

FNS Stage Gate Review Checklist:

Design Stage

<Project Name>

**Dated:**

**Prepared for:**

**The United States Department of Agriculture**

**Food & Nutrition Service (FNS)**

**Office of Information Technology (OIT)**

**3101 Park Center Drive**

**Alexandria, VA 22302**

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Change Description** |
| 1.0 | 03-19-2012 | Syed Jaffery | Created the Document |
| 1.1 | 12-27-2013 | Panum Group | Added questions for PRA |
| 1.2 |  |  |  |
| 1.3 |  |  |  |

**Contact Information**

|  |  |
| --- | --- |
| **Area of Concern** | **Contact Person** |
| IT Governance Lead | Kevin Russ |
| SDLC Coordinator | Syed Jaffery |
| ITIRB Coordinator | Sunny Dilawari |
| Portfolio Management Division Director, Chief Portfolio Officer | Jacqueline R. Butler |
| Program Management Branch Chief | Allison Willcox |

Key Terms/Glossary

|  |  |
| --- | --- |
| **Term** | **Definition** |
| FNCS | Food, Nutrition and Consumer Service |
| FNS | Food and Nutrition Service |
| IPT | Integrated Project Team |
| ITGB | Information Technology Governance Branch |
| OIT | Office of Technology |
| SDLC | System Development Life Cycle |

Table of Contents

[**1.** **Design Stage Review** 4](#_Toc376771041)

[**2.** **Stage Deliverables** 5](#_Toc376771042)

[**3.** **Stage Checklist** 6](#_Toc376771043)

[**4.** **Known Issues/Risks** 9](#_Toc376771044)

[**5.** **Stage Recommendations** 10](#_Toc376771045)

## 

<Project name> Design Phase Stage Gate Review:

Project:

Date of Review:

Name of Reviewer:

Role in Review:

1. **Design Stage Review**

The Design Stage Gate Review is a formal inspection of the high-level architectural design of the proposed system and all interfaces. It ensures that the design satisfies all functional and non-functional requirements and conforms to the enterprise architecture.

Project status, technical solutions, software products, related documentation, and capacity estimates are reviewed to verify complete, consistent design standards. The Design Review identifies technical issues in order to mitigate project risks. Technical, security, and business risks that affect the remaining lifecycle phases must be discussed during this Review.

The project lead will complete the phase review checklist.

1. **Stage Deliverables**

Please check if the deliverable is available for this Stage.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Design Stage Deliverables** | | | | |
| **Deliverable Name** | **Yes** | **No** | **NA** | **Comments** |
| System Design Document |  |  |  |  |
| Disaster Recovery Plan |  |  |  |  |
| Configuration Management Plan |  |  |  |  |
| Security Business Impact Assessment |  |  |  |  |
| Security Contingency Plan |  |  |  |  |
| Domain Name Request |  |  |  |  |

1. **Stage Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Design Stage Checklist** | | | | |
| **Question** | **Yes** | **No** | **N/A** | **Comment** |
| Has a formal review of the high-level architectural design been conducted? |  |  |  |  |
| Does the System Design Document provide an overview of the entire hardware and software architecture and data design, including specifications for external interfaces? |  |  |  |  |
| Does the design include all lower-level detailed design specifications of the Business Product, such as general system characteristics, the logical and physical data model, user interfaces, and business rules? |  |  |  |  |
| Has the Requirements Traceability Matrix been updated to describe how the system design will satisfy the functional, business, security, and technical specifications in the Requirements Document? |  |  |  |  |
| Does the design define the release strategy in sufficient detail? |  |  |  |  |
| Has the design addressed data conversion issues at the appropriate level? |  |  |  |  |
| Has the interface control been documented? |  |  |  |  |
| Has the design considered the impact of capacity (e.g., database, hardware) requirements on the implementation? |  |  |  |  |
| Have the needs for user, system, maintenance, operations, and business training and/or documentation been considered in the design? |  |  |  |  |
| Does the design of the system incorporate Section 508 standards? |  |  |  |  |
| Have all stakeholders, including the end-user community, been kept informed and/or consulted as appropriate during the Design Phase? Explain how. |  |  |  |  |
| If Modular or Iterative process used, was each process reviewed and approved by the appropriate team members? |  |  |  |  |
| Does the design introduce the need to modify the Acquisition Plan? Explain. |  |  |  |  |
| Given the proposed design, will the budget be sufficient to meet the needs of the project completion? |  |  |  |  |
| Does the design align with the Enterprise Architecture Technical Reference Model (TRM)? |  |  |  |  |
| Will the design facilitate the accomplishment of performance metrics? |  |  |  |  |
| Are measurement indicators tailored and show clear line of sight to specific Business Reference Model (BRM) line of business or sub-functions? |  |  |  |  |
| Do any of the approved change requests for the project require modification in cost, schedule, scope, or resources? |  |  |  |  |
| Are the types of tests, the acceptance criteria for those tests, and the manner of testing defined in sufficient detail? |  |  |  |  |
| Have applicable test cases been developed to address Section 508 Standards? |  |  |  |  |
| Does the Contingency/Disaster Recovery Plan include complete descriptions of the strategy and courses of action if there is a loss of use of the established business product (e.g., system) due to factors such as natural disasters or system or security failures? |  |  |  |  |
| Does the recovery strategy meet stated recovery time and recovery point objectives? |  |  |  |  |
| Are backup procedures and responsibilities well-designed and fully documented? |  |  |  |  |
| Are post-disaster recovery procedures included in the design? |  |  |  |  |
| Do all applicable systems associated with this project/investment have publicly posted System of Record Notices (SORN)? |  |  |  |  |
| Has the OIT Management been briefed? If so, are there any outstanding issues? Please list them. |  |  |  |  |
| Has the TRB[[1]](#footnote-1) been briefed? If so, are there any outstanding issues? Please list them. |  |  |  |  |
| Has all the deliverables uploaded to the PRA? |  |  |  |  |
| Does the PRA reflect the updated information pertaining to the project? |  |  |  |  |

1. **Known Issues/Risks**

|  |  |  |  |
| --- | --- | --- | --- |
| **Known Issues/Risks for Design Stage Review** | | | |
| **Risk Description** | **Area of Risk**  **(Communication, Cost, Quality, Schedule, Scope)** | **Impact**  **(High, Medium, or Low)** | **Probability of Occurrence (High, Medium, or Low)** |
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**Project Lead Date**

**\*The remaining sections to be completed by the IT Governance Branch.**

1. **Stage Recommendations**

|  |  |  |
| --- | --- | --- |
| **Design Stage Recommendations** | | |
| **Approval Level (check one)** | | **Explanations, Caveats or Conditions** |
| Approve |  |  |
| Approve with Conditions |  |  |
| Discontinue Project |  |  |

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**SDLC Coordinator Date**

IT Governance Reviewer/Approver

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |

Final Reviewer/Approver: Portfolio Management Division Director, Jacqueline R. Butler

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: | Jacqueline R. Butler |  |  |
| Title: | Portfolio Management Division Director |  |  |

1. Technical Review Board (TRB) [↑](#footnote-ref-1)