\<Project Name\>
PROJECT PROCESS AGREEMENT (PPA)

U.S. Department of Agriculture, Food and Nutrition Service
Office of Information Technology

USDA United States Department of Agriculture
Food and Nutrition Service

\<Date\>

Version X.x

National Office – Braddock Place
1320 Braddock Place
Alexandria, VA 22314

This document has been reviewed for Section 508 compliance as of mm/dd/yy.

SDLC TEMPLATE REVISION HISTORY

VERSION	DATE	AUTHOR	CHANGE DESCRIPTION
1.0	06/30/2018	ITG Branch	Developed initial PPA document
2.0	10/29/2020	Panum Group	Updated to reflect new FNS Agile SDLC processes and comply with Section 508 standards.

SDLC TEMPLATE CONTACT INFORMATION

RESPONSIBILILTY	CONTACT PERSON	EMAIL ADDRESS
Portfolio Management Division Director, Chief Portfolio Officer	Joe Shaw	Joseph.Shaw@usda.gov
IT Governance Manager	Kevin Russ	Kevin.Russ@usda.gov
SDLC Lead	Max Mounger	Max.Mounger@usda.gov

OIT

1

APPROVAL

OFFICE OF INFORMATION TECHNOLOGY

This document approved by:

_____

Joseph Shaw Date
Director, Portfolio Management Division,
Office of Information Technology

_____

<Insert OIT PM Name>Date
Project Manager, Portfolio Management Division,
Office of Information Technology

_____

Kevin Russ Date
IT Governance Manager, Portfolio Management Division,
Office of Information Technology

_____

Max Mounger Date
Systems Development Life Cycle Lead, Portfolio Management
Division, Office of Information Technology

TABLE OF CONTENTS

List of Tables

ACRONYM LIST

REFERENCE	DEFINITION
ATO	Authority to Operate
EIS	Electronic Information System
EVMS	Earned Value Management System
FIPS	Federal Information Processing Standards
FNS	Food and Nutrition Service
ISO	Information Security Office
O&M	Operations and Maintenance
PPA	Project Process Agreement
PWS	Performance Work Statement
SDLC	System Development Life Cycle
SLA	Service Level Agreement
SOO	Statement of Objective
SORN	System of Record Notice
SOW	Statement of Work
UAT	User Acceptance Testing
VPAT	Voluntary Product Assessment Template

USDA United States Department of Agriculture
Food and Nutrition Service

1. PURPOSE

A Project Process Agreement (PPA) authorizes and documents the justifications for using or not using specific FNS Agile Systems Development Life Cycle (SDLC) artifacts. This includes Decision Point Reviews and selecting specific artifacts applicable to the project and their expected level of detail. The project manager or program manager signs the PPA. Once approved by a governance committee, this document authorizes the project to proceed according to agreed upon scope, time, costs, and quality including any SDLC related exceptions as outlined within this document.

Table 1 - General Project Information

Date Prepared	mm/dd/yyyy
Requested By	Enter full name and title/role on project
Email Address	Enter email address
Phone Number	000-000-0000
Project Name	Enter a name for the investment/project being requested
Project Description	Enter a detailed description of the investment/project

2. SUMMARY OF PROJECT TAILORING AND JUSTIFICATION

Project tailoring may be required depending on the number of releases determined for the project. Modify the PPA to reflect additional tailoring changes in the following sections. Please select the Action Box for the artifact in each section to be included as a required project artifact.

This project follows guidelines outlined in the Food and Nutrition Service (FNS) Agile SDLC Guide.

3. DECISION POINT REVIEW FOR AGILE PROJECTS

Select the appropriate action for each Governance Review, Phase or Activity listed below (Use, Do Not Use, or As Needed). Provide a detailed justification if the project determines to "Not Use" a Governance Review.

Table 2 - Decision Point Reviews for Agile Projects

Governance Review	Action	Justification
1. Decision Point 1- Build	Use	
2. Decision Point 2 - Test	Use	
3. Decision Point 3 - Release	Use	
4. Project Closeout – Lessons Learned	Use	
** SDLC Management Brief	As needed. If requested by FNS Leadership, or may be initiative	

OIT

	by FNS OIT PM / COR	

* Decision Point Reviews may be waived, combined, or delegated based on IT Governance Branch approval.

4. ARTIFACT CONSOLIDATION/WAIVER REQUEST

*For Tables 3 through 15 below, select each artifact (by clicking the Action Box) that you wish to tailor to the project. **Note: Please delete rows for all artifacts not selected for the project.** All documents must be placed in the OIT Project site for review by the Chief Portfolio Officer).*

NOTE: An example of each Agile SDLC Template Release artifact is available as an embedded object under the "View Artifact" column.

5. PROJECT INITIATION

Table 3 - Project Initiation Artifacts

Artifact Name	Action	Justification
Customer Intake Questionnaire (FNS-888)	☐	USDA OCIO Requirement – work with the CPIC Team. Note: This is a required artifact

6. PROJECT PLANNING

Select artifacts that apply to this project and remove (delete rows) any artifacts that were not selected).

Table 4 - Project Planning Artifacts

Artifact Name	Action	Justification
Acquisition Approval Request (AAR) Agency Cover Memo	☐	If project > $25,000, ITG to coordinate. USDA OCIO Requirement – work with the CPIC Team
Acquisition Approval Request (AAR) Budget Table	☐	If project > $25,000, ITG to coordinate. USDA OCIO Requirement – work with the CPIC Team
Acquisition Plan	☐	Contracts Requirement
Acquisition Strategy	☐	Contracts Requirement
Agile Project Process Agreement Template	☐	To be completed jointly by FNS SDLC Manager and OIT PM – Due at the beginning of the project and prior to development/Sprint Execution. PPA is included in the PWS with associated template.
Analysis of Alternatives	☐	USDA OCIO Requirement – work with the CPIC Team

PMD Agile Performance Work Statement Template	☐	For Agile/Scrum these documents are typically done before the project is initiated. The CPIC team needs copies of the documents for USDA OCIO AgMAX system.

7.   DECISION POINT 1 – BUILD, DECISION POINT 2 – TEST, DECISION POINT 3 – RELEASE ARTIFACTS

Select artifacts that apply to this project and remove (delete rows) any artifacts that were not selected.

Table 5 - Build, Test and Deploy Phase Artifacts

Artifact Name	Action	Justification	View Artifact
Issues Log	☐	As needed. Update as needed	FNS-Issues-Log-Template.pdf
Lesson Learned Log	☐	Required. Update after each Sprint	FNS-Lessons-Learned-Log-Template.pdf
Meeting Minutes	☐	Required. Created after meetings, as directed by the PM/COR.	FNS-Meeting Minutes-Template.p
MS Project-Agile Schedule	☐	Required. Update as needed.	FNS-Agile-MS-Project-Agile-Scrum.pdf
Project Management Plan	☐	Required. Created at the beginning of each project. Updated as required.	FNS-Project-Management-Plan-Templat
Risk Register	☐	Required. Update as needed.	FNS-Risk-Register-Template.pdf

8.   DECISION POINT #1 BUILD ARTIFACTS

Select artifacts that apply to this project and remove (delete rows) any artifacts that were not selected.

Table 6 – Decision Point #1 - Build Artifacts

Artifact Name	Action	Justification	View Artifact

Decision Point #1 - Build Checklist	☐	Governance Requirement	FNS-Decision-Point-1-Build-Checklist-Te
Decision Point #1 - Build Presentation	☐	Governance Requirement	FNS-Decision-Point-1-Build-Template.p
Integrated Project Team Charter	☐	USDA OCIO Requirement – work with the CPIC Team	FNS-Integrated-Project-Team-(IPT)-Chart
Product Roadmap	☐	Required. Update as needed	FNS-Product-Roadmap-Template.pdf
System Artifacts: Product Backlog, User Stories, and Sprint Backlog established by project team are maintained in JIRA, Planner or other team integration tool	☐	As needed.	System Artifact
Issues log	☐	Required. Update as needed	FNS-Issues-Log-Template.pdf
MS Project Agile Schedule	☐	Required. Update as needed	FNS-MS-Project-Agile-Schedule-Templat
Lessons Learned Log	☐	Required. Update as needed	FNS-Lessons-Learned-Log-Template.pdf
Project Management Plan	☐	Required. Update as needed	FNS-Project-Management-Plan-Templat
Risk Register	☐	Required. Update as needed	FNS-Risk-Register-Template.pdf

9. DECISION POINT #2 – TEST ARTIFACTS

Select artifacts that apply to this project and remove (delete rows) any artifacts that were not selected.

Table 7 – Decision Point #2 - Test Artifacts

Artifact Name	Action	Justification	View Artifact
Decision Point #2 - Test Checklist	☐	Governance Requirement	FNS-Decision-Point-2-Test-Checklist-Te
Decision Point #2 - Presentation	☐	Governance Requirement	FNS-Decision-Point-2-Test-Presentation
Product Traceability Matrix (PRM)	☐	As needed. On-going through all Sprints (Excel/Jira).	FNS-Product-Traceability-Matrix-Templa
Retrospective Meeting Minutes	☐	As needed. Create after each Sprint.	FNS-Restrospective Meeting-Minutes-T
System Artifacts: Sprint Burndown Chart and Velocity Chart established by project team are maintained in JIRA or other team integration tool	☐	As needed. Created at the beginning of each project. Update as needed..	System Artifact
System Design Document	☐	Required. Update as needed.	FNS-System-Design-Document-Templat
Test Case Template	☐	As needed. Complete ach UAT, Release	FNS-Test-Case-Template.pdf
Test Plan	☐	As needed. Complete ach UAT, Release	FNS-Test-Plan-Template.pdf

Table 8 – Decision Point #2 – Test - Privacy Artifacts

Artifact Name	Action	Justification
Privacy Impact Assessment	☐	See IMB for assistance
Privacy Threshold Analysis	☐	See IMB for assistance

Table 9 – Decision Point #2 – Test - Security Artifacts

Artifact Name	Action	Justification
Configuration Management Plan	☐	See ISO for assistance
FIPS 199	☐	See ISO for assistance
Security Assessment Plan	☐	See ISO for assistance
Security Business Impact Assessment	☐	See ISO for assistance
Security Contingency Plan	☐	See ISO for assistance
System Artifact: Security Vulnerability Scan Results	☐	See ISO for assistance

10. DECISION POINT #3 RELEASE ARTIFACTS

Select artifacts that apply to this project and remove (delete rows) any artifacts that were not selected.

Table 10 – Decision Point #3 - Release Artifacts

Artifact Name	Action	Justification	View Artifact
Decision Point #3 - Release Checklist	☐	Governance Requirement	FNS-Decision-Point-3-Release-Checklis
Decision Point #3 - Release Presentation	☐	Governance Requirement	FNS-Decision-Point-3-Release-Presenta
Directed by the PWS: Training Materials	☐	As needed, update at the end of each Release	Per PWS
Domain Name Request (FNS-846)	☐	As needed. Complete once 4-6 week prior to going live.	Download current version from the E-library
Operational Readiness	☐	As needed. Create at each Release	FNS-Operational-Readiness-Review.pd

Release Notes	☐	Required. Created at each Release	FNS-Release-Notes-Template.pdf
Section 508 Voluntary Product Accessibility Template (VPAT) (Complete Section 508 Accessibility Conformance Report contained within the VPAT template)	☐	USDA OCIO requirement	FNS-Section-508-VPAT-Rev-Domestic.pdf
Service Level Agreement	☐	As needed. Complete prior to going into Sustainment.	FNS-Service-Level-Agreement-Template
Test Analysis Report (TAR)	☐	As needed. Complete ach UAT, Release	FNS-Test-Analysis-Report.pdf
Sustainment Manual	☐	As needed. Complete prior to going into Sustainment.	FNS-Sustainment-Manual-Template.pdf
System Artifact: Source Code	☐	Deliver after Release	System Artifact
Test Analysis Report (TAR)	☐	As needed. Complete each UAT, Release	FNS-Test-Analysis-Report.pdf
User Acceptance Test (UAT) Sign-Off	☐	As needed. Complete at each UAT, Release.	FNS-User-Acceptance-Test-(UAT)-Sign-O
Version Description Document (VDD)	☐	As needed. Complete at each Release.	FNS-Version-Description-Document-(V

Table 11 – Decision Point #3 – Test - Privacy Artifacts

Artifact Name	Action	Justification
Electronic Information System (EIS) Questionnaire for Records Management Scheduling	☐	See IMB for assistane
System of Records Notice	☐	See IMB for assistance

Table 12 – Security Artifacts

Artifact Name	Action	Justification
Authority to Operate	☐	See ISO for assistance
Interconnection Security Agreement (ISA)	☐	See ISO for assistance
System Authorization and Accreditation (A&A)	☐	See ISO for assistance

11. PROJECT CLOSEOUT, SUSTAINMENT, AND RETIREMENT ARTIFACTS

Select artifacts that apply to this project and remove (delete rows) any artifacts that were not selected.

Table 13 – Closeout Artifacts

Artifact Name	Action	Justification	View Artifact
Project Report Closeout	☐	Due at Project Closeout Only	FNS-Project-Closeout-Report-Template

Table 14 – Sustainment Artifacts

Artifact Name	Action	Justification	View Artifact
Help Desk Metrics	☐	Provided Monthly	FNS-Help-Desk-Metrics-Template.pdf
Lifcycle Cost Estimate	☐	As needed. Complete prior to going into sustainment.	FNS-Lifecycle-Cost-Template.pdf
Operational Analysis	☐	As needed. Annual USDA and OMB requirements	FNS-Operational-Analysis-Template.pd

Post Implementation Review (PIR) – Criteria Questionnaire	☐	USDA and OMB Requirements, required six months after initial implementation, ITG to complete	FNS-PIR-Evaluation-Criteria-Questionair
Post Implementation Review (PIR)	☐	USDA and OMB Requirements, required six months after initial implementation, ITG to complete	FNS-Post-Implemen tation-Review.pdf
Operational Analysis	☐	Annual USDA and OMB requirements	FNS-Operational-A nalysis-Template.pc

Table 15 – Retirement Artifacts

Deliverable Name	Action	Justification	View Artifact
Post Termination Review Report	☐	As needed. Complete post system termination	FNS-Post-Terminati on-Review-Report.
System Retirement Plan	☐	As needed. Complete prior to system termination	FNS-System-Retiren ent-Plan-Template.

12. PROJECT REFERENCES

Provide a list of any relevent project references that may be noted.