

<Project Name> FNS Decision Point #2 - Test Checklist

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



<Date>

Version X.x



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DOCUMENT REVISION HISTORY

VERSION	DATE	AUTHOR	CHANGE DESCRIPTION
1.0	03/19/2012	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.

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ACRONYM LIST

REFERENCE	DEFINITION
A&A	Authorization and Accreditation
BRM	Business Reference Model
FNCS	Food, Nutrition and Consumer Service
FNS	Food and Nutrition Service
IPT	Integrated Project Team
IT	Information Technology
ISO	Information Security Office
ITGB	Information Technology Governance Branch
N/A	Not Applicable
OIT	Office of Technology
PM	Project Manager
SDLC	System Development Lifecycle
FNCS	Food, Nutrition and Consumer Service
PM	Project Manager
PPA	Project Process Agreement
PRM	Product Traceability Matrix (PRM)
TRM	Technical Reference Model
UAT	User Acceptance Testing
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	<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"/>	

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1. OVERVIEW

Decision Point #2 – Test occurs after the conclusion of Build activities and includes approval of artifacts produced during Build. The below diagram provides a pictorial representation.

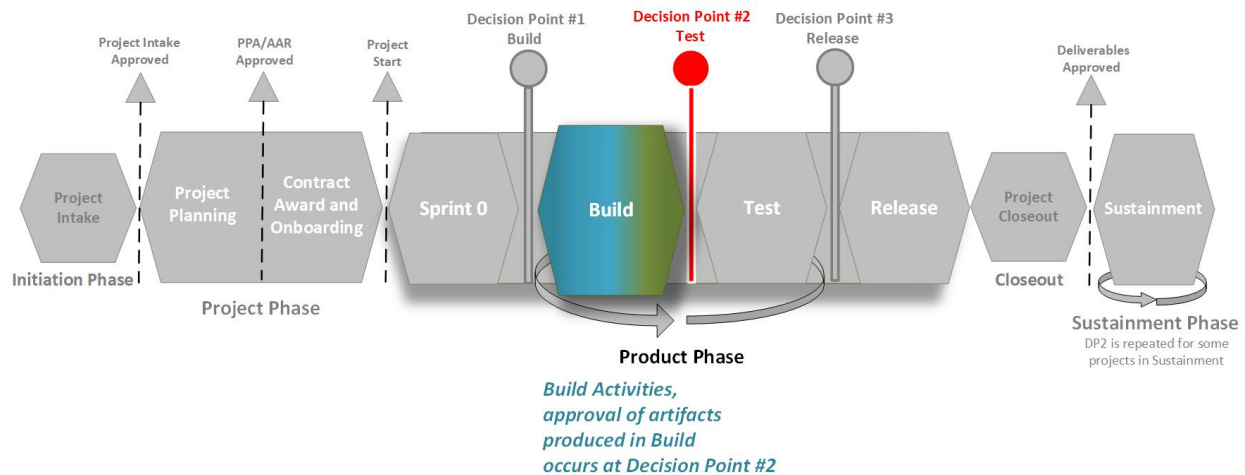


Figure 1 – Product Phase – Build Activities – Decision Point #2 – Test

1.1 Build Activities

Product Build begins after the approval of Decision Point #1 - Build. Each build is not to exceed three months planned length. A Product team could choose to have 6, 12, 18, or more builds. The builds are further divided into sprints. A build can have multiple sprints within it, or each sprint could be its own build. Regardless of the length of the cycle or sprint, as determined by the Product team, everyone must follow the standard development cycle.

The Product team iteratively designs, develops, and tests the features at the point of construction during the Build activity. Developed features must conform to all Section 508 requirements identified in the Performance Work Statement (PWS) and a completed system Accessibility Conformance Report is a required artifact prior to entering the final Test activity. The Product team collaborates with the Information Security Office (ISO) to complete Assessment and Authorization documentation as necessary and prepares for the Security Review.

Artifacts produced during Build activities includes Test Plans, developed software/system, Project, and Security artifacts. The project proceeds to Decision Point #2 – Test once the Integrated Project Team (IPT) determines that the software code and artifacts are complete.

1.2 Decision Point #2 – Test Review

The Product team completes any artifacts identified for this activity prior to proceeding to the Decision Point #2 - Build. The approved project process agreement (PPA), completed in the Project Phase, identifies the Build artifacts due during this activity. The Office Information Technology Project Manager (OIT PM) completes the Decision Point #2 - Build Checklist and Decision Point #2 – Build Presentation.

The IPT team reviews and approves all Test activity documents and requirements prior to submitting the Decision Point package to the Information Technology (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 #2 – TEST – ARTIFACT CHECKLISTS

The approved PPA, completed in the Project Phase, identifies all required artifacts. Section 2.1 lists deliverables generally completed during Build and the Project Phase that are required for Decision Point #2 – Test 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 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 #2 – Test Artifacts

Decision Point #2-Test 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.
- Not Applicable – Artifact is not applicable for this project.

Table 1 – Decision Point #2 - Test Deliverables

Deliverable Name	Status	Comments
Decision Point #2 - Presentation	Choose an item.	
Decision Point #2 - Test Checklist	Choose an item.	
Security Vulnerability Scan Results	Choose an item.	
External App: Velocity Chart	Choose an item.	
Retrospective Meeting Minutes	Choose an item.	
System Design Document	Choose an item.	
Test Plan	Choose an item.	
Product Traceability Matrix	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	Updated	Comments
External App: Sprint Burndown Chart	Choose an item.	
Issues Log	Choose an item.	
Lessons Learned Log	Choose an item.	
MS Project Agile Schedule	Choose an item.	
Operational Analysis	Choose an item.	
Privacy Impact Assessment	Choose an item.	
Privacy Threshold Analysis	Choose an item.	
Project Management Plan	Choose an item.	
Risk Register	Choose an item.	
Sustainment Manual	Choose an item.	
Voluntary Product Accessibility Template (VPAT) (Complete Section 508 Performance 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, 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
Configuration Management Plan	Choose an item.	
Contingency Plan	Choose an item.	
FIPS 199	Choose an item.	
Security Assessment Plan	Choose an item.	
Security Business Impact Assessment	Choose an item.	
Security Contingency Plan	Choose an item.	
Security Vulnerability Scan Results	Choose an item.	
System Security Plan	Choose an item.	
Add artifact	Choose an item.	
Add artifact	Choose an item.	

3. DECISION POINT #2 – TEST – 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
Project Management				
Given the proposed design, will the budget be sufficient to complete the planned releases?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have action items from previous Decision Point reviews been resolved? If no, explain why.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are risks being shared with Management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the OIT Management and Sponsor been briefed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Agile Practice				
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"/>	

Question	Yes	No	N/A	Comments
Are daily stand up meetings held and are these meetings useful?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a sprint burn down chart?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there demos after each sprint to show working software? If not, explain the process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are retrospectives held after every sprint?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do retrospectives result in concrete improvements to the process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do the sprints end on time? If not, explain why.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the development team usually deliver what it committed to during each iteration/sprint?	<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"/>	
Are meetings conducted with Product/Business Owner for product backlog grooming?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the items in the product backlog adequately sized to fit in a sprint?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the Business/Product Owner approve each sprint?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the product team involved in sprint planning meetings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
System Design				
Does the design include all lower-level detailed design specifications of system such as general system characteristics, the logical and physical data model, user interfaces, and business rules?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the design addressed data conversion issues at the appropriate level, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have the interface controls been identified and documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the design considered the impact of capacity (e.g., database, hardware) requirements on the implementation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the design of the system incorporate Section 508 standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have affected stakeholders, including the end-user community been kept informed and/or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Question	Yes	No	N/A	Comments
consulted during the Design Phase? If yes, explain how.				
Has the System Design Document been updated to incorporate design changes and functionality deployed for subsequent releases?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the design elements been incorporated into the Product Traceability Matrix (PRM)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Test				
Have the types of tests, the acceptance criteria for those tests, and the manner of testing been completed for User Acceptance Testing (UAT)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have test files and/or test data been developed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have the Test Plan and Test Cases been finalized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the test plan define all the types of tests (unit, functional, integration, system, security, performance (load and stress), user acceptance, and/or independent verification) that are to be carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the test plan describe the roles and responsibilities of individuals involved in the testing process and the traceability matrix?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the test environment, including equipment and software documented in the test plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all other elements relevant to test planning and execution described in detail?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the Test Plan include detailed Test Cases or the location of the Test Cases?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If using Jira, have the acceptance criteria been established?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does each Test Case provide a summary of the test case description?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does each Test Case identify any prerequisites or dependencies for the test case?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Question	Yes	No	N/A	Comments
Does each Test Case document step-by-step procedures for executing the test?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does each Test Case document the expected results or range of results, including expected outputs for each test step?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does each Test Case document the pass/fail for each test step?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does each Test Case document the Jira ticket number for each failed test step?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
What is the date of the Test Plan? Has it been reviewed/updated in the last year if this is not the initial release?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the Test Cases been incorporated into the Product Traceability Matrix?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Enterprise Architecture				
Have all USDA Enterprise Architecture required artifacts been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are measurement indicators tailored and show clear line of sight to specific Business Reference Model (BRM) line of business or sub-functions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Disaster Recovery				
Does the Contingency/Disaster Recovery Plan include complete descriptions of the strategy and courses of action if there is a loss of system use due to factors such as natural disasters or system or security failures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the recovery strategy meet stated recovery time and recovery point objectives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are backup procedures and responsibilities well-designed and fully documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are post-disaster recovery procedures included in the design?	<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 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.