<Project Name>
FNS Decision Point #3 - Release Checklist

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

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DOCUMENT REVISION HISTORY

VERSION	DATE	AUTHOR	CHANGE DESCRIPTION
1.0	03/19/2012	Syed Jaffery	Created the Document
1.1	01/02/2014	Panum Group	Added questions for PRA
1.2	03/23/2017	Panum Group	Updated Contact Information
1.3	11/09/2017	IT Governance	Added Scrum Agile Information
2.0	11/02/2020	Panum Group	Updated to reflect new FNS Agile SDLC processes and comply with Section 508 standards.

CONTACT INFORMATION

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ACRONYM LIST

REFERENCE	DEFINITION
A&A	Authorization and Accreditation
CCB	Change Control Board
FNS	Food and Nutrition Service
ISO	Information Security Office
ISSM	Information System Security Manager
IT	Information Technology
NA	Not Applicable
OIT	Office of Technology
PM	Project Manager
PPA	Project Process Agreement
PWS	Performance Work Statement
SDLC	Systems Development Life Cycle
TAR	Test Analysis Report
TFS	Team Foundation Server
UAT	User Acceptance Testing
VDD	Version Description Document
VPAT	Voluntary Product Accessibility Template

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	☐	
Approve with Conditions	☐	
Discontinue Project	☐	
Other (e.g., Put Project on Hold, Need More Information)	☐	

This document approved by:

Joseph Shaw	Date

Director, Portfolio Management Division,
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<Insert OIT PM Name>	Date

Project Manager, Portfolio Management Division,
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1. OVERVIEW

Decision Point #3 – Release occurs after the conclusion of Test activities and includes approval of artifacts produced during Test. The below diagram provides a pictorial representation.
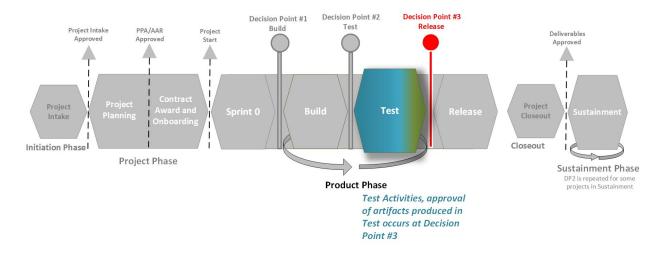

Figure 1 – Product Phase – Test Activities – Decision Point #3 – Release

1.1 Test Activities

User Acceptance Testing (UAT) begins upon completion of the Test Decision Point #2 – Test. UAT is a process that confirms the output of a product meets business needs and requirements. Acceptance criteria, identified by the Product Owner and stakeholders, are the conditions that a software product must meet to be accepted by a user, a customer, or another system. Acceptance criteria are unique for each user story, defining the feature behavior from the end-user's perspective.

During UAT, the Product team hands off the application to the User Acceptance Testing stakeholders for final testing and acceptance. Stakeholders track defects using the appropriate agile tools, such as Jira. Resolution of critical defects occurs immediately. The Product/Business Owner determines whether to defer less severe defects to the next sprint.

At the conclusion of UAT, the Product/Business Owner approves the application for deployment into Production, or identifies defects for correction prior to deployment. Documented UAT test results are included in the Test Analysis Report (TAR) and accepted defects for the release are logged into the project change request tracking tool (such as Jira) for monitoring and completion. The Product/Business Owner completes a UAT Sign-off Form acknowledging completion of the UAT cycle and acceptance of the release.

The Information Security Office (ISO) completes the Security Review during this activity. The Office of Information Technology (OIT) Project Manager (PM), Scrum Master/PM and Product team work closely with ISO to review for accuracy any system, hardware, and architecture information throughout the Product Phase. ISO reviews the documentation and provides approval sign-off for the application to move forward to the Release activity.

1.2 Decision Point #3 – Release Review

The Product team completes any artifacts identified for this activity prior to proceeding to the Release Decision Point. The approved Project Process Agreement (PPA), completed in the Project Phase, identifies the Release artifacts due during this activity. The OIT PM, Project Change Control Board (CCB), Product/Business Owner, and Information System Security Manager (ISSM) validate that the release is ready for deployment to Production after reviewing all available release/project work products. The OIT PM completes the Release Decision Point Checklist and Release Point Presentation.

2. DECISION POINT #3 – RELEASE – ARTIFACT CHECKLISTS

The approved PPA identifies all required artifacts. Section 2.1 lists artifacts, generally completed during Test and required for Decision Point #3 – Release.

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 lists Product artifacts, Section 2.2 lists Project artifacts, and Section 2.3 lists Security artifacts. Tailor artifact checklists, using the following guidance:

- Review deliverables in sections; 2.1, 2.2, and 2.3
- Consult the approved PPA for list of required deliverables
- Delete only artifacts not required
- Add artifacts as needed

2.1 Decision Point #3 – Release Artifacts

Decision Point #3 - Release artifact completed status: Select status from the dropdown menu. To add an artifact, insert a new row, then 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 1 – Decision Point #2 - Test Deliverables

Deliverable Name	Status	Comments
Decision Point #3 - Release Checklist	Choose an item.	
Decision Point #3 - Release Presentation	Choose an item.	
Directed by the PWS: Training Materials	Choose an item.	
Operational Readiness Review	Choose an item.	
Release Notes	Choose an item.	
Test Analysis Report	Choose an item.	
External App: Source Code	Choose an item.	
User Acceptance Test (UAT) Sign-Off	Choose an item.	

Deliverable Name	Status	Comments
Version Description Document (VDD)	Choose an item.	
Add Artifact	Choose an item.	
Add Artifact	Choose an item.	

2.2 Project Artifacts

Some of the same artifacts that appear in the previous Decision Point #2-Test checklist appear on this checklist. These artifacts are required to remain active through the duration of the project; they are created, updated, and completed at various stages of the project. During this final Decision Point review, generally, these artifacts are completed and delivered.

Project artifact action status: Select status from the dropdown menu. To add an artifact, insert a new row, then 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	Updated	Comments
Domain Name Request	Choose an item.	
Issues Log	Choose an item.	
Lessons Learned Log	Choose an item.	
Electronic Information System Questionnaire for Records Management Scheduling	Choose an item.	
MS Project Agile Schedule	Choose an item.	
Project Management Plan	Choose an item.	
Risk Register	Choose an item.	
Service Level Agreement	Choose an item.	
Sustainment Manual	Choose an item.	
System of Record Notice	Choose an item.	
Voluntary Product Accessibility Template (VPAT) (Complete Section 508 Accessibility Conformance Report contained within the VPAT template)	Choose an item.	
Add artifact	Choose an item.	
Add artifact	Choose an item.	

2.3 Security Artifacts

Security artifact action status: Select status from the dropdown menu. To add an artifact, insert a new row, then 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 3 – Security Artifacts

Deliverable Name	Status	Comments
Authority to Operate (ATO)	Choose an item.	
Interconnection Security Agreement (ISA)	Choose an item.	
System Authorization and Accreditation (A&A)	Choose an item.	
Add artifact	Choose an item.	
Add artifact	Choose an item.	

3. DECISION POINT #3– RELEASE – 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 4 – Decision Point# 2 – Test – Checklist Questions

Question	Yes	No	N/A	Comments
Test				
Does the UAT Sign-off include all required signatures?	☐	☐	☐	
Does the UAT Sign-off checklist account for all system objectives?	☐	☐	☐	
Were any applicable additional tests conducted to validate documentation, training, contingency plans, disaster recovery, and installation?	☐	☐	☐	
Has integration testing been completed?	☐	☐	☐	
Was a Test Analysis Report completed at the end of the each test phase that summarizes the overall test results?	☐	☐	☐	
Security				
Did the project team perform an analysis of changes to the application against the FNS Security Control	☐	☐	☐	

Question	Yes	No	N/A	Comments
Impact Criteria to determine classification? If so, state the classification in the comments section.				
If classification is low impact, did the project team perform a self-assessment (self-scan)?	☐	☐	☐	
If classification is low impact, did the self-assessment results reveal Significant Impact Severity findings (i.e. High or Critical)	☐	☐	☐	
If classification is Higher-Impact (e.g. High, Critical) based on the team's analysis or a self-scan result; did the project team request an ISO Security Impact Assessment?	☐	☐	☐	
If classification is Higher-Impact (e.g. High, Critical), did ISO create a slide summarizing the assessment (e.g. scanning, manual testing, etc.) to present at the Decision Point Review?	☐	☐	☐	
Has the Systems Security Plan been finalized to describe the security controls?	☐	☐	☐	
Has the system accreditation decision resulted in an Authority to Operate (ATO) that has been formally executed by a formal declaration of the designated approving authority?	☐	☐	☐	
Have automated scans and penetration testing on pre-production servers been performed?	☐	☐	☐	
Has a vulnerability scan been completed by ISO?	☐	☐	☐	
Has the vendor performed a vulnerability scan?				
Have the vulnerability results been assessed by ISO and do they indicate readiness to advance to the next phase?	☐	☐	☐	
Documentation				
Has the Sustainment Manual been finalized?	☐	☐	☐	
Does the Sustainment Manual fully describe the production environment?	☐	☐	☐	
Has the Version Description Document (VDD) been completed?	☐	☐	☐	
If applicable, does the Training Plan adequately describe the goals, learning objectives, and activities of the	☐	☐	☐	

Question	Yes	No	N/A	Comments
information system that is to be provided to stakeholders who use and/or support the application?				
Does the VDD contain complete and accurate documentation on the deployment of the application?	☐	☐	☐	
Have all training materials been completed?	☐	☐	☐	
Are all training materials up-to-date with a current phases and/or sprints that have been conducted to this point?	☐	☐	☐	
Do the test cases include testing Section 508 artifacts?	☐	☐	☐	
Has the Section 508 Accessibility Conformance Report (contained in VPAT template) been updated or completed?	☐	☐	☐	
Have all artifacts and deliverables been completed?	☐	☐	☐	
Have all deliverables been uploaded to PLA?	☐	☐	☐	
Has an Operations Readiness document been completed and signed-off?	☐	☐	☐	
Has an accurate Project Closeout report been completed? (may be required after system implementation)	☐	☐	☐	
Have all required Service Level Agreement(s) (SLAs) been completed?	☐	☐	☐	
Have all outstanding action items from previous decision point reviews been closed? If not, explain.	☐	☐	☐	
Source Code				
Has the system source code been uploaded to Team Foundation Source (TFS) Centralized Code Repository and provided to the federal staff designated by the OIT Program Manager?	☐	☐	☐	
Communication				
Have all stakeholders been notified of the implementation, including information on; schedule, benefits, type changes, and the impact on end-users? Stakeholders include; OIT Management, OIT Change Control Board and ISO.	☐	☐	☐	

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, then 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 5 – 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.