1. **Analysis**
   1. Requirements gathering
      1. Requirements Gap Analysis (v1 to v2)
      2. Separate raw requirements into business vs. technical
      3. Perform initial requirements prioritization
      4. [\*Deliverable] Requirements Document
      5. Incorporate changes based on feedback and resubmit until approved
   2. [\*Deliverable] Use cases (e.g. Create New User, Sell New VAT Forms Package)"
      1. [Deliverable – Del] Example use case diagrams for reference
      2. Map business requirements into “Happy Path” style use cases (see Glossary) such that every major business requirement will be covered
   3. [\*Deliverable] Statement of Scope
      1. Phase 1 - German VAT Forms
      2. Phase 2 - European VAT Forms
      3. Phase “x” - UTAP Support
2. **Design**
   1. [Deliverable - Bill McNeil and Del] Approved development architecture best practices document
      1. accredited security mechanisms
   2. Establish application login/authentication approach
      1. AD or STAMIS workstations?
      2. CAC sign in?
      3. Single sign on to iTRAAC application?
      4. Microsoft “trusted security” connection to the database
      5. Any non CAC login requirements? Air Force, etc.
   3. [\*Deliverable] Chosen primary architectural components list (e.g. .Net Framework, SQL Server, Native SQL Server client driver, etc.)
   4. [Deliverable] (Excel) matrix mapping use cases to functional units. E.g. the screens, reports, major subroutines & stored procedures that support each use case. Typically functional units are combined and re-used among more than one use case.
   5. [\*Deliverable] Initial prioritized list of functional units (ongoing, see development section below)
   6. [\*Deliverable] Wireframes of primary screens & reports with clarifying side notes where needed
   7. Establish required level of built in application help (e.g. full blown context sensitive? Just key screenshots explained?)
   8. [Deliverable] Physical relational data model
      1. revamping the audit log design
      2. revamping the status flag design
         1. Forms status
         2. Customer status
   9. Determine feasibility of running production pilot in parallel
   10. [\*Deliverable] Development Project Plan – Gantt chart of the WBS (Work Breakdown Structure of the primary application components)
3. **Development**
   1. Stand up DEV environment
      1. Obtain & install DEV environment hardware
      2. Obtain & install DEV environment software
   2. Establish version control/change management system – e.g. Visual Source Safe
   3. Establish automated build script
   4. Establish new build notification distro list and deployment location (i.e. where everyone can readily find a current build to kick the tires whenever they have time)
   5. Establish SharePoint workspace for project communication – living prioritized functional unit list, status reports, deliverables, build links, etc.
   6. WBS
      1. [\*Deliverable] Application visual “shell”
         1. Overall visual layout structure
         2. Primary navigation elements (menus, nav bars, etc.)"
      2. Standardized icons
      3. Security model
         1. Implement accredited security mechanisms
         2. Client to SQL Server network encryption
         3. SQL Server host data encryption
      4. Primary Workflow Screens
         1. Sell new forms
         2. Rapid return forms
         3. Process & File returned forms
      5. “List" Screens
         1. Customer search
         2. Daily Activity - Primarily a "new forms sold" list
      6. Major business entity view/edit detail screens
         1. User
            1. Manager
            2. Agent
         2. Customer
            1. Sponsor
            2. Dependents - Spouse, children
         3. Tax form
            1. Vendor Search
            2. Good/Service Search
         4. Tax package
         5. VAT Office (POC, Address, etc.)
         6. Vendor
         7. Transaction Type
         8. Goods & Services
      7. Settings Screens
         1. Printer/Form configuration
         2. User Prefs - e.g. default filters, shortcut buttons, etc.
         3. Local office settings
      8. New Forms Layout & Printing Subsystem (anticipating Euro Forms in 26 languages)
      9. Reporting
         1. End of day
         2. End of Year sales & counts by office
         3. Issued/Outstanding/Voided Counts and $$ totals by Office/date range for German/Euro then by Priced/Unpriced
         4. Customer count by office by status (barred, etc.)
         5. Customs reports - Web Based, sortable, filterable and drill down to detail
            1. vehicle
            2. firearms
            3. >10 forms in 60 days
            4. >2000€ in month
      10. Application help
4. **IA Certification & Accreditation**
   1. Documentation
   2. Accreditation Submission Process
   3. Application changes
5. **User Testing (Dev Environment)**
   1. "Cyclic process of testing and further development - Testing feedback will be actively incorporated into work products; e.g. bug fixes, functional enhancements, test plan modifications, etc. - resulting in ongoing reprioritization of functional unit implementation.
   2. Test Plans
      1. Generally correspond to use cases
      2. [\*Deliverable] Develop initial test plans - Important Note: Tasking the builder as the primary test plan contributor is not optimal due to developer “tunnel vision”. Therefore, test plan input should primarily come from the appropriate stakeholders (Bus"
   3. Establish short list of savvy VAT clerks and other key players that will test partially functional builds on a regular ongoing basis
   4. [Deliverable] Status Reports - detailing user acceptance, notable feedback and changes
6. **Develop Training Materials**
   1. [Deliverable] PowerPoint screen-shot walk through of the primary “happy path” use cases
   2. Establish training manual and courseware provider
   3. [\*Deliverable] Training manual and courseware
7. **Pilot (Production Environment)**
   1. Stand up parallel production pilot environment
   2. Select 1-3 desirable locations for running stable production V2 builds in parallel with V1
   3. "Allow time for feedback, minor changes in functionality and documentation"
   4. "[Deliverable] Status Reports - detailing user acceptance, notable feedback and changes"
8. **Full Rollout**
   1. Determine physical location of training – on-site vs. centralized
   2. Schedule and conduct training with VAT clerks in stages
   3. Stage release to a few offices at a time to manage production support workload
   4. Plan for feedback and minimal changes; most feedback will go on a v2.”xyz” project plan list