**United States Department of Agriculture**

Food and Nutrition Service



**FNS Office of Information Technology**

**Portfolio Management Division (PMD)**

**FNS Compliance Certification Template**

**for**

**[Project or System Name]**

**Version 1.1**

September 09, 2013

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| **Version** | **Date** | **Author** | **Change Description** |
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| 1.1 | 09-09-2013 | IT Governance Branch (ITGB) | Re-formatted the document. |
| 1.2 |  |  |  |
| 1.3 |  |  |  |

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Contents

[Glossary 4](#_Toc366504003)

[1. Introduction 5](#_Toc366504004)

[2. Checklist 5](#_Toc366504005)

[2.1. Telecommunications 5](#_Toc366504006)

[2.2. Security 5](#_Toc366504007)

[2.3. Enterprise Architecture (EA) 6](#_Toc366504008)

[2.4. Capital Planning and Investment Control (CPIC) 7](#_Toc366504009)

[2.5. eGovernment 7](#_Toc366504010)

[2.6. Section 508 8](#_Toc366504011)

[2.7. Records 8](#_Toc366504012)

[2.8. Forms 8](#_Toc366504013)

[2.9. Domain Name Request 9](#_Toc366504014)

[Appendix A: References 10](#_Toc366504015)

[Approvals/Signatures 11](#_Toc366504016)

# Glossary

| **Acronym** | **Description** |
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# Introduction

This document provides a pre-implementation checklist for Information Technology (IT) Project Managers. The checklist is designed to facilitate the implementation phase of the System Development Lifecycle (SDLC) by providing IT Project Managers with a list of tasks to be completed prior to implementation.

# Checklist

## Telecommunications

|  | **Please Check Only One** | | | |
| --- | --- | --- | --- | --- |
| Yes | No | N/A | Comments |
| **Telecommunications** | | | |  |
| Does this project involve the deployment of a system that will result in data transmission across the USDA Universal Telecommunications Network (UTN)? |  |  |  |  |
| Have diagrams of the network interface(s) been provided to the USDA OCIO showing locations of the users, applications, systems, and where UTN access will occur. |  |  |  |  |
| Have all access points to any segment of the USDA network (including agency networks) been approved by the agency CIO? |  |  |  |  |
| Has a network impact analysis been completed? |  |  |  |  |
| Are all firewalls configured to comply with USDA security guidance? |  |  |  |  |
| Do all telecommunications components comply with USDA Internet Protocol version 6 (IPv6) requirements? |  |  |  |  |

## Security

|  | **Please Check Only One** | | | |
| --- | --- | --- | --- | --- |
| Yes | No | N/A | Comments |
| **Security** | | | |  |
| Does the system contain Personally Identifiable Information (PII)? |  |  |  |  |
| Has a Privacy Impact Assessment (PIA) been completed? |  |  |  |  |
| Has a Certification and Accreditation (C&A) been completed? |  |  |  |  |
| Has a Systems of Record Notice (SORN) been published? |  |  |  |  |
| Has a System Security Plan been completed? |  |  |  |  |

## Enterprise Architecture (EA)

|  | **Please Check Only One** | | | |
| --- | --- | --- | --- | --- |
| Yes | No | N/A | Comments |
| **Enterprise Architecture (EA)** | | | |  |
| Has the specific Business Functions and Business Processes that the system will address been identified? |  |  |  |  |
| Have the stakeholders and organizational entities that will be directly affected by the system been identified? |  |  |  |  |
| Has the major business events that will be directly affected by the system been recognized? |  |  |  |  |
| Has the internal process efficiency improvements that will be expected from this system been identified? |  |  |  |  |
| Have the services that will be altered or improved as a result of this system been recognized? |  |  |  |  |
| Does the project comply with the FNS Technical Reference Model? |  |  |  |  |
| Has the performance measures identified for the project? |  |  |  |  |
| Does the project use any existing technology and platforms? |  |  |  |  |
| Is the technical architecture documented for the project? |  |  |  |  |
| Is the system being hosted in the NITC EDC? If not, please provide explanation. |  |  |  |  |
| Have cloud solutions for IaaS or PaaS been considered? If not, please provide explanation. |  |  |  |  |

## Capital Planning and Investment Control (CPIC)

|  | **Please Check Only One** | | | |
| --- | --- | --- | --- | --- |
| Yes | No | N/A | Comments |
| **Capital Planning and Investment Control (CPIC)** | | | |  |
| Are the Business Case documents (FNS 755 and FNS 758) available for this project? |  |  |  |  |
| Is there an acquisition plan present for this project? |  |  |  |  |
| Is the AAR associated with this project approved? |  |  |  |  |
| Is there a project management plan and project schedule available for this project? |  |  |  |  |
| Has there been an alternative analysis conducted for this project? If so, has the alternative analysis conducted been documented? |  |  |  |  |
| Has there been a cost benefit analysis conducted for this project? If so, has the cost benefit analysis conducted been documented? |  |  |  |  |
| Has a Risk Management Plan been completed for this project? |  |  |  |  |
| Are the technical requirements documented and clearly written for this project? |  |  |  |  |
| Are there performance measures clearly defined and documented for this project? |  |  |  |  |
| Is there a Work Breakdown Structure (WBS) documented for this project? |  |  |  |  |
| Is there a Change Control Board Charter documented for this project? |  |  |  |  |
| Is there an Exh. 53/Exh. 300 documented for this project? |  |  |  |  |
| If the investment is in Steady State, has an Operational Analysis been conducted for it? How frequently have the Operational Analysis been conducted? |  |  |  |  |

## eGovernment

|  | **Please Check Only One** | | | |
| --- | --- | --- | --- | --- |
| Yes | No | N/A | Comments |
| **eGovernment** | | | |  |
| Does the system use USDA eAuthentication? |  |  |  |  |
| Have viable E-Gov solutions been considered as alternatives to this project? |  |  |  |  |
| Does this project provide for functionality that is unavailable through the E-Gov solutions? |  |  |  |  |

## Section 508

|  | **Please Check Only One** | | | |
| --- | --- | --- | --- | --- |
| Yes | No | N/A | Comments |
| **Section 508** | | | |  |
| Is the system Section 508 compliant? |  |  |  |  |
| Does this system use screen reader software, e.g. Job Access With Speech (JAWS)? |  |  |  |  |

## Records

|  | **Please Check Only One** | | | |
| --- | --- | --- | --- | --- |
| Yes | No | N/A | Comments |
| **Records** | | | |  |
| Has a records disposition schedule been developed for this system? |  |  |  |  |
| Has a Records Management Plan been developed for this system? |  |  |  |  |

## Forms

|  | **Please Check Only One** | | | |
| --- | --- | --- | --- | --- |
| Yes | No | N/A | Comments |
| **Forms** | | | |  |
| Have all new and revised forms associated with the system been submitted, along with FNS-184, to the FNS Forms and Printing Officer? |  |  |  |  |

## Domain Name Request

|  | **Please Check Only One** | | | |
| --- | --- | --- | --- | --- |
| Yes | No | N/A | Comments |
| **Domain Name Request** | | | |  |
| Have all the information for the Requested Domain Name(s) and Associated IP Address (es) field filled out correctly? |  |  |  |  |
| Has the Agency information field been filled out correctly? |  |  |  |  |
| Have the information for the Administrative Authority and the Technical Contact information been provided? |  |  |  |  |
| Have accurate data been provided about the domain functions, target users, system information, privacy information and USDA policy compliance information? |  |  |  |  |

# Appendix A: References

Insert the name, version number, description, and physical location of any documents referenced in this document. Add rows to the table as necessary.

The following table summarizes the documents referenced in this document.

|  |  |  |
| --- | --- | --- |
| **Document Name** | **Description** | **Location** |
| Document Name and Version Number | Document description | URL or Network path where document is located |
|  |  |  |
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# Approvals/Signatures

The undersigned acknowledge that they have reviewed the [name of document] document and agree with the information presented within this document. Changes to this document will be coordinated with, and approved by, the undersigned, or their designated representatives.

|  |  |  |  |
| --- | --- | --- | --- |
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| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: | [Project or System Name] Project Manager |  |  |
|  |  |  |  |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: | [Project or System Name] Business Owner |  |  |
|  |  |  |  |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: | Organization’s Approving Authority |  |  |