

FNS Stage Gate Review Checklist:

Integration & Testing 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 | 01-02-2014 | 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 |

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## 

<Project name> integration and Testing Phase Stage Gate Review:

Project:

Date of Review:

Name of Reviewer:

Role in Review:

1. **Integration and Testing Stage Review**

The Integration and Testing 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Integration and Testing Stage Deliverables** | | | | |
| **Deliverable Name** | **Yes** | **No** | **NA** | **Comments** |
| Transition Plan |  |  |  |  |
| Operations/Maintenance Manual |  |  |  |  |
| UAT sign-off |  |  |  |  |
| App Scan Results |  |  |  |  |
| Training Manual |  |  |  |  |
| User Manual |  |  |  |  |
| Test Results |  |  |  |  |
| Section 508 VPAT and/or Certification |  |  |  |  |
| Security Risk Assessment Report[[1]](#footnote-1) |  |  |  |  |
| System Security Plan |  |  |  |  |
| Security Assessment Plan (Security Test & Evaluation Plan) |  |  |  |  |

1. **Stage Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Integration and Testing Stage Checklist** | | | | |
| **Question** | **Yes** | **No** | **N/A** | **Comment** |
| Has the final Transition Plan been developed? |  |  |  |  |
| Does the Transition Plan describe how the business product will be installed, deployed, and transitioned into the operational environment? |  |  |  |  |
| Does the Operations & Maintenance Manual clearly describe the Business Product? |  |  |  |  |
| Does the Operations & Maintenance Manual fully describe the production environment? |  |  |  |  |
| Has the UAT Sign-Off been presented? |  |  |  |  |
| Does the UAT Sign-Off include all needed signatures? |  |  |  |  |
| Does the UAT Sign-Off checklist account for all system objectives? |  |  |  |  |
| Have code attack simulations using automated scans and penetration testing on pre-production servers been carried out? |  |  |  |  |
| Has an App Scan been completed by ISO? |  |  |  |  |
| Have the App Scan results been assessed by ISO and do they indicate readiness to advance to next phase? |  |  |  |  |
| List and explain the issues that have been identified by the App Scan results. |  |  |  |  |
| Does the Training Plan adequately describe the goals, learning objectives, and activities of the information that is to be provided to stakeholders who use and/or support the Business Product solution? |  |  |  |  |
| Is the Training Plan included in the Transition Plan? |  |  |  |  |
| Does the Training Plan section of the Transition Plan adequately describe the goals, learning objectives, and activities of the information that is to be provided to stakeholders who use and/or support the Business Product solution? |  |  |  |  |
| Do the Training Materials include complete and accurate documentation on the deployment of the Business Product? |  |  |  |  |
| Have the Training Materials been reviewed and updated to include complete and accurate documentation on the deployment of the Business Product? |  |  |  |  |
| Has the Training Program been executed? |  |  |  |  |
| Has the User Manual been completed? |  |  |  |  |
| Has the User Manual been updated based on the results of the Test Phase? |  |  |  |  |
| Is the User Manual up-to-date with a current phases and/or sprints that have been conducted to this point? |  |  |  |  |
| Does the User Manual clearly explain how to use the established Business Product from a business function perspective? |  |  |  |  |
| Were any applicable additional tests conducted to validate documentation, training, contingency plans, disaster recovery, and installation? |  |  |  |  |
| As a result of the Test activities and the development of the Implementation Plan, do any of approved change requests for the project require modification in cost, schedule, scope, resources, or acquisition planning? |  |  |  |  |
| Has integration testing been completed? |  |  |  |  |
| Has acceptance testing been completed and do the outcomes verify readiness for training and implementation? |  |  |  |  |
| Was the identification of unexpected problems and/or defects that were encountered included? |  |  |  |  |
| Was a summary report created at the end of the test phases that completely documents the overall test results, including summarizing the test activities and describing variances? |  |  |  |  |
| Was the identification of unexpected problems and/or defects that were encountered included? |  |  |  |  |
| Are the test plan results for testing Section 508 satisfactory? |  |  |  |  |
| Is the Section 508 VPAT complete? |  |  |  |  |
| Is the Section 508 Certification complete? |  |  |  |  |
| Does the Security Risk Assessment Report provide a formal risk assessment including the analysis of the security functional requirements and the identification of the protection requirements? |  |  |  |  |
| Does the Security Risk Assessment Report include the identification of all threats to and vulnerabilities in the information system; the potential impact that a loss of confidentiality, integrity, or availability would have and the identification and analysis of security controls? |  |  |  |  |
| Has the Systems Security Plan been finalized to describe the security controls, as defined by the National Institute of Standards and Technology that are designed and implemented within the system? |  |  |  |  |
| Has the OIT Management been briefed? If so, are there any outstanding issues? Please list them. |  |  |  |  |
| Does the Independent Verification &Validation (IV&V) Report verify the test results? |  |  |  |  |
| Was the validity of Performance Metrics evaluated? |  |  |  |  |
| 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 Integration and Testing 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**

|  |  |  |
| --- | --- | --- |
| **Integration and Testing 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. As required by Information Security Office(ISO) [↑](#footnote-ref-1)