

Technical Support Working Group
Combating Terrorism Technology Support Office
Technology Transition Planning Guidelines®



The Technology Transition Plan should address all elements required for transitioning the technology to the intended user, as well as other secondary users and markets. Items to be included are:

Background Information: *Background on the problem that the technology project addresses.*

Requirements Statement: *From the BAA or contract.*

Project Task Manager/Proponent:

Technology Description: *describe physical principle(s) used, physical characteristics (size, weight, etc.), technical capabilities planned vs demonstrated, and representative photo or artist's conception.*

Development Status: *At time of preparation and anticipated at time of completion of current effort (e.g. breadboard, prototype, software system, pre-production unit, etc.). Provide general project schedule including dates of Preliminary and Critical Design Reviews, prototype deliveries, testing periods, etc. This statement will lead to the assignment of a Technology Readiness Level (TRL) status.*

Statement of Intellectual Property (IP): *to include provisional patents, patent applications, patents, trademarks, copyrights, and licenses associated with any element of the project, included any assertions made in contract proposal and ratified by contract. Should include filing status and dates for all new IP. Any licenses granted on patented IP should be listed.*

Statement of Contract Deliverables: *test plans, hardware, software, technical data, software code, reports, operations and maintenance/support manuals, training manuals, etc.*

Regulatory issues description: *to include environmental, safety, health, transportation, communications spectrum, or any other applicable regulatory restrictions involving the production, distribution, sales, or use of products resulting from the technology.*

Standards: *applicable standards required to be met for use by Federal, state, and local public safety personnel should be identified (e.g. NFPA, ANSI, NIOSH, etc.)*

Liability Risk Analysis - *discussion of potential liability risks in the use of the technology by intended or unintended users. State intention to apply for Safety Act designation/certification.*

Testing: *Describe test plan provisions, and timeframes for developmental and operational testing, and what operational organization will be involved in the operational testing. (Note a Test and Evaluation Guide is available from TSWG.)*

Market description: *to include primary users, secondary users, and spinoffs of the technology for Military, Federal, domestic state and local government, commercial/industrial, and international markets as applicable. A separate Market Assessment should be completed, with results summarized here.*

Security: *Describe any sensitivities or criteria regarding the technology, data,*

applications, or users of the technology, determine appropriate Classification Guide Distribution Statement, and if the product or information should be public, restricted, or classified. Do not include any classified information in this document.

Export Control restrictions: *citing the appropriate section of the ITARS (if applicable), Military Critical Technology List, or a statement that the technology or product does not fall under export control provisions.*

Commercialization Strategy Discussion: *citing developer's intention to venture or license the technology with associated timelines for actions associated with the transition/commercialization activity. Discussion should include roles of current development partners or other associations to be leveraged.*

Technology Transition to Production (Produceability/Affordability): *describing the type and level of effort envisioned to take the technology from its state at the end of the development effort to a production ready operationally suitable product. (size/weight reduction, packaging, integration, additional test and certification). Provide an estimate of any additional costs to transition the prototype to initial low rate production. If possible, provide an estimate of the number of initial units needed to be sold and price of units to cover transition costs.*

Training: *discussion of training needed to adequately use the technology or product.*

Product Support: *discussion of the product support concept to include level(s) of repair, spare parts provisions, warranties, operations and maintenance/support manuals, simulators, and other logistics considerations.*

Note: A draft plan or transition assessment should be prepared NLT 6 months after development begins. A proposed transition plan should be prepared and coordinated among all parties NLT 12 months after development begins. The final transition plan, based on inputs by the government, should be prepared and coordinated NLT one month prior to completion of development effort.

TSWG/CTTSO Distribution Statement: Distribution limited to U.S. government agencies only; Critical Technology Combating Terrorism, DATE_____. Other requests for this document must be referred to the Director, Combating Terrorism Technology Support Office, Crystal Gateway North, 1111 Jefferson Davis Highway, Suite 116, Arlington, VA 22202.

For assistance with Technology Transition Assessment and Planning, contact TSWG/CTTSO Technology Transition Management Contractor, Jim Ball, at 703-405-7247 or via e-mail at ballj@tswg.gov.