

FNS Stage Gate Review Checklist:

Initiation 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> Initiation Phase Stage Gate Review:

Project:

Date of Review:

Name of Reviewer:

Role in Review:

1. **Initiation Stage Review**

The Initiation Stage Gate Review considers whether the Business Case justifies proceeding to the Requirements Gathering and Analysis Phase for development of a full Business Case, acquisition strategy/plan, initial alternatives analysis, preliminary Project Management Plan and initial Acquisition Approval Request (AAR) approval from USDA OCIO. Obtain Business case review and approval from the FNS IT Investment Review Board (ITIRB). The Initiation phase also includes a Project Selection Review (PSR), which is a formal inspection of a proposed IT project by the IT governance organization to determine if it is a sound, viable, and worthy of funding, support and inclusion in the organization’s IT Investment Portfolio. The outcomes of the Initiation Phase are selection to the USDA FNS IT Investment Portfolio; approval of initial project cost, schedule and performance baselines; and issuance of a Project Charter.

The Initiation Stage Gate Review also includes the Project Baseline Review (PBR), which is a formal inspection of the entire project and performance measurement baseline initially developed for the IT project. This review is one of the four Stage Gate Reviews that cannot be delegated by the IT governance organization. The PBR is conducted to obtain management approval that the scope, cost and schedule that have been established for the project are adequately documented and that the project management strategy is appropriate for moving the project forward in the life cycle. Upon successful completion of this review, the Project Management Plan is officially baselined. The PBR includes review of the budget, risk, and user requirements for the investment. Emphasis should be on the total cost of ownership and not just development or acquisition costs. Support and training issues may become very important from this perspective.

The IT Governance organization will complete the Initiation Phase Checklist.

The project lead will complete the phase review checklist.

1. **Stage Deliverables**

Please check if the deliverable is available for this Stage.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Initiation Stage Deliverables** | | | | |
| **Deliverable Name** | **Yes** | **No** | **NA** | **Comments** |
| Business Case: FNS758 |  |  |  |  |
| Business Case: FNS755 |  |  |  |  |
| Project Management Plan (optional)[[1]](#footnote-1) |  |  |  |  |
| Acquisition Plan / Strategy |  |  |  |  |
| Acquisition Approval Request |  |  |  |  |
| Alternative Analysis |  |  |  |  |
| Cost Benefit Analysis |  |  |  |  |
| Integrated Project Team Charter (optional) 1 |  |  |  |  |
| Project Process Agreement |  |  |  |  |
| Privacy Impact Analysis (Optional)1 |  |  |  |  |
| Privacy Threshold Analysis (Optional)1 |  |  |  |  |

1. **Stage Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Initiation Stage Checklist** | | | | |
| **Question** | **Yes** | **No** | **N/A** | **Comment** |
| Has the business need been defined? |  |  |  |  |
| Has the goal and scope of the business case been described? |  |  |  |  |
| Has the business risk of executing or not executing the business case been described? |  |  |  |  |
| Does this Business Case address a USDA Strategic Goal and FNS strategic goals and objectives? |  |  |  |  |
| Is there a Rough Order of Magnitude on cost and schedule in the Business Case? |  |  |  |  |
| Does the proposed Business Case satisfy a capability gap? |  |  |  |  |
| Does the Business Case detail the business need and expected performance outcomes? |  |  |  |  |
| Is there an integrated project team charter with defined roles, responsibilities and approval levels? (may be in the form of a RACI chart) |  |  |  |  |
| Does this project require special planning considerations (constraints), or subsidiary planning documents? |  |  |  |  |
| Has the approach to Risk Management been tailored to suit the scale of the project? |  |  |  |  |
| Have the risks been evaluated and assessed? |  |  |  |  |
| Have triggers for risks been identified? |  |  |  |  |
| Will there be a Change Control Board? Who will it include? |  |  |  |  |
| Does the initial WBS and Schedule have at least three levels and do all activities have dependencies? |  |  |  |  |
| Have a preliminary Acquisition Plan been developed that is appropriate to the level of requirements defined in the Business Case? |  |  |  |  |
| Does the schedule appear to be achievable, realistic and address all areas that need to be included in the project? |  |  |  |  |
| Have the IT security cost for the investment/project been integrated in to the overall cost including (C&A/re-accreditation, system security plan, risk assessment, privacy impact assessment, configuration/patch management, security control testing and evaluation, and contingency planning/testing)? |  |  |  |  |
| Has identifying and assessing security and privacy risks been incorporated into the overall risk management planning? |  |  |  |  |
| Is the WBS based on deliverables or tasks? |  |  |  |  |
| Are the applicable Section 508 standards identified and planned for? |  |  |  |  |
| Has identifying and assessing the vulnerability and impact of being non compliant with Section 508 been included in the overall risk management planning? |  |  |  |  |
| Has the OIT Management been briefed? If so, are there any outstanding issues? |  |  |  |  |
| Does the ITRB need to be briefed? If so, has a meeting been scheduled and/or approval obtained? |  |  |  |  |
| Has the project been entered in the Project Reporting Application (PRA)? |  |  |  |  |
| Has all the deliverables uploaded to the PRA? |  |  |  |  |
| Does the PRA reflect the updated information pertaining to the project? |  |  |  |  |

1. **Knows Issues/Risks**

|  |  |  |  |
| --- | --- | --- | --- |
| **Known Issues/Risks for Initiation 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**

|  |  |  |
| --- | --- | --- |
| **Initiation 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 |  |  |

1. Optional during the initiation phase but required in the requirements gathering and analysis phase [↑](#footnote-ref-1)