

FNS Stage Gate Review Checklist:

Requirements Gathering & Analysis 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 | 12-26-2013 | 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 |

Table of Contents

[**1.** **Requirements Gathering and Analysis Stage Review** 4](#_Toc376770903)

[**2.** **Stage Deliverables** 5](#_Toc376770904)

[**3.** **Stage Checklist** 6](#_Toc376770905)

[**4.** **Known Issues/Risks** 9](#_Toc376770906)

[**5.** **Stage Recommendations** 10](#_Toc376770907)

<Project name> Requirements and Analysis Stage Gate Review:

Project:

Date of Review:

Name of Reviewer:

Role in Review:

1. **Requirements Gathering and Analysis Stage Review**

The Requirements Analysis of the Stage Gate Review examines the completeness, clarity and consistency of the Requirements deliverables. The reviewer(s) considers 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requirements Gathering and Analysis Stage Deliverables** | | | | |
| **Deliverable Name** | **Yes** | **No** | **NA** | **Comments** |
| System Requirements Specification |  |  |  |  |
| Requirements Traceability Matrix |  |  |  |  |
| High-Level System Requirements Specification (SRS) |  |  |  |  |
| System of Records Notice |  |  |  |  |
| EIS Questionnaire for Records Management Scheduling |  |  |  |  |
| Project Management Plan |  |  |  |  |
| Integrated Project Team Charter |  |  |  |  |
| Privacy Threshold Analysis |  |  |  |  |
| Privacy Impact Analysis |  |  |  |  |
| Concept of Operations |  |  |  |  |

1. **Stage Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requirements Gathering and Analysis Checklist Stage Checklist** | | | | |
| **Question** | **Yes** | **No** | **N/A** | **Comment** |
| Are meetings conducted with the End Users to elicit requirements? |  |  |  |  |
| Have the major stakeholders provided the business requirements? |  |  |  |  |
| Has there been agreement by all stakeholders and the business owner on the requirements? |  |  |  |  |
| Can the business requirements be grouped into critical, major, minor, and nice-to-have categories? |  |  |  |  |
| Are there any requirements that appear contradictory, ambiguous or unclear? |  |  |  |  |
| Is there enough detail in the business requirements for an analyst to write a technical specification? |  |  |  |  |
| What has been done to ensure that requirements are complete? |  |  |  |  |
| What has been done to determine the accuracy of the requirements? |  |  |  |  |
| Are the requirements detailed, specific and measurable? |  |  |  |  |
| If Modular or Iterative process used, was each process reviewed and approved by the Business Owner/Product Owner? |  |  |  |  |
| Has an internal (government) configuration management process been developed? |  |  |  |  |
| What is the quality assurance process for the business requirements? |  |  |  |  |
| Are the requirements testable? |  |  |  |  |
| Are the requirements testable? |  |  |  |  |
| Are requirements suitable for subsequent design activities? |  |  |  |  |
| Are the requirements testable? |  |  |  |  |
| Are requirements suitable for subsequent design activities? |  |  |  |  |
| Does the budget contain all the resources required for successful completion of the project? This would include any interfaces with external systems and projects. |  |  |  |  |
| Has the assessment of required security controls been completed? |  |  |  |  |
| Are the applicable Section 508 standards identified and planned for? |  |  |  |  |
| Do the requirements have sufficient information to ensure that acquisition management decisions and vendor proposal evaluations can take place? |  |  |  |  |
| Has the OIT Management been briefed? If so are there any outstanding issues? Please list them. |  |  |  |  |
| 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 Requirements Gathering and Analysis 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**

|  |  |  |
| --- | --- | --- |
| **Requirements Gathering and Analysis 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 |  |  |