<Date>

**Version X.x**

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7. Delete this “Notes to the Author/Template Instructions” page and all instructional text to the author before finalizing the draft of the document.

**SDLC TEMPLATE REVISION HISTORY**

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

**SDLC TEMPLATE CONTACT INFORMATION**

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**APPROVAL**

**OFFICE OF INFORMATION TECHNOLOGY**

| This document approved by: |  |
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**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 |

# 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 - 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 |

# 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.

# 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 - 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 initiated by FNS OIT PM / COR |  |

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

# 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 embeded object under the “View Artifact” column.

# Project Initiation

Table - 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 |

# Project Planning

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

Table - 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. |

# 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 - Build, Test and Deploy Phase Artifacts

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

# Decision Point #1 Build Artifacts

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

Table – Decision Point #1 - Build Artifacts

| Artifact Name | Action | Justification | View Artifact |
| --- | --- | --- | --- |
| Decision Point #1 - Build Checklist |  | Governance Requirement |  |
| Decision Point #1 - Build Presentation |  | Governance Requirement |  |
| Integrated Project Team Charter |  | USDA OCIO Requirement – work with the CPIC Team |  |
| Product Roadmap |  | Required. Update as needed |  |
| 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 |

# 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 |  |
| Decision Point #2 - Presentation |  | Governance Requirement |  |
| Product Traceability Matrix (PTM) |  | As needed. On-going through all Sprints (Excel/Jira). |  |
| Retrospective Meeting Minutes |  | As needed. Create after each Sprint. |  |
| 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. |  |
| Test Case Template |  | As needed. Complete each UAT, Release |  |
| Test Plan |  | As needed. Complete each UAT, Release |  |

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 |

# 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 |  |
| Decision Point #3 - Release Presentation |  | Governance Requirement |  |
| 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 |  |
| Release Notes |  | Required. Created at each Release |  |
| Section 508 Voluntary Product Accessibility Template (VPAT) (Complete Section 508 Accessibility Conformance Report contained within the VPAT template) |  | USDA OCIO requirement |  |
| Service Level Agreement |  | As needed. Complete prior to going into Sustainment. |  |
| Sustainment Manual |  | As needed. Complete prior to going into Sustainment. |  |
| System Artifact: Source Code |  | Deliver after Release | System Artifact |
| Test Analysis Report (TAR) |  | As needed. Complete each UAT, Release |  |
| User Acceptance Test (UAT) Sign-Off |  | As needed. Complete at each UAT, Release. |  |
| Version Description Document (VDD) |  | As needed. Complete at each Release. |  |

Table 1 – Decision Point #3 – Test - Privacy Artifacts

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

Table 2 – 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 |

# Project Closeout, Sustainment, and Retirement Artifacts

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

Table 3 – Closeout Artifacts

| Artifact Name | Action | Justification | View Artifact |
| --- | --- | --- | --- |
| Project Report Closeout |  | Due at Project Closeout Only |  |

Table 4 – Sustainment Artifacts

| Artifact Name | Action | Justification | View Artifact |
| --- | --- | --- | --- |
| Help Desk Metrics |  | Provided Monthly |  |
| Lifecycle Cost Estimate |  | As needed. Complete prior to going into sustainment. |  |
| Operational Analysis |  | As needed. Annual USDA and OMB requirements |  |
| Post Implementation Review (PIR) – Criteria Questionnaire |  | USDA and OMB Requirements, required six months after initial implementation, ITG to complete |  |
| Post Implementation Review (PIR) |  | USDA and OMB Requirements, required six months after initial implementation, ITG to complete |  |

Table 5 – Retirement Artifacts

| Deliverable Name | Action | Justification | View Artifact |
| --- | --- | --- | --- |
| Post Termination Review Report |  | As needed. Complete post system termination |  |
| System Retirement Plan |  | As needed. Complete prior to system termination |  |

# Project References

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