

Stage Gate Review – Disposition Phase

for

(Name of the System)

(Template)

**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**

## Stage Gate Review - Disposition Phase

Project:

Date of Review:

Name of Reviewer:

Role in Review:

**Disposition Phase Review**

A Disposition Review is conducted to ensure that a system/application or other IT situation has been completely and appropriately disposed, thereby ending the lifecycle of the IT project.

This phase-end review shall be conducted again within three months after retirement of the system. The Disposition Review Report also documents the lessons learned from the shutdown and archiving of the terminated system. The IT Governance group will complete this phase checklist.

**Stage Deliverables**

Please check if the deliverable is available for this Stage.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deliverable Name** | **Yes** | **No** | **NA** | **Comments** |
| Disposition Plan |  |  |  |  |
| Post Termination Report |  |  |  |  |

**Disposition Phase Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Question** | **Yes** | **No** | **N/A** | **Comment** |
| Is there a well-developed Disposition Plan that addresses how the components of the operating Business Product will be handled to ensure proper disposition of all the components and to avoid disruption of the individuals and/or any other Business Products impacted by the disposition? |  |  |  |  |
| Does the plan include methods for the deliberate and systematic decommissioning of the Business Product with appropriate consideration of records management? |  |  |  |  |
| Are the Project Archives that preserve vital information, including both documentation of project execution and the data from the production system, appropriately preserved? |  |  |  |  |
| Is Lessons Learned included in the Project Archives? |  |  |  |  |
| Have security objectives, including secure data and system transfer, sanitization and disposal of media, been accomplished? |  |  |  |  |
| Has the Disposition Plan, including the orderly breakdown of the system, its components and the data within, been followed? |  |  |  |  |
| Has a final phase-end review been conducted after the system retirement to ascertain if the system and data have been completely and appropriately disposed of? |  |  |  |  |
| Are completed contracts closed appropriately? |  |  |  |  |

**Known Issues/Risks**

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Description** | **Area of Risk**  **(Communication, Cost, Quality, Schedule, Scope)** | **Impact**  **(High, Medium, or Low)** | **Probability of Occurrence (High, Medium, or Low)** |
|  |  |  |  |
|  |  |  |  |

**Summary Scoring**

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverables**  **(P or NP)** | **Exit Criteria**  **(P or NP)** | **Questions**  **(Subjective P or NP))** | **Risk**  **(Number of High Impact/High Probability)**  **(3 or more = NP)** |
|  |  |  |  |

**Recommendations**

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

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**Project Lead Date**

**Governance Forward:**

Forwarded to:

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