

FNS Stage Gate Review Checklist:

Implementation 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 | 01-03-2014 | 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.** **Implementation Stage Review** 4](#_Toc376775531)

[**2.** **Stage Deliverables** 5](#_Toc376775532)

[**3.** **Stage Checklist** 6](#_Toc376775533)

[**4.** **Known Issues/Risks** 9](#_Toc376775534)

[**5.** **Stage Recommendations** 10](#_Toc376775535)

## 

<Project name> Implementation Phase Stage Gate Review:

Project:

Date of Review:

Name of Reviewer:

Role in Review:

1. **Implementation Stage Review**

The Implementation Stage Gate Review evaluates whether the project should proceed to the next phase.

The project lead will complete the phase review checklist.

1. **Stage Deliverables**

Please check if the deliverable is available for this Stage.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Implementation Stage Deliverables** | | | | |
| **Deliverable Name** | **Yes** | **No** | **NA** | **Comments** |
| Installation Document |  |  |  |  |
| Compliance Certification |  |  |  |  |
| Operations Readiness |  |  |  |  |
| Lifecycle Cost |  |  |  |  |
| Project Closeout |  |  |  |  |
| Performance Measures |  |  |  |  |
| Authority to Operate/Concurrency Review |  |  |  |  |
| Application Guide |  |  |  |  |
| Source Code |  |  |  |  |

1. **Stage Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Implementation Stage Checklist** | | | | |
| **Question** | **Yes** | **No** | **N/A** | **Comment** |
| Have the steps to install and configure the database server been documented? |  |  |  |  |
| Have the steps to install and configure the web server been documented? |  |  |  |  |
| Have the steps to install and configure the application server been documented? |  |  |  |  |
| Have the steps to uninstall the system been documented? |  |  |  |  |
| Has a Compliance Certification been successfully completed? (including management, operational, and technical security certifications, ensures compliance with information security requirements) |  |  |  |  |
| Has an Operations Readiness Review document been completed and signed-off? |  |  |  |  |
| Has a Life Cycle Cost estimate spreadsheet been completed? |  |  |  |  |
| Has an accurate Project Closeout report that describes any differences between proposed and actual accomplishments, documents lessons learned, provides a status of funds, and provides an explanation of any open-ended action items, along with a certification of conditional or final closeout of the development project, been developed and have the processes been implemented? |  |  |  |  |
| Was the validity of Performance Metrics evaluated? |  |  |  |  |
| Has the system performance been analyzed according to the Performance Measures template? |  |  |  |  |
| Has the system accreditation decision resulted in an Authority to Operate (ATO) that has been formally executed by a formal declaration of the designated approving authority? |  |  |  |  |
| Has an Application Guide been completed that documents the technical information needed by developers that will maintain, modify, redesign or upgrade code in the future |  |  |  |  |
| Have code attack simulations using automated scans and penetration testing on pre-production servers been carried out? |  |  |  |  |
| Has the system source code been exported onto the agreed upon media and provided to the staff designated by the OIT Program Manager? |  |  |  |  |
| Has Application Development Branch (ADB) reviewed the source code to ensure it is properly commented and constructed according to industry standards? |  |  |  |  |
| Has formal documentation of Section 508 Certification (VPAT) or Exception been completed? |  |  |  |  |
| Have required corrective actions been initiated on any outstanding documents? |  |  |  |  |
| Is all publicly posted system of record notices (SORN) for all applicable systems associated with this project/investment up-to-date? |  |  |  |  |
| Are all required Service Level Agreement(s) (SLAs) and Memorandum(s) of Understanding (MOU) fully executed and in effect, specifying each party's requirements, responsibilities and period of performance including performance guarantees? |  |  |  |  |
| Have all necessary data conversion steps been completed? |  |  |  |  |
| Have any specified periods of parallel operation been completed successfully? |  |  |  |  |
| Have all stakeholders been notified of the implementation, including information on the schedule, the benefits, the changes, and the impact on end-users? |  |  |  |  |
| Has the OIT Management 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 Implementation Stage Review** | | | |
| **Risk Description** | **Area of Risk**  **(Communication, Cost, Quality, Schedule, Scope)** | **Impact**  **(High, Medium, or Low)** | **Probability of Occurrence (High, Medium, or Low)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Lead Date**

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

1. **Stage Recommendations**

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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 |  |  |