after you complete a section of questions, or, if you cancel out of a section of questions. To save your file, select **File** → **Save SYSPARS File...**



When the **Save** window appears, give your document a unique name. By default, SYSPARS will prompt you to save your file in “My Documents”. SYSPARS will also display other files you have in your data folder.



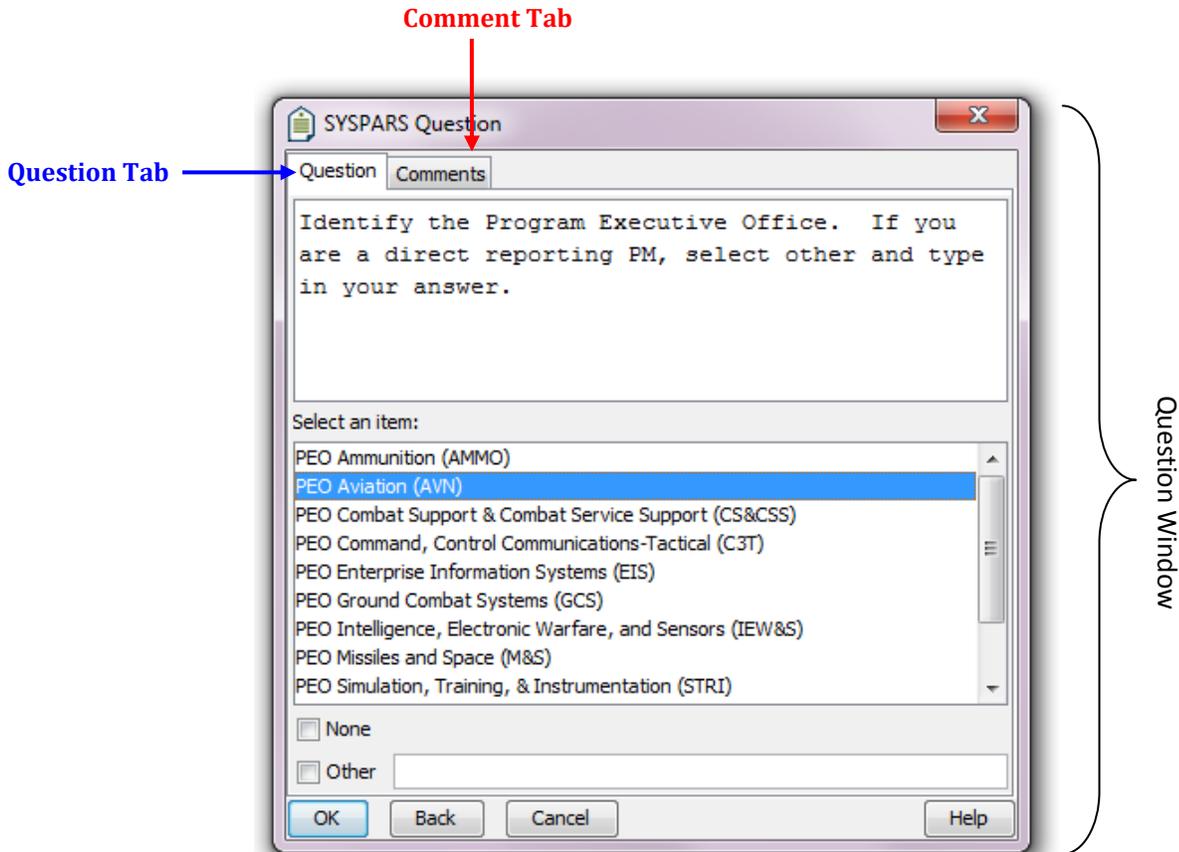
Note that SYSPARS save files have an extension of “.sdf” (SYSPARS data file). You will only be able to open your SYSPARS .sdf file using the SYSPARS program; however, you can always save your document in .doc format, which you can use with Microsoft WORD. See EXPORTING TO WORD.

BUILDING A DOCUMENT

To create any document within SYSPARS you must first answer the questions within the document. Select the section in the outline to answer questions and then construct the section. There are 4 ways to answer questions in SYSPARS:

1. Double click the section
2. Click the **Hammer icon** from the toolbar → 
3. Right click on the section and choose “**Build**”
4. From the [SYSPARS Menu](#), Click **Operations** → “**Build**”

Questions are answered one at a time. A SYSPARS question box is displayed below. Choose **OK** to go to the next question or **Back** to revisit the previous question. Help is also available for most questions by simply pressing the **Help** button. The **Cancel** button will end the question and answer session. At that time, you will be asked if you would like to save your answered questions. By saving your answers, you will be able to revisit the section and see the answers to the questions that you previously answered.



The **comment tab** allows for any additional comments. These comments are for personal use and will not be used as output in the plan.

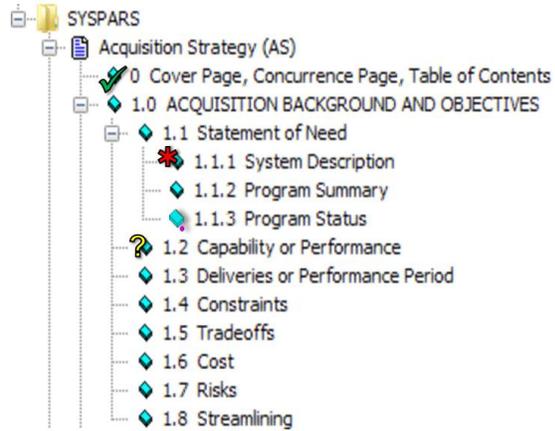
If there are unanswered questions in a section, you can answer these questions without having to address the previously answered questions. Select the section in the outline that you want to complete. Right click on the section and choose the Go to Unanswered function. You will then be presented with the first question that has not been answered for that section and will continue through the remainder of the section.

SYSPARS user generated text will appear blue in your output pane. When exported to WORD, this text will be black. While in the SYSPARS output pane, you may double click blue text at any time to be taken directly to the relevant question and change your answer.

SECTION STATUS SYMBOLS

While you are building a document within SYSPARS, you may notice certain status symbols applied to your document sections. These symbols will provide a visual indication about a section, as shown in the figure below:

- Complete**
 - Section has been constructed and all information required for that section has been inputted
- Modified**
 - Section has been impacted or modified based on input to another section of document
- Partial**
 - Section is partially complete
- Comment**
 - Section has a comment associated with it



HELP FILES

If at any time you do not understand a question within SYSPARS or you require guidance, there is a Help file for every situation. For every question within SYSPARS, there is a standardized help file that will offer assistance. These help files will provide more information on the subject, links to helpful websites, and any other references you may require.

The image shows a 'SYSPARS Question' dialog box on the left and a help file window on the right. The dialog box contains the question: 'What types of risk classification were considered and analyzed?' and a list of risk types with checkboxes: Business or Programmatic Risk, Operational Risk, Suitability Risk, Process Risk, Technical Risk, Schedule Risk, Organizational Risk, and Sustainability Risk. A red box highlights the 'Help' button in the dialog box. The help file window, titled 'Risk Classification', contains the following text:

Risk Classification

Guidance:

Identify what types of risk classification were considered and analyzed.

Risk should be viewed as an undesirable implication of uncertainty. Risk can be estimated in terms of probability of occurrence and impact of occurrence. In certain situations, probabilities of various outcomes can be estimated and the impact quantified. Risk can be classified as Business or Programmatic, Operational, Suitability, Process, Technical, Schedule, Organizational, Sustainability, Safety, and Environmental.

Business or Programmatic Risk: Risk of undesirable consequences that affect the program's viability, affordability, and budget. For example, the unknown problems associated with managing product support providers; the risk associated with not anticipating all requirements when developing a contract and paying a premium for those requirements at a later date. Other examples include poor performance on behalf of a product support provider, cost

SAVING FILES

To save your program unique file within SYSPARS, select the “**Save SYSPARS File...**” command from the **File menu** and then give the file a name. Your save file name will be displayed in the top left corner of the SYSPARS window. There is auto-saving within SYSPARS and so this action only needs to be performed once. This means that after completing each section, the document will be automatically saved. Also, whenever you cancel out of a question, you will be prompted with a save box to save your file. To open a SYSPARS saved document, select the Open icon and locate the name of the document using the Browse feature. By default, your SYSPARS files (.sdf) are directed to “My Documents”.

DISPLAY TEXT

The output text from any section is constructed after answering all questions within the section. When all questions have been answered, a green check mark will appear over the section picture in the left side window. If any of the questions in a section have not been answered, a yellow question mark will appear over the section picture in the left side window. If an answer is changed and affects other sections, a red asterisk will appear over the section picture in the left side window. You can also select the section by right clicking and then selecting the “View Section” function. This will generate the output text in the right side SYSPARS Output Pane.

Click 'Operations'
Select 'View Document'

Text is Displayed to
Output Pane

The screenshot shows the SYSPARS application window titled 'SYSPARS - IUID Plan.sdf'. The 'File' menu is open, and the 'Operations' option is selected. The left pane shows a tree view of the project structure, with 'IUID Implementation Plan' expanded to show 'Cover Page' and '1.0 System Description'. The right pane displays the output for the 'Item Unique Identification Implementation Plan' section, which includes a table of system details.

System Name	MARS-V
Plan Date	09/30/2014
Program Executive Office	PEO Aviation (AVN)
Program Executive Officer	Mr. William Nye
LCMC	AMCOM
PMO	PMO Cargo Helicopter
PMO Manager	COL James Bradley
Originating Office	PM Soldier Weapons
Originating Office Leader	Mr. Gin Vance
Originating Office Plan POC	555.955.9090, planpoc.civ@mail.mil
ACAT Level	ACAT ID
Program Element Code	91883

To create an entire document, you must answer all questions in all sections of the document. Next, right click the top level of the document (the document name) and select “View Document”. The entire document, to include all sections, will output in the right side SYSPARS output window.

IMPORTING AN EXISTING DOCUMENT

This section only applies to documents created without the aid of SYSPARS. If an existing document was created outside of SYSPARS (i.e. using Microsoft Word) and needs to be imported into SYSPARS, follow the steps below:

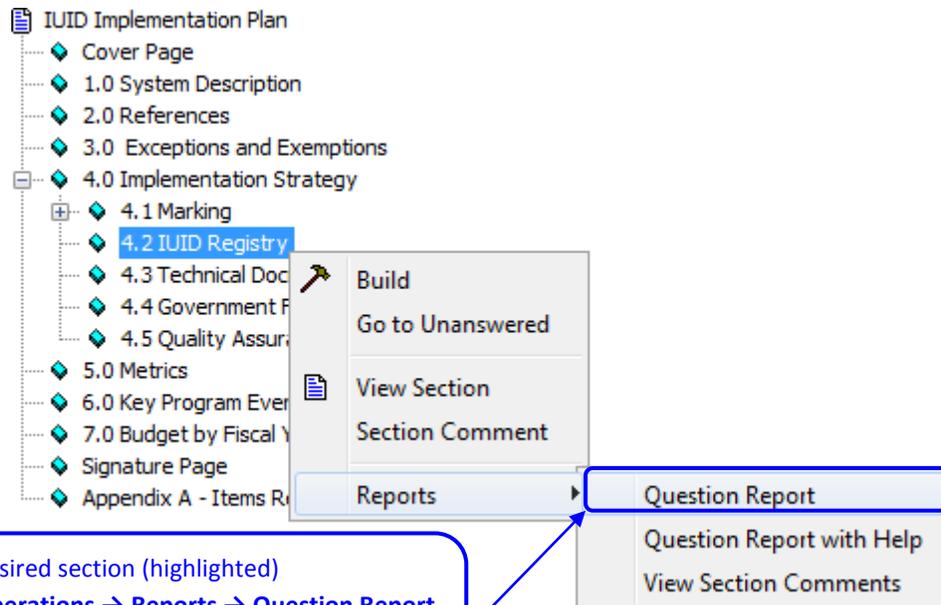
1. Locate the template within the SYSPARS program.
2. Print the Question Report for each section (see the following section on “Question Reports”)
3. Compare the questions in the Question Reports with the information in the existing document.
4. Construct each section and copy and paste the corresponding information from the version of your document saved as a word file into the window for the SYSPARS question.

Note: Additional information may be required in SYSPARS that is not in the existing ILS document.

REPORTS

QUESTION REPORTS

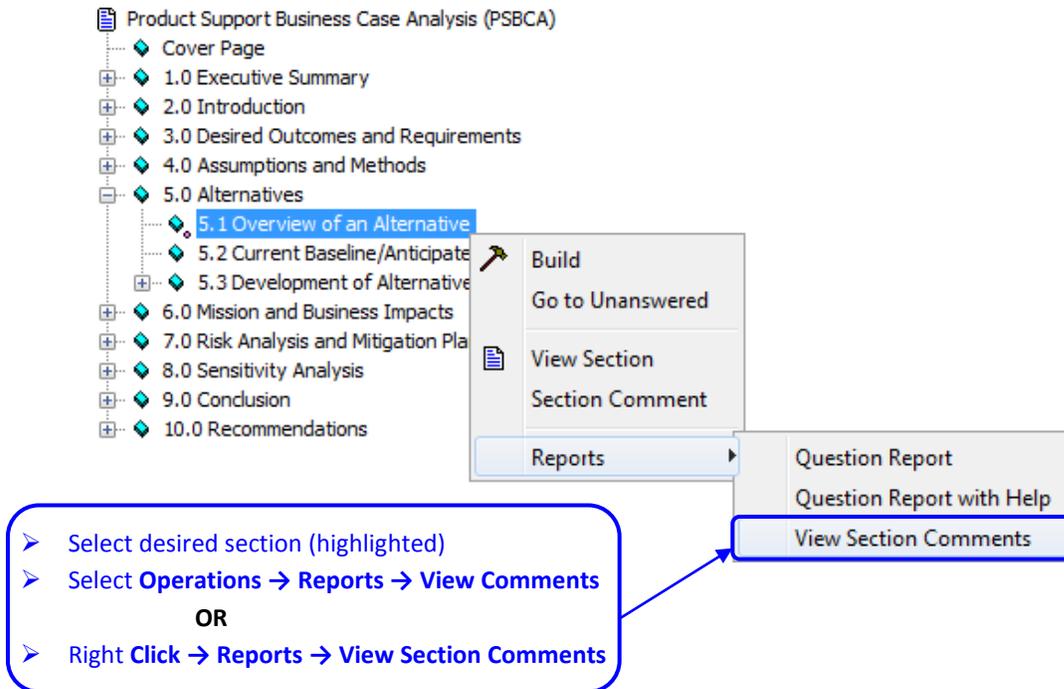
Sections and sub-sections typically contain questions. When these questions are answered, the output text is generated for the section. Sometimes it is helpful to view the list of questions before they are asked. SYSPARS has a function to view all of the questions that are necessary to generate the text for each section. To view the questions in a section, right click on the section and select “**Reports ▶ Question Report**”. The Question Report will be generated in the right side SYSPARS output window.



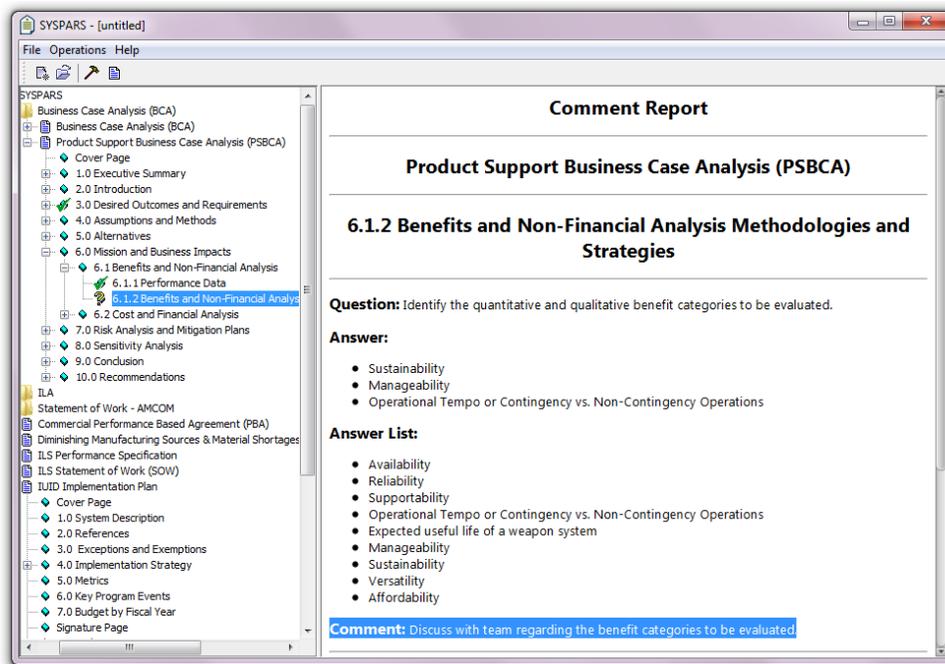
- Select desired section (highlighted)
 - Select **Operations → Reports → Question Report**
- OR**
- **Right Click → Reports → Question Report**

COMMENT REPORT

SYSPARS has a function to view all of the comments that are input by the user for each question in each section. To view the comments in a section, right click on the section and select “**Reports ► Comment Report**”. The Comment Report will be generated in the right side SYSPARS Output Pane. The Comment Report displays only questions with a comment.



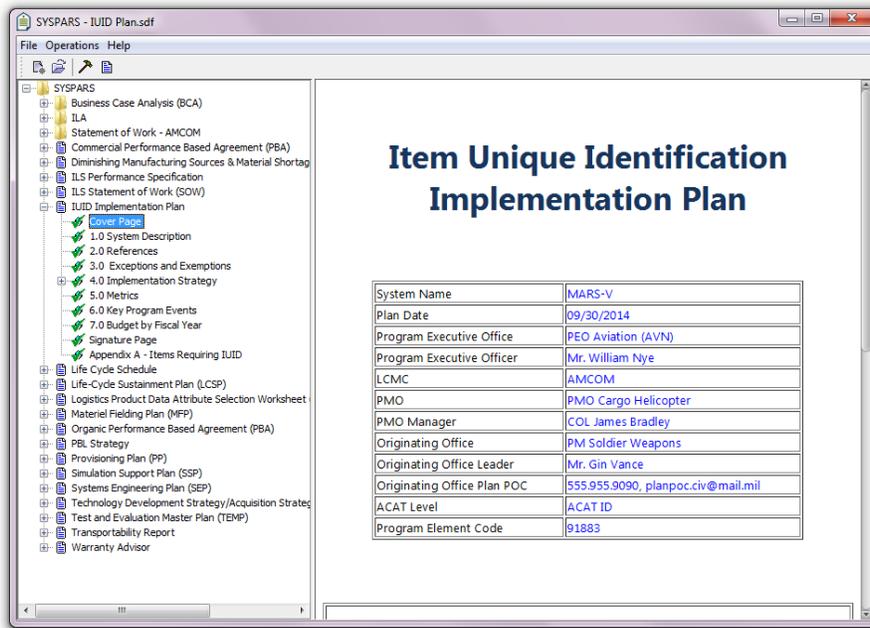
The figure below shows how the comment report is displayed within the output pane:



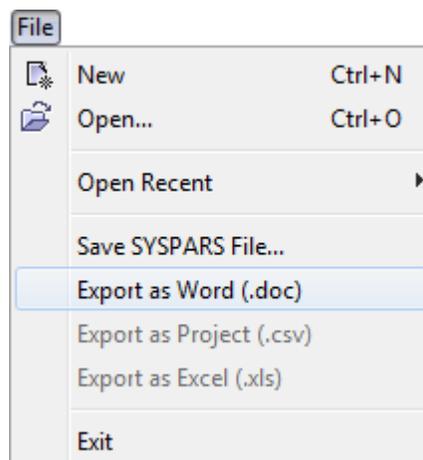
EXPORTING YOUR DOCUMENT TO MICROSOFT WORD

To Export your SYSPARS generated document to word, you first need to display your document (or question/comment report) to the Output Pane. To Display the Text of your document to the Output Pane, select the topmost level of your document. When the document name is highlighted, select [Operations](#) → [View Document](#) from the SYSPARS Menu. (Alternatively, you may right click and select “View Document”.

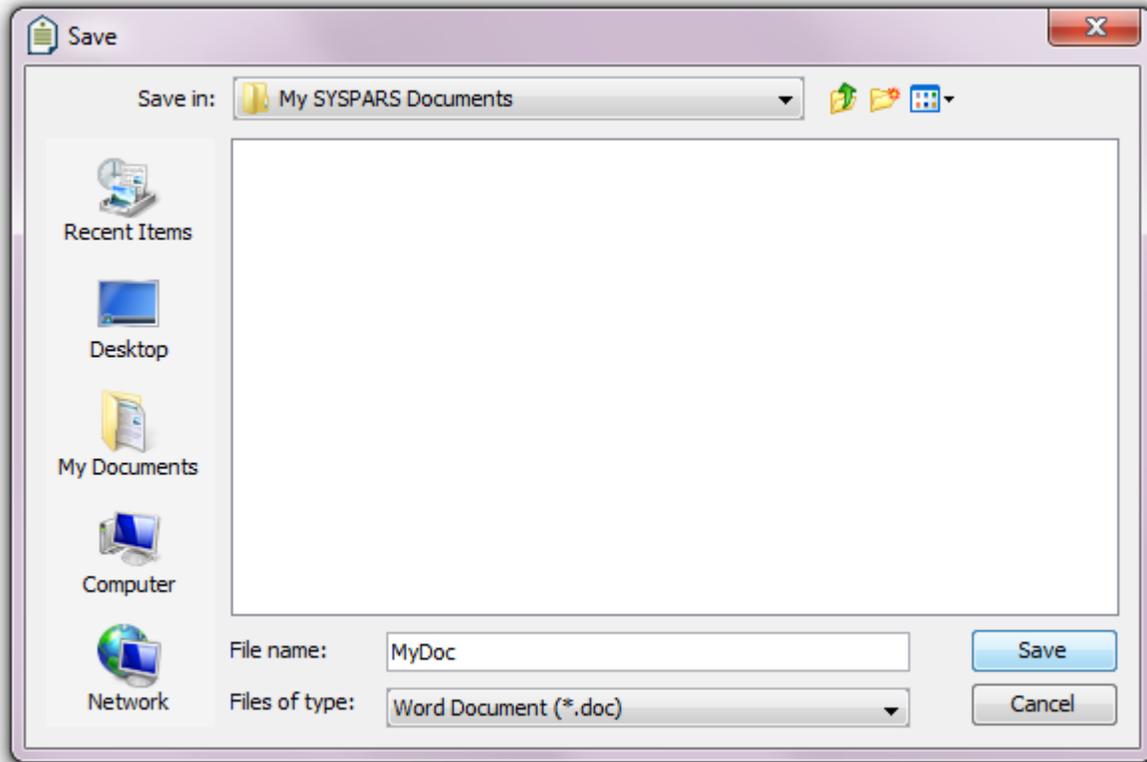
Your entire document should be displayed in the output pane.



To export your document, Select [File](#) → [Export as Word \(.doc\)](#)... from the SYSPARS Menu.



By default, you are prompted to save your document in “My Documents”.



Now, navigate to the saved location of your .doc file and you will be able to open your SYSPARS created document with Microsoft Word.

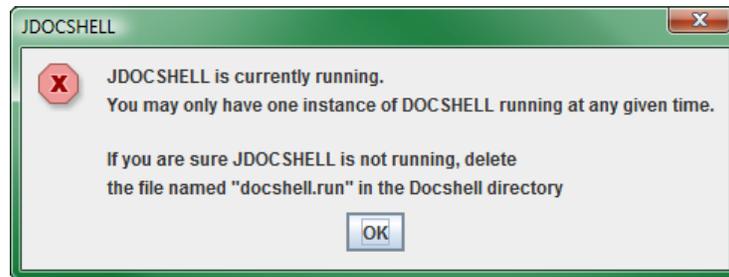


MARSV.doc

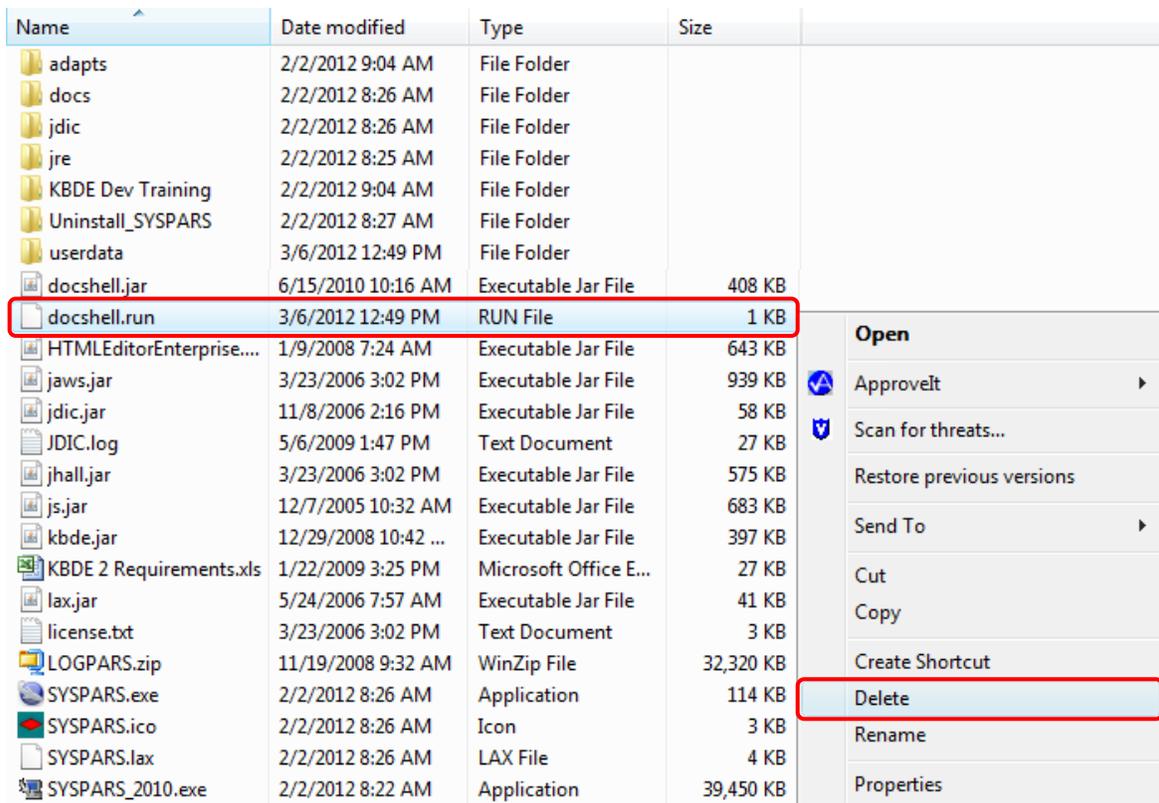
TROUBLESHOOTING

DELETING DOCHELL.RUN FILE

When a hard shutdown of SYSPARS occurs (e.g. turning off the computer while SYSPARS is running), the user may receive a message to delete a file titled docshell.run the next time the user attempts to run SYSPARS.

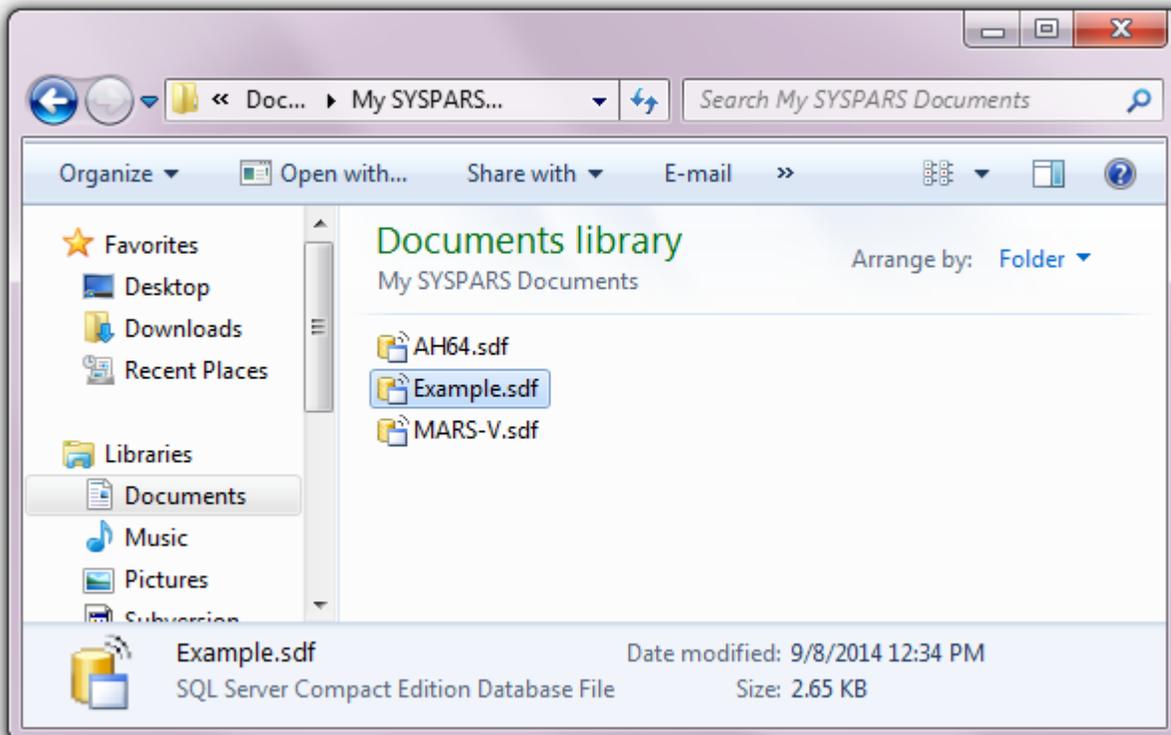


When this occurs, navigate to the drive where SYSPARS is installed (example: C: drive) to delete the docshell.run file. The path is `\USAMC LOGSA\SYSPARS\docshell.run`. You can open this location by simply right clicking on the shortcut you use to open SYSPARS and selecting **Open File Location**. Once the docshell.run file is deleted, you will be able to open SYSPARS.



SHARING SYSPARS FILES

SYSPARS data files (.sdf) can be shared with and opened by anyone who has SYSPARS installed on their computer. To share save files, a recipient simply needs your SYSPARS save file with the .sdf extension on their local computer. SYSPARS save files work like any other computer file and can be emailed to others or placed on network drives. Once received in an email or located on a network drive, a user can simply drag and drop or cut and paste the file into their desired folder and open it within SYSPARS. Once additions or updates are made to the save file, it can then be emailed again or placed back within the network drive.



SYSPARS SUPPORT

WEB SUPPORT

The SYSPARS website contains comprehensive SYSPARS program information, including:

- Release Notes
- Document Descriptions
- Registration and Download
- Frequently Asked Questions
- Troubleshooting
- Training Materials
- Contact Information

Visit our website at: <https://www.logsa.army.mil/lec/syspars/index.cfm>

LOGSA SUPPORT

TELEPHONE

Commercial: (256) 955-9847
DSN: 645-9847

ELECTRONIC MAIL

usarmy.redstone.logsa.mbx.tsb-smartdesk@mail.mil

ADDRESS

USAMC LOGSA
ATTN: AMXLS-AI (SYSPARS)
Redstone Arsenal, AL 35898-746

SYSPARS TRAINING

A half-day training course for SYSPARS is offered monthly in the Redstone Arsenal, AL area. This training is designed to familiarize students with the functionality of SYSPARS through a short briefing and a hands-on exercise of the software.

You may view the training schedule and register for classes here:
<https://www.logsa.army.mil/lec/forms/register/trainingindex.cfm>

TRAINING AT YOUR LOCATION AND SPECIALIZED TRAINING

If it is determined to be more cost effective to bring the SYSPARS training team to your location, LOGSA will work with you to accommodate your needs. In such a case, the training can be specialized based on your specific requirements. Please contact LOGSA Support for more information about scheduling SYSPARS training at your location.