<Date>

**Version <1.0>**

**NOTES TO THE AUTHOR/TEMPLATE INSTRUCTIONS**

This template includes instructions and boilerplate text for this document. 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.

**SDLC TEMPLATE REVISION HISTORY**

| VERSION | DATE | CHANGE DESCRIPTION |
| --- | --- | --- |
| 1.0 | 10/29/2020 | Document updated to reflect changes to FNS Agile SDLC Process and comply with Section 508 standards |

**SDLC TEMPLATE CONTACT INFORMATION**

| RESPONSIBILILTY | CONTACT PERSON | EMAIL ADDRESS |
| --- | --- | --- |
| Portfolio Management Division Director, Chief Portfolio Officer | Joe Shaw | [Joseph.Shaw@usda.gov](mailto:Joseph.Shaw@usda.gov) |
| IT Governance Manager | Kevin Russ | [Kevin.Russ@usda.gov](mailto:Kevin.Russ@usda.gov) |
| SDLC Lead | Max Mounger | [Max.Mounger@usda.gov](mailto:Max.Mounger@usda.gov) |

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

**DOCUMENT REVISION HISTORY**

| **VERSION** | **DATE** | **AUTHOR** | **CHANGE DESCRIPTION** |
| --- | --- | --- | --- |
| x.x |  |  |  |
| x.x |  |  |  |
| x.x |  |  |  |

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

**CONTACT INFORMATION**

| **RESPONSIBILILTY** | **CONTACT PERSON** | **EMAIL ADDRESS** |
| --- | --- | --- |
| Area of Responsibility |  |  |
| Area of Responsibility |  |  |
| Area of Responsibility |  |  |
| Area of Responsibility |  |  |
| Area of Responsibility |  |  |

Table of Contents

[1. Investment Post Implementation Review Criteria Questionnaire 1](#_Toc54762981)

[2. Appendices and Attachments 4](#_Toc54762982)

[Attachment A – Additional reference / information 5](#_Toc54762983)

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

**ACRONYM LIST**

| **REFERENCE** | **DEFINITION** |
| --- | --- |
| FNS | Food and Nutrition Service |
| GPEA | Government Paperwork Elimination Act |
| NPV | Net Present Value |
| OIT | Office of Information Technology |
| ROI | Return On Investment |
| USDA | United States Department of Agriculture |

# Investment Post Implementation Review Criteria Questionnaire

*Insert comments for each of the questions in the questionnaire below.*

| **Project Information** | **Description** |
| --- | --- |
| Investment Name | *<Insert investment name here>* |
| Project Manager | *<Insert project manager name here>* |
| Review Date | *<mm/dd/yyyy>* |

| # | Question | Evaluation  Criteria | Comments |
| --- | --- | --- | --- |
| 1. | Was there a documented ‘lessons learned’ process and has it been incorporated to improve investment performance? | Best practices/lessons  learned | *<Insert comment here>* |
| 2. | Was a detailed baseline developed, including descriptions of the milestones, dates, and timeframes? | Best  practices/lessons  learned;  Cost & schedule | *<Insert comment here>* |
| 3. | Were assessments of customer satisfaction (end users, business or  program unit sponsor, etc.) conducted? What were the results of the customer satisfaction assessment? | Best  practices/lessons  learned;  Technical &  operational  performance | *<Insert comment here>* |
| 4. | Did the investment include an assessment of compliance with USDA and FNS’s Enterprise Architecture? If yes, did the investment include how it complied with the FNS EA? | Enterprise  Architecture  compliance | *<Insert comment here>* |
| 5. | Did the investment have and actively used an Integrated Project Team? | Best  practices/lessons  learned; Integrated Project Team Charter | *<Insert comment here>* |
| 6. | Did the investment collect projected versus actual cost, benefit, and risk data? | Technical &  operational  performance;  Cost & schedule;  Risk  Management | *<Insert comment here>* |
| 7. | Has the cost, benefit, and risk information that was used for initial investment justification been preserved? Have updates to costs, benefits, or risks been noted, preserved, and analyzed? | Technical &  operational  performance;  Cost & schedule;  Risk  Management | *<Insert comment here>* |
| 8. | Is cost and schedule variance data available for the investment? | Technical &  operational  performance;  Cost & schedule | *<Insert comment here>* |
| 9. | Have investment benefits been quantified? If not, were qualitative measures used to determine impact? | Technical &  operational  performance | *<Insert comment here>* |
| 10. | Was an alternatives analysis conducted? If yes, were the analysis results (NPV, Payback Period, and ROI) provided? If not, was it stated why? | Cost & schedule | *<Insert comment here>* |
| 11. | Was security funding and specific security related activities that the funding will be used for identified? | Cost & schedule;  Security;  Risk  Management | *<Insert comment here>* |
| 12. | Did the investment identify security-related risks and protect privacy data? | Security;  Risk  Management | *<Insert comment here>* |
| 13. | Did the investment assess and monitor contractor performance and maintain oversight data? | Best  practices/lessons  learned;  Technical &  operational  performance | *<Insert comment here>* |
| 14. | Did the investment support the Government Paperwork Elimination Act (GPEA)? | Best  practices/lessons  learned;  Strategic goals and objectives | *<Insert comment here>* |
| 15. | Did the investment achieve its performance goals  (intended impact) and is this impact still aligned with mission goals? | Technical &  operational  performance | *<Insert comment here>* |
| 16. | Are the business assumptions that justified the investment still valid? | Strategic goals  and objectives | *<Insert comment here>* |
| 17. | Were corrective actions for not meeting performance goals outlined by the investment management team? Were timetables and steps for implementing these corrective actions established? | Best  practices/lessons  learned;  Technical &  operational  performance;  Cost & schedule | *<Insert comment here>* |
| 18. | Did the investment directly support USDA FNS’s mission, strategic goals, and objectives? | Strategic goals  and objectives | *<Insert comment here>* |
| 19. | Did the investment support one or more of USDA FNS’s business processes? | Enterprise  Architecture  compliance;  Impact on  stakeholders | *<Insert comment here>* |
| 20. | Did the investment regularly evaluate and document the ‘current status of the investment’? (Assess the investment’s impact on mission performance, and  determine future prospects/changes for the investment.) | Best  practices/lessons  learned;  Technical &  operational  performance;  Cost & schedule;  Impact on  stakeholders | *<Insert comment here>* |
| 21. | Have records disposition schedules been approved for the information in this investment? | Records  Management | *<Insert comment here>* |
| 22. | Are data backup processes adequate for the significance of the information? | Records  Management | *<Insert comment here>* |
| 23. | Has data been protected to prevent unauthorized alterations and document a record of changes to the data (date, who, what)? | Records  Management | *<Insert comment here>* |

# Attachment A – Additional reference / information

*Insert Link to Object if applicable.*