

FNS Stage Gate Review Checklist:

Development 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 |

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## 

<Project name> Development Phase Stage Gate Review:

Project:

Date of Review:

Name of Reviewer:

Role in Review:

1. **Development Stage Review**

The Development Stage Gate Review evaluates whether the project should proceed to the Test Phase.

The project lead will complete the phase review checklist.

1. **Stage Deliverables**

Please check if the deliverable is available for this Stage.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Development Stage Deliverables** | | | | |
| **Deliverable Name** | **Yes** | **No** | **NA** | **Comments** |
| Test Plan |  |  |  |  |

1. **Stage Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Development Stage Checklist** | | | | |
| **Question** | **Yes** | **No** | **N/A** | **Comment** |
| Have the types of tests, the acceptance criteria for those tests, and the manner of testing been finalized? |  |  |  |  |
| Have test files and/or test data been developed? |  |  |  |  |
| Have the Test Plan and Test Cases been finalized? |  |  |  |  |
| Does the test plan define all the types of tests (unit, functional, integration, system, security, performance (load and stress), user acceptance, and/or independent verification) that are to be carried out? |  |  |  |  |
| Does the test plan describe the roles and responsibilities of individuals involved in the testing process and the traceability matrix? |  |  |  |  |
| Are the resources needed for the hardware and software environments documented in the test plan? |  |  |  |  |
| Are all other elements relevant to test planning and execution described in detail? |  |  |  |  |
| Does the Test Plan include detailed Test Case Specifications? |  |  |  |  |
| Does each Test Case Specification describe the purpose and manner of each specific test? |  |  |  |  |
| Does each Test Case Specification document the required inputs? |  |  |  |  |
| Does each Test Case Specification document the required outputs and expected results or range of results? |  |  |  |  |
| Does each Test Case Specification document step-by-step procedures for executing the test? |  |  |  |  |
| Does each Test Case Specification document the Pass/Not Pass criteria for determining acceptance? |  |  |  |  |
| Have action items from previous briefings been resolved? If not, explain. |  |  |  |  |
| Has the OIT Management been briefed? If so, are there any outstanding issues? Please list them. |  |  |  |  |
| Has the TRB been briefed? If so, are there any outstanding issues? Please list them. |  |  |  |  |
| Has the Sponsor 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 Development 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**

|  |  |  |
| --- | --- | --- |
| **Development 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 |  |  |