<Date>

**Version X.x**

**NOTES TO THE AUTHOR/TEMPLATE INSTRUCTIONS**

This document is a template of an Operational Readiness document which also includes information related to Project Overview, Release Planning, Dependencies, Risk Mitigation, and other common project elements related to releases. This template includes instructions, boilerplate text, and fields to place values specific to the project. The author should note that:

* Each section provides instructions or describes the intent, assumptions, and context for content included in that section. Instructional text appears in *blue italicized text* throughout this template.
* Replace instructional text in each section with project specific information.
* Use or modify boilerplate examples of wording and formats for text and tables as appropriate.
* Search and replace all text enclosed in angle brackets - < > - with project specific information (e.g., <Project Name> or <Project Acronym>.

Follow these steps when using this template:

1. All documents must be compliant with Section 508 requirements. Refer to [FNS 504-508 Compliance Reference Library](https://fncspro.usda.net/offices/oit/Documents/Forms/AllItems.aspx?RootFolder=%2Foffices%2Foit%2FDocuments%2F504%2D508%20Compliance%20%2D%20Accessibility&View=%7BB47848DF%2D6059%2D4D43%2DAB0C%2D8ECEDC92AD4C%7D) or [Section508.gov](https://section508.gov/) for more information.
2. Modify any boilerplate text, as appropriate, for your specific project.
3. Use Styles for new sections such as Heading 1, Heading 2 and Std Para.
4. Place Table captions and descriptions *above* the table and centered. All tables must have an associated tag providing appropriate alternative text for Section 508 compliance.
5. Place Figure captions and descriptions *below* the figure and centered. All figures must have an associated tag providing appropriate alternative text for Section 508 compliance.
6. Update the Table of Contents and any List of Tables or List of Figures by right-clicking it and selecting Update field / Update entire table.
7. Delete this “Notes to the Author/Template Instructions” page and all instructional text to the author before finalizing the draft of the document.

**DOCUMENT REVISION HISTORY**

| **VERSION** | **DATE** | **CHANGE DESCRIPTION** |
| --- | --- | --- |
| 1.0 | 03/18/2013 | Created the document. |
| 1.1 | 09/09/2013 | Re-formatted the document. |
| 2.0 | 11/02/2020 | Updated to reflect new FNS Agile SDLC processes and comply with Section 508 standards. |

**CONTACT INFORMATION**

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Complete the below table to track the version history of this document.

**DOCUMENT REVISION HISTORY**

| **VERSION** | **DATE** | **AUTHOR** | **CHANGE DESCRIPTION** |
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| x.x |  |  |  |
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*List the relevant area of responsibility, contact person and email address for this document.*

**CONTACT INFORMATION**

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| Area of Responsibility |  |  |
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**APPROVAL**

**OFFICE OF INFORMATION TECHNOLOGY**

| This document approved by: |  |
| --- | --- |
|  | **<Name>**Date  OIT Project Manager |

|  | **<Name>**Date  Product/Business Owner |
| --- | --- |

|  | **<Name>**Date  Organization’s Approving Authority |
| --- | --- |

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*List the acronym reference and definition or description for each acronym contained in this document.*

**ACRONYM LIST**

| **REFERENCE** | **DEFINITION** |
| --- | --- |
| FNS | Food and Nutrition Service |
| OIT | Office of Information Technology |
| UAT | User Acceptance Testing |
| USDA | United States Department of Agriculture |

*List the relevant area of responsibility, contact person and email address for this document.*

**CONTACT INFORMATION**

| **RESPONSIBILILTY** | **CONTACT PERSON** | **EMAIL ADDRESS** |
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# Purpose

This meeting occurs either before or during User Acceptance Testing (UAT). The Product/Business Owner and Office of Information Technology (OIT) project manager determines the timing of this meeting. The completed document is an artifact for Decision Point #3 Review.

The purpose of the Operational Readiness Review is to ensure that the project has followed a defined software development process, and that the project team has identified any system interdependencies and risks that may have an adverse impact on the organization and/or the software application/system deployment. The Readiness Review also confirms that appropriate departments are fully aware of all pending releases and potential impacts. Finally, there are define risk mitigation strategies and contingency plans identified to help eliminate any adverse impact that may result from the release.

The agile team conducts a release readiness meeting to review the deployment strategy using this document as a guide. Participants for the release readiness meeting include the IT Project Manager, Product/Business Owner, and representative(s) from all impacted areas.

# Project Overview

The following subsections contain project identification and project description information.

## Project Identification

Table 1 – Project Identification

|  | **Project Identification** |  |
| --- | --- | --- |
| **Project or Application Name** | **Project Number** | **Date Created** |
| <Add info> | <Add info> | <Add info> |
| **Project Manager** | **Business Sponsor** | **Completed By** |
| <Add info> | <Add info> | <Add info> |

## Project Description

*Provide a brief description of the project, the software application/system, and the planned deployment approach. This information is available from other documents, such as the Project Process Agreement.*

# Release Planning

The following subsections contain information regarding the type of release, the release plan, and the release schedule.

## Type of Release

*Indicate if project release is:*

* *Beta Release*
* *General Release*
* *Exception*
* *Other (Provide an explanation of other)*

This project release is:

## Release Plan and Schedule

*Provide details for the release plan and release schedule in the subsections below.*

### Release Plan

*Provide details on the release content and release procedures.*

### Release Schedule

*Insert details related to the schedule for the release including MS Project captures, Gantt Charts, or other similar information.*

# Software Application / System Interdependencies

## System Interdependencies

*Identify the interdependent system(s). Identify any systems, software applications, data sources, files, etc. that may be affected by the installation of the new or changed software application/system.*

* *Dependency 1*
* *Dependency 2*
* *Dependency 3*

The below systems, processes, applications, or business elements have either upstream or downstream dependencies with this project release.

* <Dependency 1>
* <Dependency 2>
* <Dependency 3>

## Potential Impact

*Identify potential impacts to the system, process, or its inputs and outputs including updates, reports, replication, performance, etc. Identify the potential impact to the affected system as a result of deploying the new or changed software application/system.*

## Person to Notify / Notification Date

*Identify the affected person (responsible individual) to notify of the intent to deploy the new or changed software application/system.*

*Document the date that the affected person (assigned to the interdependent system) was notified of the intent to install the new or changed software application/system.*

# Risk Mitigation and Contingency Planning

## Deployment Risks

*Identify any risks to the organization, systems, or other related entities that may develop as part of the release. Add these risks to the project risk register.*

## Potential Impacts

*Identify any potential impacts in addition to those related to system interdependencies addressed previously.*

## Risk Mitigation and Contingency Planning

*Identify a mitigation risk strategy or contingency plan for reducing or eliminating any risks listed above. Include this information in the project risk register.*

# Readiness Review Checklist

The below table provides a readiness review checklist to help ensure that preparation for each release is thorough and communicated to all necessary stakeholders.

Table 2 – Readiness Checklist

| **Readiness Checklist** |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Testing** | **Yes** | **No** | **NA** | **Comments** |
| Have all walkthroughs, peer reviews, and management reviews been performed throughout the project? |  |  |  |  |
| Has all formal testing been completed including unit, integration, and system tests? |  |  |  |  |
| Have all interfaces been tested? (Note: not all interfaces may exist in any of the Test environments, but if the project relies on an untested interface, identify the risk along with recommendations to mitigate the risk.) |  |  |  |  |
| **Documentation and Training** | **Yes** | **No** | **NA** | **Comments** |
| Have training materials been completed for operations, support, and end-users? |  |  |  |  |
| Has training been scheduled for support staff, operations, and the client? |  |  |  |  |
| **Software Configuration Management** | **Yes** | **No** | **NA** | **Comments** |
| Have all required components been placed under control during development? (Place all files, including executables, libraries, and stored procedure files under control.) |  |  |  |  |
| Verification: Has the correct version of the software been tested and gone through all checkpoints listed above (unit, integration, user acceptance test)? |  |  |  |  |
| Notifications: Have all impacted parties (i.e. end users, security representatives, configuration management representatives, business owners) been notified about the release plan and schedule? |  |  |  |  |
| Have all components been backed up and a recovery plan been defined? |  |  |  |  |
| Has the post-production plan been established? This includes monitoring when the application goes into production. |  |  |  |  |

Attachment A – Additional reference / information

<Insert Link to Object if applicable>