

Stage Gate Review – Operations and Maintenance 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 - Operations & Maintenance Phase

Project:

Date of Review:

Name of Reviewer:

Role in Review:

**Operations & Maintenance Phase Review**

The Operations & Maintenance Stage Gate Review evaluates whether the project should be sustained and continues with operations/maintenance support. The IT Governance group will complete this checklist.

**Stage Deliverables**

Please check if the deliverable is available for this Stage.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deliverable Name** | **Yes** | **No** | **NA** | **Comments** |
| Annual Operational Analysis (Final) |  |  |  |  |
| Disposition Plans (Final) |  |  |  |  |
| Continued Authority to Operation (Final) |  |  |  |  |
| Systems Post Implementation Review |  |  |  |  |
| Privacy Impact Assessment (Final) |  |  |  |  |

**Operations & Maintenance Phase Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Question** | **Yes** | **No** | **N/A** | **Comment** |
| Does the plan for the Annual Operational assessment include a review of the CPIC evaluation and the performance metrics during operation to determine whether the business product is meeting original user requirements and any new requirements or changes? |  |  |  |  |
| Does the plan provide a means to analyze alternatives for deciding on new functional enhancements and/or modifications to the business product, or the need to dispose of or replace the business product altogether? |  |  |  |  |
| Is the tri-annual System Re-Accreditation up-to-date, fully documenting the official management decision to authorize continued operation of an information system? |  |  |  |  |
| Has a System Post Implementation Review been conducted? |  |  |  |  |
| Has the annual Operational Analysis adequately evaluated system performance, user satisfaction with the system, adaptability to changing business needs, and new technologies that might improve the system? |  |  |  |  |
| Do any of the approved change requests for this system require a modification in the financial analysis? |  |  |  |  |
| Do measurement indicators support the performance measures agreed upon? |  |  |  |  |
| Are contingency plan test dates for all systems associated with this project/investment within the last 365 days? |  |  |  |  |
| Is continuous security monitoring of selected controls conducted on an ongoing basis to ensure that maintenance patches and enhancements have not introduced any vulnerabilities? |  |  |  |  |
| Have the Operations Manual, Business Case Analysis, and Contingency/Disaster Recovery Plan been updated as required? |  |  |  |  |
| Does the privacy impact assessment (PIA) for all systems associated with this project/investment include information on any changes? |  |  |  |  |

**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: |  |  |  |