



WORKGROUP CHARTER

WORKGROUP PURPOSE:

The OFIP workgroups will define Ohio's requirements for the **Service Area, Devices and Applications, and System and Security** for incorporation into the Ohio and FirstNet consultation process. These requirements will be developed by Ohio stakeholders and thought-leaders and endorsed by the State's governance structure to ensure that they accurately reflect user requirements.

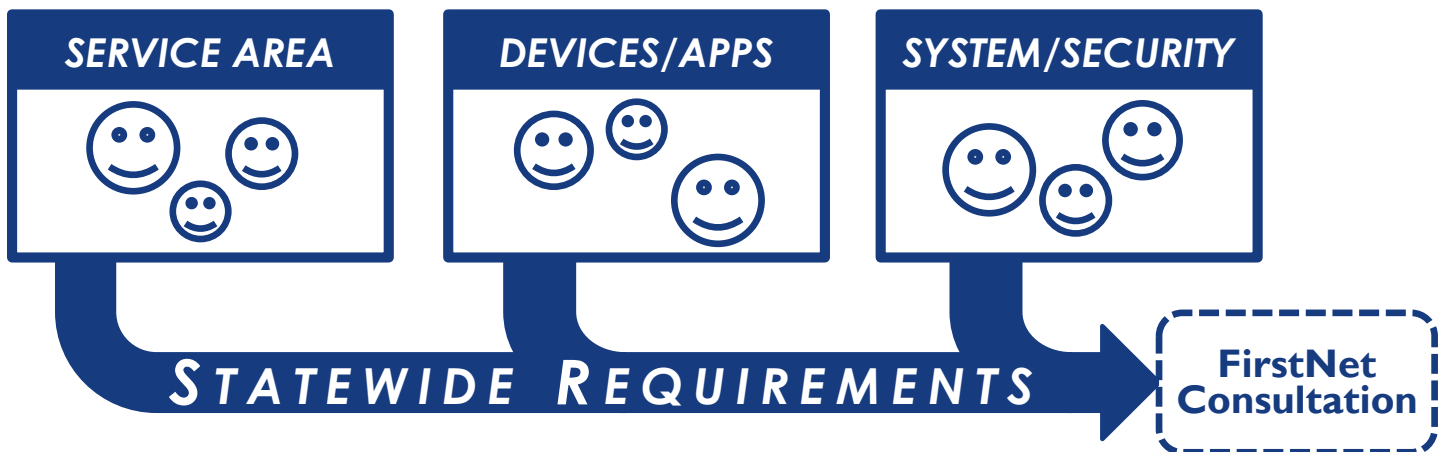


Figure 1: OFIP Workgroups Diagram from Project Plan

DELIVERABLE

Upon completing the work, ATST will produce a written report with a distinct section reflecting the findings of each workgroup. The report will document the workgroup's requirements and describe the methodology for collecting those requirements. The final meeting of each workgroup will be devoted to reviewing the draft report section for the group and resolving any issues or comments. The report will include four sections:

- Overview and Methodology
- OFIP Service Area Requirements
- OFIP Devices and Applications Requirements
- OFIP System and Security Requirements



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GUIDING PHILOSOPHIES

1. DEVELOP UNIVERSAL REQUIREMENTS

Our workgroup requirements will be designed to be universal and generic to the point that they will apply to all deployment approaches and will not be designed for either an opt-in or opt-out business model.

2. BUILD UPON EXISTING WORK

To the fullest extent possible we will base our requirements development upon existing work done by the public safety community. In particular, we will base our work off of NPSTC's Public Safety Broadband High-Level Launch Requirements, published December 2012.

3. GIVE THE COMMUNITY A VOICE

Workgroup facilitators will work to accurately gather the community's needs without influencing them towards a particular network architecture or business model. These are the requirements of Ohio's stakeholders—not just those of the OFIP leadership team or the Ohio State Government.

4. FOCUS ON LAUNCH

The workgroups will have a strong focus on requirements **at launch**—the minimum requirements to adopt the service over a commercial option.

METHODOLOGY

WORKING MEETINGS

Meetings will be held via Webex and conference call on a semi-monthly basis. Each workgroup will have six meetings. Two weeks prior to the first meeting, ATST will send out a poll via Doodle to establish a regular meeting time. This meeting time will be the regular meeting time for the group for the remaining meetings. Meetings will begin in January 2015 and will conclude March 2015.

ASYNCHRONOUS COLLABORATION

ATST will provide the group with materials to review in-between meetings, including draft requirements, NPSTC excerpts and survey tools to collect the group consensus. Participation in these asynchronous collaboration sessions is required of the group to ensure that the group is productive and successful.



OFIP

OHIO-FIRST.NET IMPLEMENTATION PROJECT

WORKGROUP CHARTER

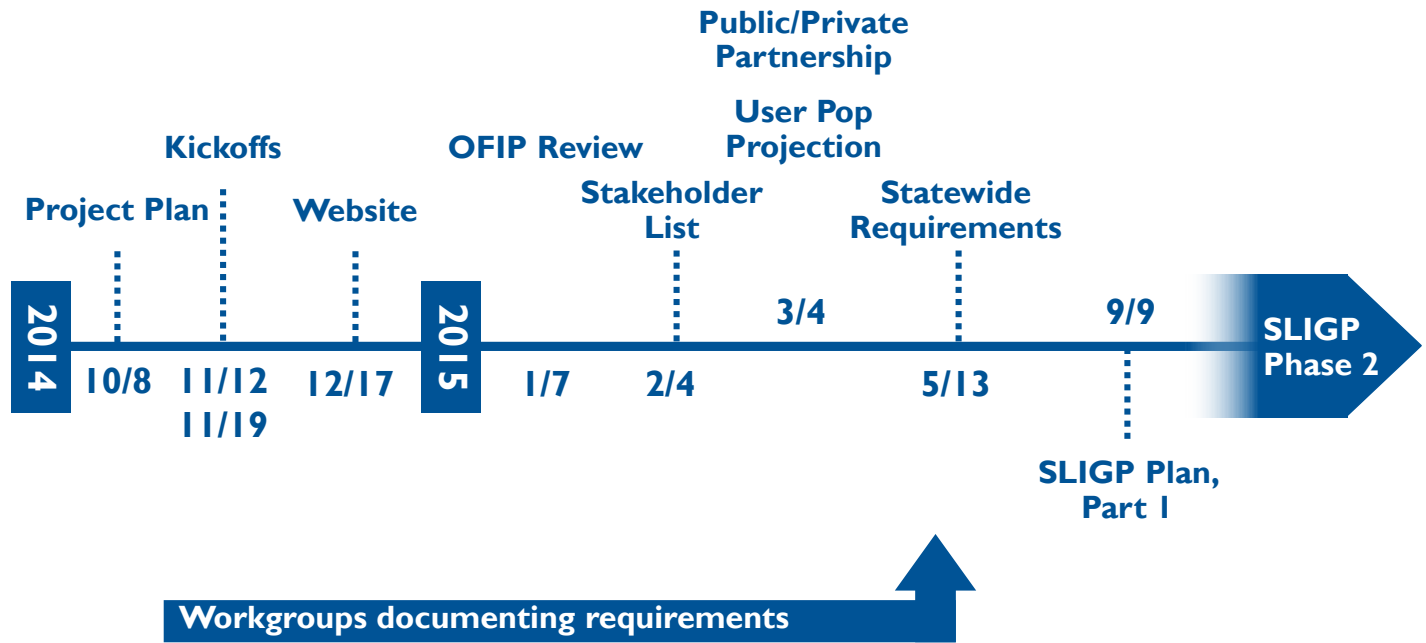


Figure 2: OFIP Timeline from Project Plan

REPORT

Each workgroup’s final meeting will be devoted to reviewing ATST’s draft requirements report for the workgroup.



WORKGROUP CHARTER

SERVICE AREA WORKGROUP

GOAL:

Determine PSBN baseline coverage requirements as well as how to evaluate coverage or service areas within the State. The workgroup will assess the requirements for mobile, portable, indoor, and outdoor coverage for application categories including voice, video and user groups, or by other criteria to be established by the workgroup. Estimated effort: 24 hours each participant over a period of three months.

IDEAL MEMBERSHIP:

- Public safety practitioners
- Technical staff (e.g., radio)
- IT staff

WORKGROUP ACTION ITEMS:

- Review group scope, purpose and action items
- Review commercial carrier coverage to establish baseline
- Establish minimum barriers to adoption
- Establish public safety grade coverage requirements
- Review NPSTC requirements related to coverage
- Develop survey questions related to coverage

MEETING TIMES:

- Week of January 12—Review and finalize scope, purpose and schedule
- Week of January 26—Review Commercial carrier baseline and barriers to adoption
- Week of February 9—Determine survey contents
- Week of February 16— Review NPSTC launch requirements
- Week of March 2—Identify SLA contents for coverage
- Week of April 13—Review draft requirements report for group



WORKGROUP CHARTER

DEVICES AND APPLICATIONS WORKGROUP

GOAL:

Determine baseline requirements for devices on the PSBN including which commercial devices are required on the network, device characteristics that are required on the network, what constitutes a public safety device, which applications and data types are in-use by public safety and which are required on the PSBN, and which minimum barriers to adoption exist. Estimated effort: 24 hours each participant over a period of three months.

IDEAL MEMBERSHIP:

- Public safety practitioners
- Technical staff (e.g., radio)
- IT staff

WORKGROUP ACTION ITEMS:

- Review group scope, purpose and action items
- Identify applications in-use by public safety and their associated data types
- Identify required public safety device types and their characteristics
- Review NPSTC requirements related to devices and applications
- Develop survey questions related to devices and applications

MEETING TIMES:

- Week of January 19—Review and finalize scope, purpose and schedule
- Week of February 2—Identify required features and barriers to adoption for devices
- Week of February 16—Determine survey contents
- Week of March 9— Review NPSTC requirements for devices and applications
- Week of March 23— Index required applications and data types
- Week of April 13—Review draft requirements report for group



WORKGROUP CHARTER

SYSTEM AND SECURITY WORKGROUP

GOAL:

Identify the security and system architecture and performance requirements for the PSBN. A key and important output of this workgroup will be the contents of a Service Level Agreement (SLA) for the State of Ohio for PSBN service. This SLA will form the basis of the State's tangible requirements for overall service before FirstNet and will build upon any SLA requirements initiated by the Service Area workgroup. Estimated effort: 24 hours each participant over a period of three months.

IDEAL MEMBERSHIP:

- Technical staff (e.g., radio)
- IT staff
- Information Security Experts

WORKGROUP ACTION ITEMS:

- Review group scope, purpose and action items
- Document Ohio information security requirements for public safety
- Develop SLA contents for PSBN service
- Review NPSTC requirements related to system and security
- Develop survey questions related to system and security

MEETING TIMES:

- Week of January 26—Review and finalize scope, purpose and schedule
- Week of February 9—Determine survey contents
- Week of February 23— Review Ohio-specific information security requirements
- Week of March 9—Review NPSTC system and security requirements
- Week of March 23—Identify SLA contents
- Week of April 13—Review draft requirements report for group