

Catalog Ordering Logistics Tracking System (COLTS) Integrated Product Team (IPT) Charter

1. **Name of Team.** Catalog Ordering Logistics Tracking System (COLTS) Integrated Product Team (IPT).

2. **Effective Date, Reviews, and Updates.** This charter is effective upon being signed by a representative of each of the IPT member groups: Avantix, LLC as the COLTS software developer; Naval Explosive Ordnance Disposal Technology Division (NAVEODTECHDIV); Robotics Systems Joint Project Office (RSJPO); Project Manager Force Projection (PM FP); Project Manager Unmanned Aircraft Systems (PM-UAS); and Program Manager Counter-Rocket Artillery and Mortar (PM C-RAM). The charter will be updated as necessary to incorporate new members or changes to the software development milestones.

3. **Authority.** DoD Directive 5000.01 provides the authority to establish and maintain program IPTs made up of members from the acquisition, financial, and capability needs communities, and the operational users to maintain continuous and effective communications with each other.

4. Mission, Objectives, and Scope

a. **Mission.** The mission of the COLTS IPT is to guide the evolution of the COLTS software.

b. **Objectives.** The COLTS IPT will: aid and provide feedback to the software developer in maintaining the software's capabilities and the assessment, development and addition of future capabilities, documenting the software capabilities, maintenance plans and strategies for software improvement, and monitoring the execution of the software maintenance plans and improvement strategies.

- Provide a forum for discussing all aspects of the software development to achieve user requirements, including future modifications and sustainment planning. This planning will be documented in a software change and improvement schedule available to all IPT members. Additionally, all requests for changes will be available to be viewed in a consolidated version of Adminitrack by voting members of the IPT and their designated representatives.
- Assist the software developer in establishing priorities for software changes and improvements. Priority will be given to:
 - (1) Correcting software defects.
 - (2) Addressing statutory and regulatory requirements.
 1. Law
 2. Department of Defense (DoD)
 3. Service (Army, Navy, Air Force, Marines)
 4. Programmatic (e.g., PEO, PM, Agency)
 - (3) Customer-initiated requests for modification in accordance with IPT established priority.
 - (4) Adjusting for changes to the software operating environment including:

1. Operating systems
 2. Hardware
 3. Firmware
 4. Database management
- (5) New development. In the case where Avantix, LLC may need to adjust its development schedule due to technical or business reasons, and implement requests for modification in other than priority sequence Avantix, LLC will review the proposed sequence with the COLTS IPT for concurrence.
- Monitor the execution of changes and improvements to COLTS.
 - Coordinate testing and fielding of COLTS updates.

c. Scope. The scope of this charter is limited to the organization and operation of the COLTS IPT.

5. Membership. The IPT will be made up of the IPT Member Groups listed below and their designated support staff.

- a. Avantix, LLC – COLTS software developer
- b. NAVEODTECHDIV – COLTS licensee
- c. RSJPO – COLTS licensee
- d. PM FP – COLTS licensee
- e. PM-UAS – COLTS licensee
- f. PM C-RAM – COLTS licensee

Each member group will designate individuals from their organization who will participate in the COLTS IPT. Additional members will be added as required based on COLTS license acquisition. Those members must be Federal Government representatives, and have a requirement to change the software.

6. Direction and Control. The NAVEODTECHDIV Representative will serve as the COLTS IPT Chair for the first year. The President, Avantix, LLC will serve as the COLTS IPT Co-Chair. The Chair will rotate annually or as required based on the recommendation of the IPT. PM-UAS will be the Chair in year two, PM C-RAM in year three, RSJPO in year four, and PM FP in year five. Changes to the rotation will be addressed by the IPT as required to accommodate new members or changes in license status.

7. Procedures

- a. The COLTS IPT will meet quarterly via web meeting. Annual meetings will be held rotating through the Chair's sites. The COLTS IPT Chair will normally announce IPT meetings no less than three weeks prior to the meeting.
- b. The COLTS IPT Chair will establish agendas with input from the members. Read-ahead material will be provided by the COLTS IPT Chair to members when necessary and appropriate.
- c. The COLTS IPT Chair will ensure call-in or computer conferencing capability is available for members to attend long-distance.

d. The COLTS IPT Chair will normally publish meeting results in the form of IPT meeting minutes and IPT Action Items no later than ten business days after each COLTS IPT meeting. Members who disagree with the meeting results or change their position on an issue subsequent to the meeting will communicate their disagreement to the COLTS IPT Chair no later than ten business days from the publication of the meeting results.

e. COLTS IPT members will have access to the software change and improvement schedule to maintain visibility into the execution of updates to COLTS as planned by the IPT. Adminitrack entries will be entered and maintained by the Technical Support Representatives (TSR) and the developer. The prioritized schedule will be maintained in Adminitrack.

f. COLTS IPT members will be notified by the developer of all upcoming changes through TSR. Unscheduled modifications will be announced through early publication of the COLTS release notes. Avantix, LLC and customer-initiated modifications will be announced through special notices published by Avantix, LLC.

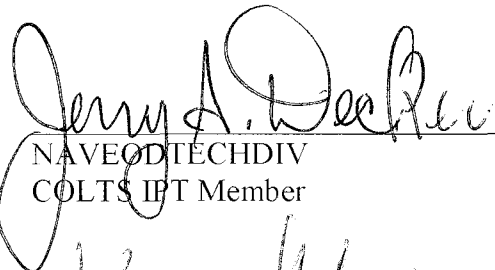
8. **Distribution.** This charter will be provided to all members of the COLTS IPT.

9. **Approval.** Based on concurrence from COLTS IPT members, this charter is approved.



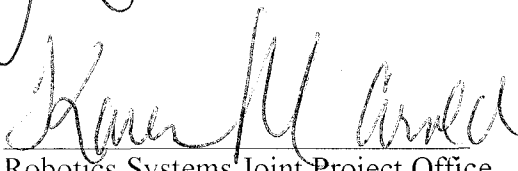
President, Avantix, LLC
COLTS IPT Co-Chair

Date: 4/29/2010



NAVEODTECHDIV
COLTS IPT Member

Date: 4/29/2010



Robotics Systems Joint Project Office
COLTS IPT Member

Date: 4/29/2010



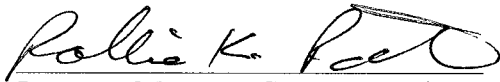
Project Manager Force Projection
COLTS IPT Member

Date: 4/29/2010



Program Manager Unmanned Aircraft Systems
COLTS IPT Member

Date: 29 Apr 2010



Program Manager Counter-Rocket Artillery and Mortar
COLTS IPT Member

Date: 4/29/2010