<Date>

**Version X.x**

**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 | 11/02/2020 | Updated to reflect new FNS Agile SDLC processes and comply with Section 508 standards. |

**SDLC TEMPLATE CONTACT INFORMATION**

| RESPONSIBILILTY | CONTACT PERSON | EMAIL ADDRESS |
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**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** |
| --- | --- | --- |
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**APPROVAL**

**OFFICE OF INFORMATION TECHNOLOGY**

| This document approved by: |  |
| --- | --- |
|  | **<Name>**Date  Business Owner  <insert organization information> |

*Modify the title and organization name as needed.*

|  | **<Name>**Date  OIT Program Manager, Program Management Branch,  Office of Information Technology |
| --- | --- |

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

**ACRONYM LIST**

| **REFERENCE** | **DEFINITION** |
| --- | --- |
| IT | Information Technology |
| PMD | Portfolio Management Division |
| USDA | United States Department of Agriculture |

# Introduction

Describe the purpose and intent of this document.

The Post-Termination Review must be performed after the end of the Disposition Phase. This phase-end review must be conducted within 1 month after disposition of the system. The Post-Termination Review Report documents the lessons learned from the shutdown and archiving of the terminated system.

The Post-Termination Review Report details the findings of the Disposition Phase review. It can be used to document and ensure that all functions have been performed to dispose of the system. This report can provide a check-list of activities completed to dispose of the system. It should include the details where to find all products and

## Points of Contact

List the names, titles, and contact information of the major participants in the project.

| Contact Name | Title | Phone Number | Contact Email |
| --- | --- | --- | --- |
| <Insert Name> | OIT Project Manager | <Insert Phone> | <Insert Email> |
| <Insert Name> | SME | <Insert Phone> | <Insert Email> |
| <Insert Name> | Business Analyst | <Insert Phone> | <Insert Email> |
| <Insert Name> | Architect | <Insert Phone> | <Insert Email> |
| <Insert Name> | Developer | <Insert Phone> | <Insert Email> |
| <Insert Name> | Tester | <Insert Phone> | <Insert Email> |
| <Insert Name> | End User | <Insert Phone> | <Insert Email> |

## Reason for Disposal

Briefly describe the business and/or technical reasons why this information system is being retired or disposed of (i.e., old technology, additional maintenance costs, heightened security risks, etc.).

## Disposal Date

Insert the relevant disposal date below.

The system was disposed on <mm/dd/yyyy>.

# Lessons Learned

Describe the key lessons learned for this project as captured in the Lessons Learned Log. Key finding sin Retrospective Meeting Minutes is another potential source of Lessons Learned for the project.

## Data Disposition

Describe what happened to the data from the old system and any problems or issues that occurred during data disposition activities.

## Software Disposition

Describe what happened to the system software and any lessons learned from performing the software disposition task.

## Equipment Disposition

Describe what happened to the equipment from the old system and any lessons learned from the equipment disposition task.

## Process and Policy Disposition

Describe what happened to the process and policy from the old system. Explain whether it related to any other system and if so, what workaround you adopted after system disposition.

# System Archive Information

Provide key System Archive Information.

## Data

Describe where the old data is stored and whether the new system incorporated the old data.

## Software

Describe where the old software is located.

## Hardware

Describe where the old hardware is located. If the equipment was accessed, provide the access date.

Attachment A – Additional reference / information

<Insert Link to Object if applicable>