

Task	Participants					Lead	Start Date	Due Date	Complete
	MSP Tech Team	FRCOG Team	User Agency	CoMIRS ICB	Vendor				
Reconcile FC talkgroup/channel list with CoMIRS best practices. Create new FC talkgroups	X	X		X		MSP	Now		
Modify fleet map with new FC talkgroup #'s, names, Failsoft, etc	X					MSP	Now		
Create Individual ID range(s) for FC	X					MSP	Now		
Identify 3 conventional digital direct channels for FC	X					MSP	Now		
Create Radio TG/Channel Layout(s)	X	X				MSP	Now		
Create Radio Functional Layout (Buttons, switches, scan, tones, etc)	X	X				MSP	Now		
Approve channel/functional layout(s)	X	X		X		FRCOG	Now		
Update mutual aid plans - incoming/outgoing		X	X			FRCOG	Now		
Select radio vendor(s) and radio model(s)		X	X			FRCOG	Now		
Identify Encryption users		X	X			FRCOG	Now		
Specify Encryption standards	X					MSP	Now		
Create Radio Programming Template(s)	X					MSP	Need test radios from vendors		
Create System Key for programming Vendor(s)	X			X		MSP	After fleetmap/ID's		
Assign Radio Alias Scheme - CORE	X			X		CoMIRS	Now		
Assign Local Radio Alias Scheme - Shelburne Control	X	X	X			FRCOG	Now		
Define network trouble call procedure -calls for service	X	X		X		CoMIRS	Now		

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Identify Radio Ship to Location(s)		X	X	X		CoMIRS	After vendor(s) selected		
Identify radio shipping schedule by agency		X	X			FRCOG	now		
Finalize Radio Upgrade Program (RUP)		X		X	X	CoMIRS	TBD	TBD	
Apply to Radio Upgrade Program		X				FRCOG	TBD	TBD	
Determine RUP awards, notify applicant				X		CoMIRS	TBD	TBD	
Ship Radios to local distribution point		X		X	X	Vendor	TBD	TBD	
Inventory radios - Provide CoMIRS a list of radio model/serial numbers shipped				X	X	Vendor	TBD	TBD	
Create User Agency Radio Assignment list - Radio S/N, ID, Alias, Radio Model #				X		CoMIRS	TBD	TBD	
Program Mobile/Portable Radios with Templates/Radio Assignment List		X			X	Vendor	TBD	TBD	
Provision Radios (Activate Radio Alias/ID)	X					MSP	Before distribution	TBD	
Install Mobile Radios and report vehicle info to MSP Tech Team	X	X			X	Vendor	TBD	TBD	
Distribute Portable Radios and report to MSP Tech Team	X	X	X		X	FRCOG	TBD	TBD	
Train the Trainer Radio Operation	X	X				MSP	Before radio ship	TBD	
Train Radio operators		X	X			FRCOG	Before radio ship	TBD	

Last updated: September 2, 2020 (DRAFT)