<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>.

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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.
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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 | Updated document to reflect new FNS Agile SDLC processes and comply with Section 508 standards |

**SDLC TEMPLATE CONTACT INFORMATION**

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**DOCUMENT REVISION HISTORY**

| **VERSION** | **DATE** | **AUTHOR** | **CHANGE DESCRIPTION** |
| --- | --- | --- | --- |
| x.x |  |  |  |
| x.x |  |  |  |
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*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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*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 |
| USDA | United States Department of Agriculture |

# Executive Summary

*Provide a brief summary of the document.*

# Application Overview

The following subsections provide information on the purpose of the project, the user community, and a technical overview.

## Purpose

*Provide a description of the project purpose.*

## User Community

*Provide a description of the project User Community.*

## Technical Overview

*Provide a technical overview of the project.*

# Performance review

## Cost Analysis

*Provide the cost analysis for the project.*

## Schedule Analysis

*Provide the schedule analysis for the project.*

## Performance Measures Analysis

*Provide the performance measures analysis for the project.*

# Risk analysis

*Provide the risk analysis for the project.*

# Architectural overview

The following sections provide the final hardware and software configurations for the project.

## Hardware Configuration

*Insert a description of the hardware configuration for the project.*

## Software Configuration

*Insert a description of the software configuration for the project.*

# security overview

The following sections provide information about the application and information security.

## Application Security

*Describe the application security for the project.*

## Information Security

*Describe the information security for the project.*

# Telecommuncations assessment

*Insert the telecommunications assessment information for the project.*

# stakeholder assessment

The following subsections provide summary information for user questionnaires and interviews.

## User Questionnaires Summary

*Insert the summary derived from user interviews.*

## Summary of National Office Interviews

*Provide the summary of the National Office interviews.*

# Lessons Learned

*Insert a summary of the lessons learned for the project.*

# Conclusion

*Provide the conclusion for the project based on the information provided in this review.*

Attachment A – Additional reference / information

*Insert Link to Object if applicable*