**United States Department of Agriculture**

Food and Nutrition Service



**Office of Information Technology**

**Portfolio Management Division (PMD)**

**FNS System Post Termination Review Report Template**

**for**

**[Project or System Name]**

**Version 1.1**

September 09, 2013

**Revision History**

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| **Version** | **Date** | **Author** | **Change Description** |
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| 1.2 |  |  |  |
| 1.3 |  |  |  |

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# Glossary

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

The Post-Termination Review shall be performed after the end of the Disposition Phase. This phase-end review shall be conducted within 6 months 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 It should include the details where to find all products and documentation that has been archived.

## **Introductory Material**

This section provides a brief description of introductory material.

## **Reason for Disposal**

This section provides a brief description of the business and/or technical reasons why this information system should be retired or disposed of (i.e., older technology, additional maintenance, security risks, etc).

## **Date of Disposal**

This section provides the date on which the system is disposed.

## **Points of Contact**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **CONTACT NAME** | **TITLE** | **PHONE NUMBER** | **CONTACT EMAIL** |
|  | OIT Project Manager |  |  |
|  | SME |  |  |
|  | Business Analyst |  |  |
|  | Architect |  |  |
|  | Developer |  |  |
|  | Tester |  |  |
|  | End User |  |  |

# Lessons Learned

## **Data Disposition**

This section describes what happened to the data from the old system. Explain any problems or mishaps that might have occurred during this phase.

## **Software Disposition**

This section describes what happened to the software from the old system. Explain any lessons learned from performing this task during the Disposition Phase.

## **Equipment Disposition**

This section describes what happened to the equipment from the old system. Explain where it is located, or if it was accessed, the date it was accessed.

## **Process and Policy Disposition**

This section describes what happened to the process and policy from the old system. Explain if it was related to any other system, the workaround adopted after the system disposition.

# Archiving

This section explains what happened to the old system. Author may use a check-off sheet or a report format.

## **Data**

This section explains where the old data is stored. If the old data was incorporated into a new system, so state here.

## **Software**

This section explains where the old software is located.

## **Hardware**

This section explains where the old hardware is located. If the equipment has been accessed, provide the date it was accessed.

# 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 |  |  |
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| Title: |  |  |  |
| Role: | Organization’s Approving Authority |  |  |