<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 | 11/02/20 | Updated to reflect new FNS Agile SDLC processes and comply with Section 508 standards. |
| 1.1 | 8/10/21 | Removed reference to Segment Enterprise Architecture replacing with Primary Business Capability |

**SDLC TEMPLATE 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** |
| --- | --- | --- | --- |
| 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 |  |  |
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**APPROVAL**

**OFFICE OF INFORMATION TECHNOLOGY**

| This document approved by: |  |
| --- | --- |
|  | **Joseph Shaw**Date  Director, Portfolio Management Division,  Office of Information Technology |

|  | **Kevin Russ**Date  IT Governance Manager, Portfolio Management Division,  Office of Information Technology |
| --- | --- |

*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 |
| NIST | National Institute of Standards and Technology |
| OIT | Office of Information Management |
| OMB | Office of Management and Budget |
| PMB | Program Management Branch |
| PMP | Project Management Plan |
| SDLC | Systems Development Lifecycle |
| USDA | United States Department of Agriculture |

# purpose

*Tailor the sample language as needed below.*

This Project Management Plan (PMP) defines the project, scope of work, project methodology, and project deliverables. It presents enough detail to establish and maintain control of project functions, communicates the project plan to the project team, and provides a management framework for successful project completion.

This document is under project configuration control. Changes are made by incrementing the version number and describing the changes. The Project Manager resubmits the PMP for approval as required.

All work performed, as defined in this document, is directed toward the successful completion of the FNS Agile Systems Development Lifecycle (SDLC) phases and Decision Point reviews.

# Executive Summary

*Provide an executive summary of and reference to the approved project charter. Elaborate on any sections within the Project Charter that need further detail in the PMP.*

## Project Characterization

*Identify the following key project attributes: USDA Strategic Goals, USDA Enterprise Architecture Business Segment(s), USDA Program(s), IT Investment (s), and IT Systems that are associated with this project. Contact the FNS IT Governance team with any questions. Reference the USDA Annual Strategic Plan for information at USDA.gov.*

* **USDA Strategic Goals:** <Identify the specific USDA strategic goals to which this project aligns.>
* **USDA Enterprise Architecture Primary Business Capability :** <Identify the USDA Primary Business Capability that this Project supports.>
* **USDA Programs:** <Identify the program(s) that this project impacts.>
* **USDA IT Investments:** <Identify the specific investment(s) in the USDA AgMax Tool that are funding this project.>
* **USDA IT Systems:** <Identify any IT systems affected by this project.>

## Assumptions/Constraints

*Describe project assumptions and/or constraints identified during project initiation and planning.*

# Scope/Requirements Management

*Describe how to manage project scope. Tailor the language below as needed.*

In Agile project management, changes to scope are an inherent part of the process. Scope definition is demonstrated as prioritized user stories (high-level requirements) in the product backlog. While the product backlog is developed at the beginning of a project (Sprint 0), Agile teams recognize and accept that changes are inevitable as more information is learned from customer and stakeholder feedback. Iterative development focused on providing the highest priority features first allows for controlled scope changes with each sprint.

## Work Breakdown Structure (WBS)

*Describe how the WBS will be developed and additional detail added over time.*

Agile projects decompose the Work Breakdown Structure (WBS) into epics, which are then decomposed to the lowest level – user stories. The WBS starts at a high level and is refined over time. Additional detail is added when appropriate, as the result of sprint planning events.

## Change Control Management

*Describe how to manage changes outside of the product backlog. For example, a project development server is administered by another organization that is responsible for installing machine upgrades. Scheduled outages will affect your project schedule, and changes to the project will need to be made to address this. Tailor the language below as needed.*

The OIT Project Manager (PM) assesses any changes outside of the product backlog for project impact and determines whether the change qualifies as a risk or an issue. The PM adds the change to the project risk register or issue log as appropriate and discusses it with project team members during the daily standup (Scrum) meeting if it is a potential blocker to team progress. The PM escalates the change to the Integrated Project Team and/or Branch Chief as needed.

# SCHEDULE MANAGEMENT

*The Schedule Management Plan describes who owns and manages the project schedule, processes that control schedule change, reporting, updating, and analysis, and the process for establishing a baseline schedule. Tailor the standard language below as needed.*

The Project Manager leverages the FNS OIT MS Agile Project schedule template to develop the baseline schedule, and updates it on at least a weekly basis.

Key elements of the project schedule include:

* Sprint 0 tasks
* Planned Decision Point Review dates
* Build, Test and Release tasks and artifacts
* Decision Point approval milestones
* Sprint start/end dates and high level tasks grouped by release
* Release start/end dates (summary tasks)

Jira is used to maintain detailed information about which stories are included in each sprint. As backlog grooming and sprint planning activities take place throughout the project lifecycle, the schedule is updated to reflect decisions made.

## Key Milestones

*Complete the table below, adding rows as needed. Be sure to include the roadmap as a milestone.*

The table below lists the key milestones for this project and their estimated completion timeframe.

Table 1 – Key Project Milestones

| Milestone | Estimated Completion Timeframe |
| --- | --- |
| <milestone name> | <timeframe, such as two weeks after project is approved> |
| <milestone name> | <timeframe> |
| <milestone name> | <timeframe> |

## Project Schedule

*Provide a link to the project schedule.*

### Dependencies

*Describe any schedule or project dependencies (both internal and external). For example, if a third party software required for integration is not available as planned, the project may have to be put on hold until it is available.*

# QUALITY MANAGEMENT

*Describe how quality is embedded in all project and product processes. For example, controlling the consistency of screen layouts would include reviewing all screens to verify they match the standards for an information system. Quality measures may be no bugs or defects for certain critical requirements, consistent screen layouts, or correctly calculating variables. Options to ensure quality include inspections, audits, formal testing, and documentation of defects in a defect tracking system to ensure defects are fixed, retested, and closed. Some projects may choose to use a traceability matrix to verify critical requirements are met.*

# COMMUNICATIONS plan

*Tailor the language below as needed.*

In an Agile approach, the Scrum Master addresses team communications in real time via daily standup meetings (Scrum meetings), sprint planning, and sprint retrospective events. The Project Manager drives Integrated Project Team (IPT) communications centered on preparing for and actively participating in Decision Point Reviews and product demonstrations. High level project communications are prepared by the Project Manager and shared via Weekly Activity Reports (WAR Reports), the OIT CIO Dashboard (when applicable), and the Project Reference Sheet completed for each OIT project.

## Communication Matrix

*Tailor the standard language below as needed.*

| Stakeholder | Vehicle | Frequency |
| --- | --- | --- |
| Agile Project Team | * Scrum Meetings * Sprint Planning Events * Sprint Retrospectives | * Daily * Prior to next sprint * At end of each sprint |
| Integrated Project Team (IPT) | * Product Demos * Decision Point Review Tasks * Decision Point Review Presentations | * Based on project schedule |
| Office of Information Technology Management | * Weekly Activity Report (WAR) * Project Reference Sheets * OIT CIO Dashboard (if applicable) | * Weekly * Monthly * Weekly |
| FNS Program Areas | Weekly Activity Report (WAR) | * Weekly |

# RISK MANAGEMENT

*Appendix A contains the Risk Management Plan that applies to all FNS OIT projects and reflects the FNS standard for managing project risk. Content tailoring should not be required; however, if your project has a risk management activity in addition to the standard it should be described here.*

FNS OIT projects follow a standard Risk Management Plan that complies with USDA and Office of Management and Budget (OMB) requirements. This Plan is included as Appendix A.

# ISSUE MANAGEMENT

*Modify the language below as needed.*

The Project Manager will leverage the Issues Log template to capture and manage project issues to closure. All project team members are responsible for identifying issues and helping resolve them. The team reviews issues weekly and the OIT Project Manager escalates issues to the Integrated Project Team and/or appropriate Branch Chief as needed. The Chief is responsible for escalating issues to OIT executive management.

## Issue Log

*Provide a link to the project Issue Log.*

# section 508 Compliance PLAN

*In this section, describe how all deliverables and software code produced during this contract will comply with Section 508. Describe the testing methodologies and tools and how the Section 508 compliance is validated for each artifact and Release.*

appendix a – FNS OIT Project Risk Management Plan

<Insert PDF of RMP once approved>

Appendix B – Additional reference / information

<Insert Link to Object if applicable>