

## Digital Maturity Self-Assessment Introduction

Why should I self-assess?



#### Why should my organization perform a self-assessment?

- Problem statement
  - In the acquisition community's pursuit of digital transformation, finding a way to organize and focus digital engineering planning efforts will be key to successful execution
- Digital Maturity Self-Assessment solution
  - Assesses an organization's baseline digital engineering capabilities
  - Defines **near-term goals** that are specific and practical
  - Provides **standardized metrics** to enable measurement of progress over time

#### - Benefits

- Improves digital fluency and awareness of DE activities
- Engages participants in **collaborative discussions** on tools, data, methods, and training
- Guides prioritized decisions on investments and planning
- Informs **roadmaps** for DE development
- Supports **communication of DE capabilities** and development progress to leadership or other organizations in a standardized framework
- Aligns space acquisition programs with the Space Systems Command Digital Transformation Lines of Effort
  - Digital Transformation at SSC (dps.mil)

This presentation will provide an overview of how a Digital Maturity Self-Assessment pilot effort was conducted for government space acquisition program offices, including lessons learned and tips for effective execution

#### Self-Assessment Materials

Set up and get started



 The Digital Maturity Self-Assessment is a process that guides the users through an exercise to characterize their current digital capabilities and define future target capabilities

Product Comes With:

Digital Maturity Guide

Digital Maturity
Assessment Matrix

19 DE Components

Maturity
Descriptions
(Scale of 0-4)

Scoring Results
Visualization
Templates

- What is the Digital Maturity Self-Assessment based on?
  - This assessment was based on the International Council on Systems Engineering (INCOSE)
     Model-Based Capability Matrix, which is primarily focused on model-based systems engineering (MBSE) and has been vetted in industry
- INCOSE

- INCOSE MODEL-BASED CAPABILITIES MATRIX | The Aerospace Corporation
- Where do I find the Digital Maturity Self-Assessment materials?
  - The Department of the Air Force Digital Maturity Assessment was developed to expand the scope to evaluate maturity of digital engineering and management capabilities
    - What does it mean to be digital? (dps.mil)



A Government and Industry supported tool that characterizes an organization's DE capabilities

# Digital Maturity Self-Assessment Pilot Effort

Real world practical application

















# Assessments Conducted, Supported, or Planned

- Assessments facilitated for two acquisition program offices
- Consulted, provided materials/guidance for four program offices, including two planned for periodic re-assessments
- Two additional programs targeted for assessment facilitation within CY2023

#### **Accomplishments**

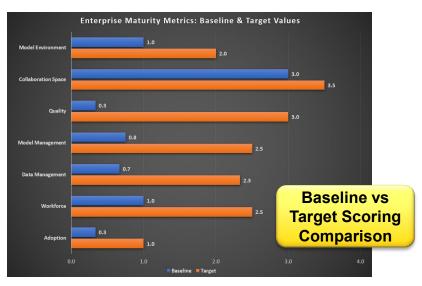
- Optimized assessment starter materials developed
- Completion of initial assessment process for six programs
- Summary report generated and delivered to three programs
  - Included assessment results, recommendations and next steps to support roadmap planning, and captured lessons learned

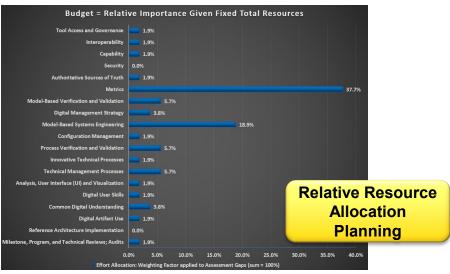
Assessment process practically applied and successfully demonstrated on multiple acquisition programs

### Self-Assessment Product Overview

### At a glance

Category		Metric	Cor	mponent					
	Model	l Environment	Tool Access	and Governance	19 DE Matu	ırity			
Infrastructure	Widder Environment		Inter	Compone	nts				
iiiiastiucture	Col	llaboration	Capability						
				ecurity	_				
Modeling /			Authoritative Sources of Truth (ASOT)						
Analysis		Quality		Metrics	(1.01.1)				
				ation and Validation	(V&V)				
		-		agement Strategy Systems Engineering					
	Model	Management		ion Management					
Process /				on and Validation (V&	kV)				
Policy				echnical Processes	,				
	Data	Management	Technical Mar	nagement Processes					
			Analysis, User Interface (UI) and Visualization						
	Workforce		Digital User Skills						
Workforce /			Common Digital Understanding						
Culture	Adoption		Digital Artifact Use						
				ecture Implementation					
			Milestone, Program, a	nd Technical Reviews	; Audits			_	
Component				Maturity Level Desc	ription				
		Level 0	Level 1	Level 2	Level 3	Leve	el 4	ı	
Milestone, Program, and Technical Reviews; Audits  Reviews; Audits  Reviews; Reviews and audits are set by calendar date against a contract event such as contract award. Digital artifacts are not planned for use to satisfy entry/exit criteria.			Enterprise organizations do not coordinate on common review criteria application and tailoring, and the use of digital artifacts as deliverables (via contract language). Occasionally models record the acceptance of items through reviews of model content/data in a modeling environment to	Enterprise organization infrequently coordinate on common review criteria application and tailoring, and the use of digital artifacts as deliverables (via contra language) but they are aware of the requirements of others. Frequently models recothe acceptance of items	frequently coordinate common review critic application and tailound the use of digital artifacts as deliverated (via contract languared Models record the acceptance of items through reviews of nrd content/data in an	e on coorderia reviering, and to delive delive autor acceended frequenced	rprise organizations dinate on common w criteria application ailoring, and the use gital artifacts as erables (via contract uage). Models matically record ptance through lent reviews of el content/data in an rated digital	+	
Compo Maturity Descriptio	Leve		allow stakeholders to ensure that the review is complete based on exit criteria.	through reviews of mod content/data in a modeling environment t allow stakeholders to ensure that the review i complete based on exit criteria.	el environment to allow stakeholders to ensu o that the review is complete based on e	v envirure stake that t	onment to allow cholders to ensure the review is plete based on		





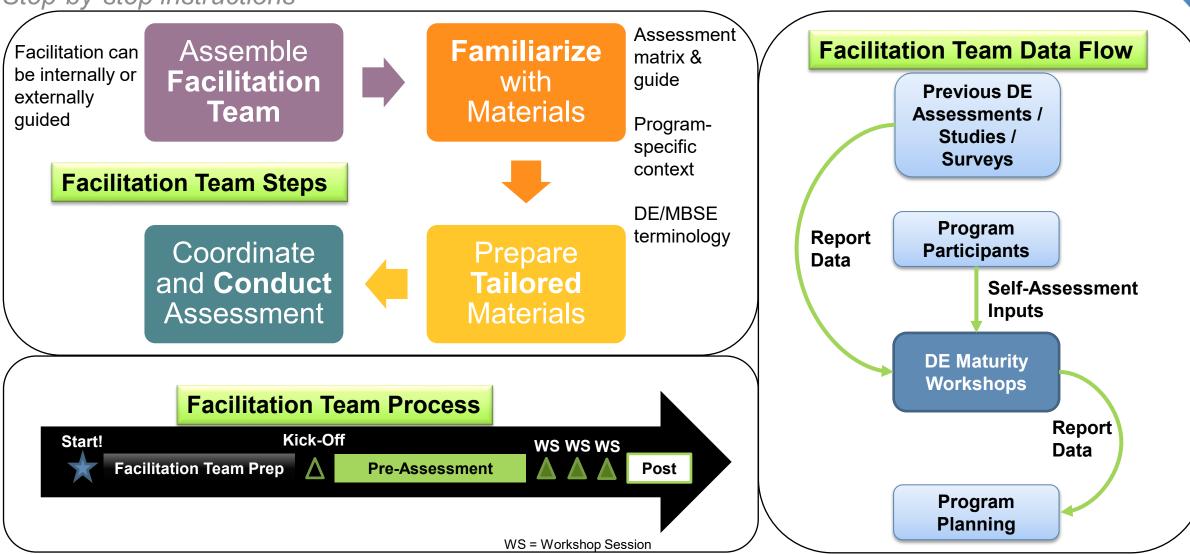
The Digital Maturity Assessment Matrix is a tool to identify and visualize current and future target capabilities

#### Self-Assessment Facilitation Overview



Step-by-step instructions

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Assembling and preparing a facilitation team sets up the organization for a well-coordinated assessment process

#### Self-Assessment Process Overview



Step-by-step instructions

#### Facilitation Team

Conduct kick-off

#### Program Team

- Identify key participants
- Consider program DE goals and priorities for assessment period
- Individual assessment matrix score selection

Pre-Assessment ~2-3 Weeks

# **Assessment** ~1-3 Weeks

- Facilitation Team
- Lead workshop discussions
- Capture notes and action items
- Program Team
- Discuss components and select baseline and target scores

Facilitation Team: Compile participant inputs for discussion

**Facilitation Team:** Clean up discussion notes and assessment results

- Facilitation Team
- Finalize assessment report
- Conduct workshop out-brief
- Program Team
- Resolve action items
- Conduct any additional program out-briefs

Post-Assessment ~2-3 Weeks

Critical team member participation is required to achieve comprehensive and useful self-assessment results



For best result...

# Tips On Efficient Assessment Execution: Planning and Preparation



Allocate sufficient total workshop session duration ~4-6 hours depending on DE scope and complexity



Work in manageable bite-sized chunks.

Group components into logical categories to organize discussions



Define initial set of **starting parameters**, e.g., initial ground rules and assumptions, workshop scoring cadence,...



For best result...

# Tips On Efficient Assessment Execution: Participant Engagement



Obtain **senior management buy-in** to set the tone on the importance of DE development and assessment to support organizational goals



**Identify overarching technical lead(s)** to drive score selection from the perspective of the organization as a whole



Include participants **beyond DE specialists** as appropriate (Chief engineers, technical directors, etc.)



For best result...

# Tips On Efficient Assessment Execution: Kick-Off Meeting and Homework Assignment



Discuss and decide on **key ground rules and assumptions** during kick-off meeting (e.g., target score timeline, key term definitions)



Pre-workshop **homework assignments** ensure participants are prepared for effective discussions



For larger quantities of participant inputs, create a compiled listing in a filterable format to reference during the workshop discussions



For best result...

# Tips On Efficient Assessment Execution: Workshop Sessions



Provide context for participants joining mid-workshop: Include time in each session to **re-cap** at the beginning and **wrap up** at the end



Leverage contractors/partners with inherent higher maturity levels for potential program target score selection



Define workshop cadence. E.g., 10 minutes per component: introduce component, select scores, discuss, capture final scores and rationale



For best result...

# Tips On Efficient Assessment Execution: Assessment Outputs



Capture **scoring rationale** and any **tailored interpretation**: Score rationale/outliers, specific criteria for target (not just number score)



Use **score weighting** feature to highlight highest priority next steps



Generate **summary report**, including key assumptions, assessment results, baseline/target state descriptions, next steps

## Self-Assessment Warnings



Pitfalls to avoid

#### 1: Unstructured workshop sessions without leadership guidance

• Effective workshop facilitation and leadership can maintain focus during discussions and keep assessment progress on track

#### 2: Globally selecting target scores of level 4 for all components

- Level 4 maturity may not apply in all cases
- Selecting target scores aligned to a predetermined timeline (e.g., 1 year from the assessment date) is more likely to produce assessment results that will effectively support DE development planning with realistic and implementable goals with measurable progress

#### 3: Associating low scores with negativity (score-shaming)

- Workshop participants may be more open to sharing thoughts and perspectives in a supportive and collaborative discussion environment
- Assessment results are intended to be used as a planning tool by characterizing the gap between current reality and achievable near-future goals



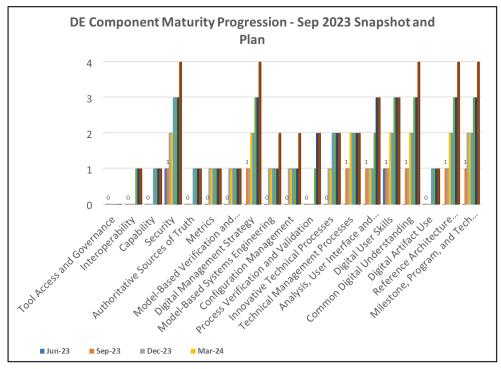
#### WARNING: Failure to follow these precautions could result in...

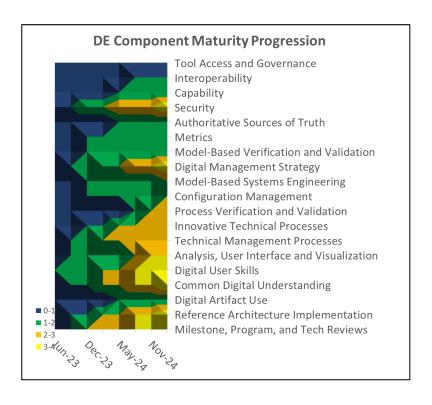
- Incomplete assessment
- Sub-optimal assessment output: uncertainty on how to achieve target maturity levels
- Defensive participants or confrontational workshop session discussions

#### Continued Assessment Use

Maintenance and repairs

#### Digital maturity can be planned out and trended over time





#### Benefits of regular re-assessments

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- Sets DE development goals and timelines
- Ability to visualize measurable progress as DE capabilities mature

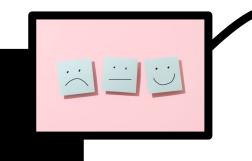
Periodic re-assessments can be used to re-vector plans and roadmaps

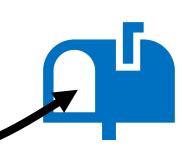
# **Product Update Recommendations**

Suggestion box

### Recommendations\*

- Clarify Terminology
- Clarify Component Maturity Descriptions
- Point to the INCOSE MBCM for MBSE follow-up





### **Example: Clarify Terminology – Utilization of a Reference Architecture**

For a reference architecture to be considered "utilized" it should include appropriate use by a contractor of a provided reference architecture, as well as use by the customer for evaluation of contractor design and contract compliance

### **Example: Clarify Component Maturity Descriptions – Add Examples**

Description of assessment components and their maturity levels can be supplemented with examples

Recommendations collected by the facilitation team for improvement of the assessment materials

<sup>\*</sup>Note: refer to backup for complete list of recommendations

#### **Conclusions**

Digital Maturity Self-Assessment process summary

#### Why assess digital maturity?

- To improve digital fluency and awareness
- To develop DE development roadmaps
- To prioritize decisions on program investments and planning
- To effectively communicate DE status and progress to others

#### How to get started?

- Download assessment materials from Air Force Digital Transformation website
- Assemble a facilitation team and identify key participants
- Follow the assessment process

#### Key take-aways

- Tailor assessment materials for your specific organization, define context, terminology, and timeline for target scoring
- Plan out assessment preparation and workshops
- Engage key participants and leadership
- Capture specific rationale, not just number scores
- Avoid score-shaming



Enables an organization to plan and implement targeted, value-based digital engineering strategy

# **Acknowledgements**

For contributions and reviews

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  - Jason Shimabukuro





# **Questions?**

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# **Product Update Recommendations**

Suggestion box

Num	Recommendation	Comment
1	Clarify Terminology – Digital Twin	Uncertainty of definition for digital twin caused difficulties with scoring the "innovative technical processes" component. Referencing a published definition would help standardize the interpretation of these maturity descriptions. In addition, having defined levels of comprehensiveness of a digital twin may also be helpful to establish a shared conceptual understanding of the desired scope of a digital twin without having to walk through all of the detailed criteria anew for each mission
2	Clarify Terminology – Reference Architecture Incorporation	Is this component referring to the delivery of a reference architecture model to a contractor for use, or to the application of standards to development of a reference architecture model? Or both? Discussion and elaboration is needed
3	Clarify Terminology – Utilization of a Reference Architecture	For a reference architecture to be considered "utilized" it should include appropriate use by a contractor of a provided reference architecture, as well as use by the customer for evaluation of contractor design and contract compliance

While exercising the Digital Maturity Assessment process, the facilitation team collected recommendations for improvement of the assessment materials

# **Product Update Recommendations**

Suggestion box

Num	Recommendation	Comment
4	Clarify Component Maturity Descriptions – Reduce Overlaps	Reduce component overlaps. E.g., Integrated Digital Environment is a key maturity criteria listed for multiple components; "access and governance" and "security" as components are not distinct
5	Clarify Component Maturity Descriptions – ASOT	Data architecture for the "authoritative source of truth" component should include process of data synchronization across the enterprise technical baseline
6	Clarify Component Maturity Descriptions – Add Examples	Description of assessment components and their maturity levels can be supplemented with examples
7	Reference the INCOSE MBCM	Detailed MBSE maturity assessment is not sufficiently covered by this assessment. Recommend providing reference to INCOSE MBCM for deep-dive focus on MBSE capability. E.g., maturity for MBSE modeling language/profile would indicate that it has been selected, is in use with proper implementation, and in compliance with language/profile specifications

While exercising the Digital Maturity Assessment process, the facilitation team collected recommendations for improvement of the assessment materials

Approved for public release. OTR 2023-01133.



Assessment\_Orig Cheat Sheet | DE Capabilities | Assumptions | Rollup | D1 | D2 | D3 | D4 | D5 | D6 | D7 | D8 | Budget Chart | Components Chart | Metrics Chart

Original AFMC
Digital Campaign
Assessment Matrix
Included for reference

Ca	ategory	Metric	Component	If no answer, set Weight (Column O) to zero	Level 0 Description	Level 1 Description	Level 2 Description	Level 3 Description	Level 4 Description	Component Baseline	Component Target	Weight (1-10 with 10 most important)	Relative Importance	Weighted Effort Needed	
Infrastr		Modeling	Access and Governance	"N/A" or "Not capable of responding."	Limited access and governance plans or policies in place.	Users have limited access to tools necessary for digital processes across the lifecycle. Tool access and governance plans and policies are in the process of being defined.	Users have limited access to tools necessary for digital processes across the lifecycle. Tool access and gowernance policies and procedures are generic.	Users have appropriately controlled access to tools necessary for digital processes across the lifecycle. Tool access and governance policies and procedures are defined by the program/organization, understood, and partially applied across the enterprise.	Users have appropriately controlled access to tools necessary for digital processes across the lifecycle. Tool access and governance policies and procedures are defined by the program/organization, understood, and uniformly applied across the enterprise via an integrated digital environment.	1	3	1	1%	2%	
	estructure	Environment	Interoperability	"N/A" or "Not capable of responding."	Data/tool independences are not considered and data is partially resident in the tool or tool directed default directories. Databases/tools are independent.	Data/tool independences are considered and enhancements for data independence from tools are planned. Inter- database/tool data item associations defined.	Data/tool implementation independences are managed to allow data to be independent from tools. Umited interdatabase/tool data tiem associations defined, captured, managed.	Data/tool implementations independences are managed to allow data to be independent from tools and allow import/export to foster data portability. Highly utilized tools are interoperable; supporting tools interact through file transfer. Inter-database/tool data item sasociations among all data items defined, captured, managed, and traceable.	Tools are interoperable and used or distributed decision-making via an integrated digital environment. Data is interchanged among and independent from tools. Inter- database/tool data item associations among all data items defined, captured, managed, and traceable where changes in one data source notifies custodians of other data sources of required.	2	2	10	8%	0%	
				Capability	"N/A" or "Not capable of responding."	Collaboration only by business tool applications (e.g. email, telecommunications).	Collaborations occur asynchronously and inconsistently amongst the majority of distributed teams of the enterprise.	On-line, real-time collaboration amongst the majority of distributed teams of the enterprise.	On-line, real-time collaboration amongst the majority of distributed teams; limited interactions via an integrated digital environment.	On-line, real-time collaboration amongst distributed teams actively interacting via an integrated digital environment.	1	3	8	6%	13%
		Collaboration	Security	"N/A" or "Not capable of responding."	Limited number of models or data have restrictions.	Models and data across the enterprise are secured by user authentication only. Access is ad hoc.	Models and data across the enterprise are secured by user authentication only. Users only have access to data they need.	Models and data across the enterprise are secured, apply applicable Intellectual Property (IP) policies, and support all classification levels defined by the program.	Models and data across the enterprise are secured, monitored, and controlled; apply applicable Intellectual Property (IP) policies; and support all classification levels defined by the program.	2	4	0	0%	0%	
		Quality	Authoritative Sources of Truth (ASOT)	"N/A" or "Not capable of responding."	Data and information have not been identified to contribute to the ASOT.	ASOT with defined 'total lifecycle' data architectures are planned.	ASOT with defined total lifecycle' data architectures are planned and being executed. A revision control strategy has been implemented.	Digital threads and digital twins with defined 'total lifecycle' data architectures have been established to contribute to the ASOT for an enterprise. Model-based definitions are utilized and maintained (revision control).	Digital threads and digital twins with defined 'total lifecycle' data architectures have been established contributing to the ASOT for an achieted that automatically update when associated models are changed. (Conformance to VAUIT principles – Visible, Accessible, Understandable, Linked, Trustworthy)	0	1	9	7%	7%	
Modeling / Analysis			Metrics	"N/A" or "Not capable of responding."	Metrics are not used to manage the model development, quality, or effectiveness.	Limited model metrics have been defined.	Limited model metrics have been implemented and monitored (e.g. compliance with model style guides, extent of authoritative data use, etc.).	Model metrics development is complete. Metrics are well known, understood, and are appropriate as defined by the program. (e.g. compliance with model style guides, extent of authoritative data use, etc.)	Model metrics are well known, understood, and are appropriate as defined by the program. Metrics are systematically used, reported, and continuously used to ensure quality.	1	2	10	8%	8%	
			Model-Based Verification and Validation (V&V)	"N/A" or "Not capable of responding."	No model-based system V&V strategy.	Model development processes have been identified and mapped; standard V&V procedures and programs have been identified for future model-based implementation across the enterprise.	Model development processes have been partially established; modeling patterns, styles, and standards have been identified; and standard V&V procedures and programs have been selected for future model-based implementation across the enterprise.	Model development processes have been established; modeling patterns, styles, and standards are partially defined; and standard model-based V&V procedures and programs have been partially implemented across the enterprise. (Including associated automated scripts and tools)	Model development processes have been established; modeling patterns, sylves, and standards have been defined; and standard model-based W&V procedures and programs have been inplemented across the enterprise. (including associated automated scripts and tools)	2	3	9	7%	7%	



Assessment\_Orig Cheat Sheet DE Capabilities | Assumptions | Rollup | D1 | D2 | D3 | D4 | D5 | D6 | D7 | D8 | Budget Chart | Components Chart | Metrics Chart

# Assessment Component Cheat Sheet

Easy-to-view descriptions of key aspects for each DE maturity assessment component

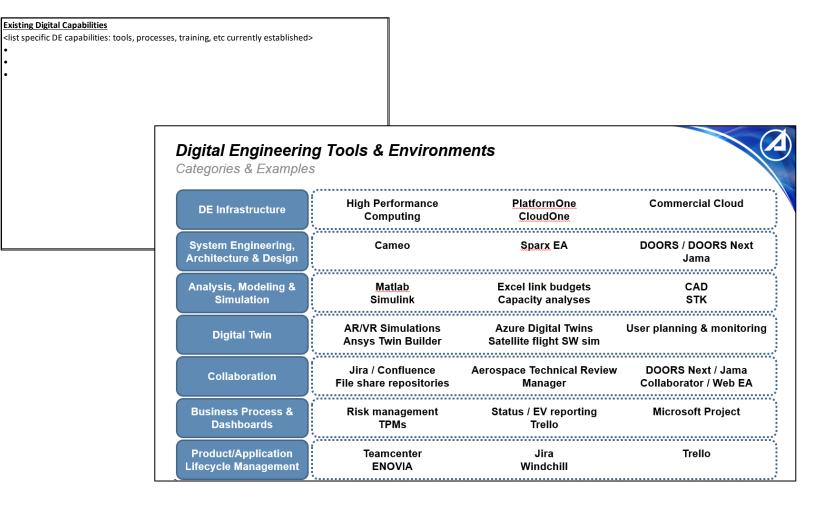
Category Metric Component			Key Aspects		
	Modeling	Access and Governance	Controlled access to DE tools in IDE Tool access/governance policies & procedures		
Infrastructure	Environment	Interoperability	Data independence & portability Tool interoperability in IDE Dependency tracing between tools		
iiii usti ustui s	Collaboration	Capability	Online collaboration in IDE Real-time collaboration		
		Security	User authentication IP policies Classification levels Models/data secured, monitored, controlled		
Modeling / Analysis	Quality	Metrics	Definition, implementation, monitoring Continuous use		



Assessment\_Orig | Cheat Sheet | DE Capabilities | Assumptions | Rollup | D1 | D2 | D3 | D4 | D5 | D6 | D7 | D8 | Budget Chart | Components Chart | Metrics Chart

#### **Digital Engineering Capabilities**

Template to populate identified DE tools currently being utilized by program. Tool categories and examples provided for reference





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# Ground Rules and Assumptions

Template to capture rules and assumptions that guide selection of assessment scores

#### **Assessment Ground Rules and Assumptions:**

< fraction of assessment scores</p>Note: Any inputs will be compiled and discussed at the beginning of the workshop to ensure assumptions are understood

- •
- •
- •
- Example Ground Rules and Assumptions:
  - Target selections were based on desired program digital maturity state to be achieved by <Month Year>, driven by
     <event> completion
  - Scores reflect digital maturity as implemented within the <Program Name> program office context
  - In order for a given assessment level to be selected, all aspects of the level description must be satisfied. Partial satisfaction of assessment levels is described in the rationale
  - Enterprise: for purposes of discussion, defined to be scope of program control, to include
     <segments/organizations/etc> <x>, <y>, and <z>
  - Weighting factors were not applied so the results reflect uniform priority across all assessment components



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#### **Results Summary Roll-Up**

Overview matrix displaying baseline, target, and weighted effort of all assessment components

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Category	Metric	Component	Component Baseline	Component Target	Weight (1-10, 10 = most important, 0 for N/A)	Weighted Effort Needed
	Modeling	Access and Governance	2	3	1	2%
Infrastructure	Environment	Interoperability	0	1	1	2%
iiiiastiuctuie	Collaboration	Capability	3	4	1	2%
	Collaboration	Security	3	3	1	0%
Modeling /		Authoritative Sources of Truth (ASOT)	1	2	1	2%
Modeling / Analysis	Quality	Metrics	0	4	5	38%
Allalysis		Model-Based Verification and Validation (V&V)	0	3	1	6%
		Digital Management Strategy	1	3	1	4%
	Model Management	Model-Based Systems Engineering	0	1	10	19%
		Configuration Management	2	3	1	2%
Process / Policy		Process Verification and Validation (V&V)	0	3	1	6%
	Data	Innovative Technical Processes	0	1	1	2%
		Technical Management Processes	1	4	1	6%
	Management	Analysis, User Interface (UI) and Visualization	1	2	1	2%
	Workforce	Digital User Skills	2	3	1	2%
Workforce /	Workforce	Common Digital Understanding	0	2	1	4%
Culture		Digital Artifact Use	1	2	1	2%
Culture	Adoption	Reference Architecture Incorporation	0	0	1	0%
		Milestone, Program, and Technical Reviews; Audits	0	1	1	2%



Assessment\_Orig | Cheat Sheet | DE Capabilities | Assumptions | Rollup | D1 | D2 | D3 | D4 | D5 | D6 | D7 | D8 | Budget Chart | Components Chart | Metrics Chart

#### **Detailed Discussion Tabs**

Worksheets for discussion and scoring of small subsets of assessment components. Includes level descriptions, discussion questions, examples, and template fields to capture notes and rationale

Topic: Reviews & Artifacts										
Category	Metric	Component	Level 0	Level 1	Level 2	Level 3	Level 4	Component Baseline	Component Target	Rationale
Vorkforce / Culture	Adoption	Digital Artifact Use	Hardcopy or business application (e.g., MS Word) generated documents are not based on digital artifacts.	Isolated processes across the enterprise use digital artifacts and data.	The majority of enterprise processes and decision-making relies on digital artifacts and data.	Enterprise decision making is based on digital artifacts and data. Consistent institutional approach and continual improvement is partially driven by policy, practices, and methods via an integrated digital environment.	Enterprise decision making is based on digital artifacts and data. Consistent institutional approach and continual improvement is driven by policy, practices, and/or automation via an integrated digital environment.	1	2	
Workforce / Culture	Adoption	Milestone, Program, and Technical Reviews; Audits		Enterprise organizations do not coordinate on common review criteria application and tailoring, and the use of digital artifacts as deliverables (via contract language). Occasionally models record the acceptance of items through reviews of model content/data in a modeling environment to allow stakeholders to ensure that the review is complete based on exit criteria.	Enterprise organizations infrequently coordinate on common review criteria application and tailoring, and the use of digital artifacts as deliverables (via contract language) but they are aware of the requirements of others. Frequently models record the acceptance of items through reviews of model content/data in a modeling environment to allow stakeholders to ensure that the review is complete based on exit criteria.	Enterprise organizations frequently coordinate on common review criteria application and tailoring, and the use of digital artifacts as deliverables (via contract language). Models record the acceptance of items through reviews of model content/data in an integrated digital environment to allow stakeholders to ensure that the review is complete based on exit criteria.	Enterprise organizations coordinate on common review criteria application and tailoring, and the use of digital artifacts as deliverables (via contract language). Models automatically record acceptance through frequent reviews of model content/data in an integrated digital environment to allow stakeholders to ensure that the review is complete based on criteria.	0	1	
Does contr deliverable Are reviews	artifacts info act languages es? s conducte	d via IDE?	decisions? of digital artifacts nt/continuous?	Example Products & Topics  Model-based reviews  Digital artifact deliveries  Model exports  Statement of Work  Relevant Tool Categories  SysML MBSE (Cameo, Sparx)  Collaborative tools (ATRM, Jama, DOG	DRS Next)	Additional Notes <capture &="" assumptions="" benefits:<="" discussion="" key="" opportunities="" td=""><td>n points&gt;</td><td></td><td></td><td></td></capture>	n points>			



**Metrics Chart** 



#### **Output Visualization Charts**

**Components Chart** 

**Budget Chart** 

Graphical representations of assessment scoring results