

<Project Name> FNS Decision Point #1- Build Checklist

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



<Date>

Version X.x



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

DOCUMENT REVISION HISTORY

VERSION	DATE	AUTHOR	CHANGE DESCRIPTION
1.0	03/09/2012	Panum Group	Created the Document
1.1	12/27/2013	Panum Group	Added questions for PRA
1.2	03/23/2017	Panum Group	Updated Contact Information
1.3	11/08/2017	IT Governance	Updated for Agile Scrum
2.0	11/02/2020	Panum Group	Updated to reflect new FNS Agile SDLC processes and comply with Section 508 standards.

CONTACT INFORMATION

RESPONSIBILITY	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

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ACRONYM LIST

REFERENCE	DEFINITION
FNCS	Food, Nutrition and Consumer Service
FNS	Food and Nutrition Service
IPT	Integrated Project Team
ISO	Information Security Office
ITGB	Information Technology Governance Branch
OIT	Office of Technology
PM	Project Manager
SDLC	System Development Life Cycle
FNCS	Food, Nutrition and Consumer Service
PM	Project Manager
PPA	Project Process Agreement

APPROVAL / RECOMMENDATION

Check the appropriate box. If *Approve* was NOT selected, explain why in the comments section.

Approval Level (check one)	Check One	Comments
Approve	<input type="checkbox"/>	
Approve with Conditions	<input type="checkbox"/>	
Discontinue Project	<input type="checkbox"/>	
Other (e.g., Put Project on Hold, Need More Information)	<input type="checkbox"/>	

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

1. OVERVIEW

Decision Point #1 – Build occurs after the conclusion of Sprint 0 activities and includes approval of artifacts produced during Sprint 0. The below diagram provides a pictorial representation.

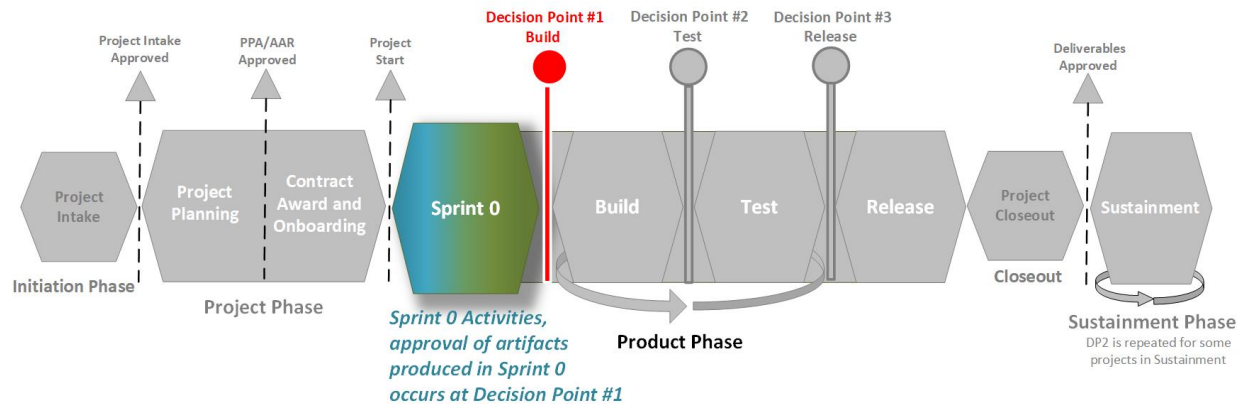


Figure 1 – Product Phase – Sprint 0 Activities – Decision Point #1-Build

1.1 Sprint 0 Activities

Sprint 0 activities are conducted one-time at the beginning of the Product Phase for the initial release with only one Decision Point #1 – Build. The Product team conducts product grooming activities for subsequent releases as part of regular agile meetings that are not considered part of the Build Decision Point.

Sprint 0 takes place before the *formal start* of the product build and/or at a team's inception and after the start of the onboarding of contractors. The goal of this activity is for the Product team, including Product/Business Owner, to:

- Create the Integrated Project Team (IPT) Charter
- Conduct a Project Kick-off meeting
- Discuss the Agile process
- Set expectations
- Review project artifacts
- Identify a high-level product release strategy
- Develop a minimal number of User Stories
- Develop product backlog
- Develop product roadmap

The Office of Information Technology Project Manager (OIT PM) works with the Scrum Master, Product team and the Product/Business Owner to plan the schedule based on the anticipated level of effort and scope of the product to be delivered and creates a Product Roadmap. The Product Roadmap provides a mid- to high-level view of how the product or solution will develop over time and encompasses the sprint cadence spread over the life of the project.

Additionally, the OIT PM, Product/Business Owner, and Information Security Office (ISO) representative meet to discuss initial high-level system requirements as they relate to security controls and data management. The Scrum Master/PM and ISO work closely to identify information required for the Security Assessment and Authorization. ISO, with collaboration from the Product team, completes the FIPS-199 – Standards for Security Categorization of Federal Information and Information Systems. ISO analyzes the security implications of the technical alternatives to ensure the alternatives address all aspects or constraints imposed by security requirements.

1.2 Decision Point #1 Build Review

The Product team completes any artifacts identified for this activity prior to proceeding to the Decision Point #1 - Build. The approved project process agreement (PPA), completed in the Project Phase, identifies the Build artifacts due during this activity. The OIT PM completes the Decision Point #1 - Build Checklist and Decision Point #1 – Build Presentation.

The IPT team reviews and approve all Sprint 0 documents and requirements prior to submitting the Decision Point package to the IT Governance team. The OIT PM and Product/Business Owner are responsible for making sure the IPT completes the necessary reviews and approvals.

2. DECISION POINT #1 – BUILD – ARTIFACT CHECKLISTS

The approved PPA, completed in the Project Phase, identifies all required artifacts. Section 2.1 lists deliverables generally completed during Sprint 0 and the Project Phase that are required for Decision Point #1 – Build review.

Project and Security artifacts are created, updated and completed at various phases of the project. Some artifacts will remain active throughout the duration of the project (e.g. Agile Project Schedule, Risk Register, and Issues Log). Section 2.1 list Project artifacts. Tailor checklist, using the following guidance:

- Review deliverables in section 2.1
- Consult the approved PPA for list of required deliverables
- Delete only artifacts not required
- Add artifacts as needed

2.1 Decision Point 1– Build Artifacts

Sprint 0 deliverable completed status: Select status from the dropdown menu. To add an artifact, insert a new row, copy and paste the dropdown menu to the new row. Status options are as follows:

- Created – Artifact was newly created and will be updated/completed in the future.
- Updated – Artifact was updated.
- Completed – Artifact was completed and will no longer be updated.
- Not Updated – Artifact did not require update.
- No Applicable – Artifact is not applicable for this project.

Table 1 – Decision Point #1 - Build Deliverables

Deliverable Name	Status	Comments
Agile Roadmap	Choose an item.	
Decision Point #1 - Build Checklist	Choose an item.	
Decision Point #1 - Build Presentation	Choose an item.	
Jira Reports or Other Format: Product Backlog, User Stories, Sprint Backlog	Choose an item.	
Add Artifact	Choose an item.	
Add Artifact	Choose an item.	

2.2 Project Artifacts

Project artifact action status: Select status from the dropdown menu. To add an artifact, insert a new row, copy and paste the dropdown menu to the new row. Status options are as follows:

- Created – Artifact was newly created and will be updated/completed in the future.
- Updated – Artifact was updated.
- Completed – Artifact was completed and will no longer be updated.
- Not Updated – Artifact did not require update.
- Not Applicable – Artifact is not applicable for this project.

Table 2 – Project Artifacts

Deliverable Name	Status	Comments
Integrated Project Team Charter	Choose an item.	
Issues Log	Choose an item.	
MS Project Agile Schedule	Choose an item.	
Lessons Learned Log	Choose an item.	
Project Management Plan	Choose an item.	
Risk Register	Choose an item.	
Add artifact	Choose an item.	
Add artifact	Choose an item.	

3. DECISION POINT 1 – BUILD – CHECKLIST QUESTIONS

Check the appropriate box if the activity was completed. If No or Not Applicable (N/A), explain why in the comments section.

Table 3 – Decision Point #1 – Checklist Questions

Question	Yes	No	N/A	Comments
Project Scope				
Has the goal and scope of the business case been clearly defined?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sprint Planning				
Has an Agile framework been integrated into the overall project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have the User stories been prioritized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the development team have a sprint backlog that is visible, continuously updated and owned by the team?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are planned Releases scheduled for a duration of three months or less?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has a Product/Business Owner been identified for this project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the Product/Business Owner have the necessary knowledge to prioritize the User Stories?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the Product Owner empowered to make decisions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the Product/Business Owner responsible for approving each sprint?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has a Scrum Master been assigned to lead the team?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are daily stand up meetings held?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there (or will there be) a sprint burn down and velocity, chart?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are retrospectives meetings planned after every sprint? Are retrospective meeting minutes developed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Integrated Project Team Charter				
Is there an integrated project team charter with defined roles, responsibilities and approval levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Schedule				
Does the project schedule include all major project tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are duration estimates feasible and achievable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the schedule visible to the project team?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the project schedule have enough detail for each task?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Question	Yes	No	N/A	Comments
Were milestones established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Risk Management				
Have the project risks been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the team performed a risk assessment for probability and impact?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the team have a risk response plan for each risk identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Section 508				
Have Section 508 standards been identified and planned into the backlog?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has identifying and assessing the vulnerability and impact of being non-compliant with Section 508 been included in risk management planning?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

4. PROJECT RISKS

Enter project risks in Table 5. *For Risk, Impact and Probability of Occurrence* columns, select from the dropdown menu. To add a risk, insert a new row, copy and paste the dropdown menus to the new row.

For more detailed guidance consult the FNS Risk Management Plan template, and accompanying Excel Risk Register template. If your project is using the Risk Register template, copy and paste the Risk Register table to this section.

Table 4 – Project Risks

Risk Description	Area of Risk	Impact	Probability of Occurrence
Column 1 info	Choose an item.	Choose an item.	Choose an item.
Column 1 info	Choose an item.	Choose an item.	Choose an item.
Column 1 info	Choose an item.	Choose an item.	Choose an item.