

Phase 5 Playbook: Operations & Continuous Improvement

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Owner: Project Management Office (PMO) / Service Management Office
Applies To: All solutions transitioning to steady-state operations under MPG-002

Purpose & Scope

Phase 5 ensures solutions delivered in earlier phases remain stable, performant, compliant, and continue delivering business value through iterative enhancements. This playbook defines the activities, governance structures, and artifacts required to manage production operations, continuous improvement backlogs, and lifecycle management while aligning with organizational standards (`Standards.md`).

Phase 5 is considered ongoing and cyclical. Annual/quarterly reviews act as “mini-gates” to validate continued alignment and funding. A solution may exit Phase 5 when decommissioned or replaced.

Outcome Summary

Dimension	Target Outcome
Operational Stability	Service Level Objectives (SLOs) and Service Level Agreements (SLAs) consistently met with proactive monitoring and rapid incident resolution.
Performance & Capacity	Systems scale to meet demand; capacity plans updated; performance trends analyzed with corrective actions implemented.
Security & Compliance	Controls maintained, audits passed, vulnerabilities remediated, and regulatory reporting up to date.
Value Realization	Benefits tracked against business cases; continuous improvement backlog prioritized based on ROI and user feedback.
Lifecycle Governance	Release management, change control, and technical debt processes institutionalized with transparent dashboards and reviews.

Phase 5 Operating Rhythm

While Phase 5 is continuous, a representative quarterly cadence is shown below.

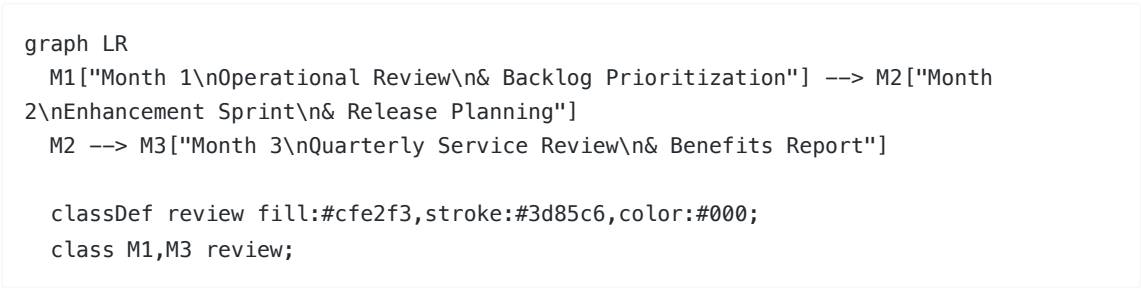


Figure 1. Example quarterly rhythm: operate, improve, and review.

Detailed Workflow & Procedures

1. Operational Handoff & Acceptance (Initial Phase 5 Entry)

Objective: Ensure operations formally accepts ownership with all documentation and access in place.

Steps:

1. Verify completion of Phase 4 exit checklist; review runbooks, monitoring, and support materials.
2. Conduct Operational Readiness Assessment (ORA) covering process alignment, tooling, staffing, and escalation pathways.
3. Obtain formal sign-off from Operations Manager and Support Manager acknowledging service ownership.
4. Update Configuration Management Database (CMDB) and service catalog entries.
5. Schedule initial post-transition review (30/60/90 days) to assess stabilization.

Evidence Requirements: ORA report, operations sign-off, CMDB update confirmation, 30/60/90 review plan.

2. Service Operations Management

Objective: Execute day-to-day operations adhering to ITSM practices.

Steps:

1. Manage incidents through ITSM platform with defined SLAs; ensure prioritization and escalations handled within governance.
2. Track service requests, changes, and releases; integrate with change advisory board (CAB) cycles.
3. Maintain knowledge articles; ensure updates after each incident/problem resolution.
4. Monitor service KPIs (availability, response time, ticket volumes) and publish dashboards.
5. Conduct weekly operations standups reviewing open incidents, problems, and maintenance windows.

Evidence Requirements: Incident reports, SLA performance dashboards, CAB minutes, knowledge base revisions.

3. Monitoring, Observability & Alerting

Objective: Proactively detect and resolve issues using observability tools.

Steps:

1. Maintain monitoring dashboards covering infrastructure, application, security, and business metrics.
2. Configure alert thresholds aligned with SLAs/SLOs; review noise vs. actionable alerts monthly.
3. Implement automated remediation scripts where feasible; document in runbooks.
4. Capture telemetry data in centralized logging/metrics platforms; enforce retention policies.
5. Review observability gaps quarterly; prioritize enhancements in continuous improvement backlog.

Evidence Requirements: Monitoring configuration exports, alert tuning logs, automated remediation scripts, quarterly observability review notes.

4. Incident, Problem & Change Management

Objective: Ensure structured response, root cause analysis, and controlled changes.

Steps:

1. Follow incident response playbooks; record timelines, mitigation steps, and communications.
2. Conduct root cause analysis (RCA) for major incidents; document corrective and preventive actions (CAPA).
3. Maintain problem records for recurring issues; track eradication plans.
4. Use CAB to approve planned changes; maintain emergency change process with retrospective review.
5. Update risk register with incident trends and unresolved problems.

Evidence Requirements: Incident postmortems, RCA reports, problem records, CAB decisions, updated risk register entries.

5. Capacity, Performance & Cost Optimization

Objective: Align resource utilization with demand and cost targets.

Steps:

1. Analyze capacity reports (compute, storage, network) monthly; forecast demand using historical data and business projections.
2. Execute scaling/cost optimization initiatives (reserved instances, autoscaling, archiving) with documented ROI.
3. Validate performance against SLIs; tune configurations or code as required.
4. Maintain architectural runway/backlog for technical improvements supporting performance goals.
5. Present quarterly capacity and cost review to Finance and Steering Committee.

Evidence Requirements: Capacity forecasts, optimization logs, SLI dashboards, cost reports, improvement backlog updates.

6. Continuous Improvement Backlog Management

Objective: Prioritize and deliver enhancements, technical debt, and user-driven improvements.

Steps:

1. Gather feedback from users, stakeholders, and support teams; log items in product/CI backlog.
2. Rank backlog using value, risk, effort, and compliance drivers; align with product roadmap.
3. Execute enhancement sprints or releases; integrate with change control and release calendar.
4. Track improvement metrics (cycle time, customer satisfaction, adoption rates).
5. Communicate enhancement outcomes via release notes and stakeholder forums.

Evidence Requirements: Backlog prioritization matrix, sprint plans, release notes, improvement metrics dashboards.

7. Benefits Realization & Reporting

Objective: Track expected benefits and inform leadership of value delivered.

Steps:

1. Define KPI dashboard aligned with original business case (revenue, cost savings, customer satisfaction, compliance).
2. Measure benefits at agreed intervals (monthly/quarterly); validate with Finance/business owners.
3. Document variances and root causes; adjust improvement roadmap accordingly.
4. Report to Steering Committee and PMO; highlight success stories and required interventions.
5. Update benefits realization register and archive evidence for audits.

Evidence Requirements: Benefits dashboards, finance validation emails, variance analysis reports, Steering Committee decks.

8. Security, Compliance & Audit Readiness

Objective: Maintain ongoing compliance with security policies and regulations.

Steps:

1. Schedule periodic vulnerability scans, penetration tests, and policy reviews; remediate findings per SLA.
2. Ensure access management reviews (user recertification) executed quarterly.
3. Maintain audit trail documentation for changes, incidents, and approvals.
4. Coordinate with compliance teams for regulatory reporting (SOX, GDPR, HIPAA, etc.).
5. Update compliance matrix and risk register with status of controls and remediation actions.

Evidence Requirements: Security reports, access review sign-offs, audit logs, compliance matrix updates, regulatory filing confirmations.

9. Knowledge Management & Training

Objective: Keep documentation current and teams skilled to operate the solution.

Steps:

1. Review runbooks, SOPs, and knowledge base articles after each incident or enhancement.
2. Conduct periodic training/refresher sessions for operations and support teams.
3. Maintain onboarding materials for new team members (roles, tools, access instructions).
4. Track training completion and effectiveness (assessments, surveys).
5. Encourage communities of practice to share lessons learned and optimization ideas.

Evidence Requirements: Updated documentation versions, training attendance logs, survey results, onboarding material repository.

10. Governance Reviews & Lifecycle Planning

Objective: Provide transparency to leadership and plan for future direction (scale, enhance, retire).

Steps:

1. Hold quarterly Service Review Board (SRB) meetings covering performance, risk, roadmap, and financials.
2. Maintain lifecycle roadmap including upcoming upgrades, sunset decisions, and investment proposals.
3. Align with portfolio management to secure funding for strategic enhancements or modernization initiatives.
4. Conduct annual strategic review assessing alignment with organizational objectives and technology standards.
5. Document outcomes, decisions, and action items in decision log and service strategy plan.

Evidence Requirements: SRB minutes, lifecycle roadmap, funding proposals, annual review report, decision log updates.

Deliverable Specifications

Deliverable	Purpose	Required Contents	Format & Naming
Operational Readiness Assessment (ORA)	Document acceptance into operations.	Checklist results, gaps, remediation plan, sign-offs.	.pptx/.pdf. Naming: ProjectName_ORA_vYYYYMMDD.pdf.
Service Catalog / CMDB Update	Maintain accurate service inventory.	Service description, owners, dependencies, SLAs, CI relationships.	ITSM export or .xlsx. Naming: ProjectName_ServiceRecord_vYYYYMMDD.xlsx.
Operational Performance Dashboard	Provide visibility into SLAs/SLOs.	Availability, incidents, response time, capacity trends, KPIs.	BI dashboard (image/PDF export). Naming: ProjectName_OpsDashboard_vYYYYMMDD.pdf.
Incident & Problem Management Logs	Track issues and root causes.	Incident summaries, RCA reports, action items, status.	.xlsx or ITSM export. Naming: ProjectName_IncidentLog_vYYYYMMDD.xlsx.
Continuous Improvement Backlog	Prioritize enhancements.	Item description, value, priority, status, owner, target release.	.xlsx or backlog tool export. Naming: ProjectName_CIBacklog_vYYYYMMDD.xlsx.
Benefits Realization Report	Track business value.	KPI metrics, benefits narrative, variance analysis, actions.	.pptx/.pdf. Naming: ProjectName_BenefitsReport_Q#YYYY.pdf.
Security & Compliance Evidence Pack	Prove adherence to controls.	Scan results, access reviews, audit logs, risk acceptances.	.pdf bundle. Naming: ProjectName_SecurityCompliance_vYYYYMMDD.pdf.

Service Review Board (SRB) Deck	Present quarterly performance and roadmap.	KPI summary, risk/issue review, CI backlog status, decisions needed.	.pptx. Naming: ProjectName_SRB_Q#YYYY.pptx.
Annual Lifecycle Strategy Plan	Outline modernization and investment roadmap.	Architecture roadmap, upgrade plans, retirement timeline, investment needs.	.pptx/.pdf. Naming: ProjectName_LifecyclePlan_FYYYYY.pdf.

Document Control Notes:

- Store Phase 5 artifacts under /docs/phase-5/ with subfolders (operations/ , monitoring/ , backlog/ , governance/ , compliance/).
- Approval evidence archived in /docs/approvals/phase-5/ referencing artifact IDs.
- Update the service README (Appendix H example) quarterly with artifact status, KPIs, and next review dates.

Artifact Completion Tracker

Artifact	Owner	Status (Draft / In Review / Approved)	Repository Path	Version	Approval Evidence Stored?	Next Review Date
ORA & Operations Sign-off						
Operational Dashboard						
Incident/Problem Logs						
Continuous Improvement Backlog						
Benefits Realization Report						
Security & Compliance Evidence						

SRB Deck						
Lifecycle Strategy Plan						

Update tracker after each major review (monthly operations, quarterly SRB, annual lifecycle plan).

Approval Evidence Requirements

- **Sign-offs:** Capture signed ORA, SRB approvals, and risk acceptances.
- **Meeting Minutes:** Save minutes for SRB, CAB, incident RCAs, and annual reviews.
- **Monitoring Screenshots:** Archive key dashboard snapshots monthly.
- **Audit Artifacts:** Store compliance evidence with retention tags per policy.

Operations Checklist by Workstream

Workstream	Activity	Evidence Location	Responsible Role	Status
Service Operations	Weekly incident/problem review completed.	/docs/phase-5/operations/	Support Manager	
Monitoring	Alert tuning review and observability gap log updated monthly.	/docs/phase-5/monitoring/	DevOps Lead	
Continuous Improvement	Backlog prioritized and sprint/release plan published.	/docs/phase-5/backlog/	Product Owner	
Benefits Reporting	Quarterly benefits report delivered to Steering Committee.	/docs/phase-5/governance/	PM	
Security & Compliance	Vulnerability scan/patch cycle completed; evidence stored.	/docs/phase-5/compliance/	Security Lead	
Training & Knowledge	Knowledge base updated post-incident; training log current.	/docs/phase-5/knowledge/	Operations Enablement Lead	
Lifecycle Planning	Roadmap updated; modernization initiatives logged.	/docs/phase-5/governance/	Technical Lead	
Financial Alignment	Capacity/cost report reviewed with Finance.	/docs/phase-5/finance/	PM & Finance Partner	

Escalate overdue items at SRB and Steering Committee meetings.

Continuous Improvement Guides

Operational Dashboard

- Include real-time and historical views; track SLA adherence, ticket backlog, mean time to detect (MTTD)/resolve (MTTR), and customer satisfaction (CSAT).
- Automate distribution to stakeholders (daily or weekly) with annotations for anomalies.

Incident & RCA Documentation

- Use standardized template capturing timeline, impact, root cause, corrective/preventive actions, lessons learned, and follow-up tasks.
- Share RCA with broader teams to prevent recurrence; integrate actions into backlog.

Continuous Improvement Backlog

- Categorize items (Enhancement, Technical Debt, Compliance, Optimization).
- Evaluate ROI and risk reduction; align with strategic themes.
- Maintain Kanban board for in-progress CI work; track cycle time.

Benefits Management

- Align metrics with SMART goals (Specific, Measurable, Achievable, Relevant, Time-bound).
- Use baseline vs. actual charts; highlight cumulative value realized and forecast.

Lifecycle Strategy

- Include technology currency (patch levels, support dates), vendor roadmaps, and emerging organizational standards.
- Evaluate retire/replace decisions with cost-benefit and risk analysis.

Compliance & Naming Governance

- **SOC/SOC 2 Operational Controls:** Align monitoring, incident response, and change management with SOC/SOC 2 (or applicable frameworks). Document control owners and evidence (incident logs, change approvals, access reviews) in `/docs/phase-5/compliance/` using control identifiers for audit readiness.
- **Naming Harmony:** Continue using standardized naming conventions for dashboards, reports, and knowledge articles (e.g., `ProjectIdentifier_Report_vYYYYMMDD.pdf`). Embed naming checks into SRB agendas and PMO audits to keep repositories consistent.
- **Evidence Catalog:** Maintain an index mapping SOC/SOC 2 controls to Phase 5 artifacts (dashboards, RCA reports, access reviews) so audits are streamlined and gaps surfaced quickly.
- **Continuous Training:** Include compliance refresher training for operations/support teams in the training log; tie completion to governance reviews.
- **Documentation Review Cadence:** Schedule quarterly knowledge-base and runbook reviews to confirm procedures reflect current reality, naming standards, and compliance requirements. Record review results and action items in `/docs/phase-5/knowledge/review_log.xlsx`.

SRE Metrics & Incident Practices

- **Error Budgets:** Define allowable downtime/incident budget aligned with SLOs (e.g., 99.9% availability = 43.2 min/month). Track consumption in the operational dashboard and pause feature releases when the budget is exhausted.
- **Toil Reduction Goals:** Measure toil (manual, repetitive, automatable work) percentage for operations teams; aim for ≤50% manual toil. Capture remediation tasks in the CI backlog.
- **Incident Severity Classification:** Use standardized SEV levels (SEV-1 critical outage, SEV-2 major degradation, etc.) with documented response timelines. Include severity and response time in incident logs.
- **Postmortem Standards:** All SEV-1/SEV-2 incidents require blameless postmortems within 5 business days, using the RCA template in Appendix B. Track action item closure with due dates and

owners.

- **Observability KPIs:** Monitor mean time to detect (MTTD) and mean time to resolve (MTTR), alert false-positive rate, and on-call load (alerts per engineer per week). Surface metrics in SRB meetings and adjust alert tuning accordingly.

Roles, Responsibilities & RACI (Phase 5 Focus)

Activity	Executive Sponsor	Steering Committee	Service Owner (Operations Manager)	Project Manager (or Service Delivery Manager)	Product Owner	Technic Lead
Approve ORA & service handoff	A	C	R	R	C	C
Manage incidents/problems	I	I	R/A	C	I	C
Maintain monitoring & alerts	I	I	R	C	I	R
Prioritize CI backlog	C	C	C	R	R/A	C
Deliver benefits report	A	R	C	R	C	C
Security/compliance reviews	C	C	C	C	I	C
Quarterly SRB review	A	R	R	R	C	C
Lifecycle roadmap updates	A	R	C	R	C	R
Change control (CAB) decisions	C	R	R	C	C	C
Annual strategic review	A	R	C	R	C	R

Key: R = Responsible, A = Accountable, C = Consulted, I = Informed.

Meeting & Collaboration Cadence (Phase 5)

Meeting	Purpose	Participants	Frequency	Inputs	Output
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Operations Standup	Review incidents, changes, maintenance plans.	Operations Manager, Support Leads, DevOps, PM	Weekly (or daily for critical services)	Incident/problem reports, change schedule	Action items, mitigation reminders
CAB (Change Advisory Board)	Approve/review changes and releases.	Change Manager, Operations, Dev, QA, Security	Weekly/Biweekly	Change tickets, risk assessments	Approval, deferrals, actions
Continuous Improvement Prioritization	Evaluate backlog and select work for upcoming cycle.	Product Owner, PM, Technical Lead, QA, Security	Monthly	Backlog, benefits metrics, capacity	Prioritization, backlog, sprint planning
Monitoring & Observability Review	Assess alerting effectiveness and gaps.	DevOps, Technical Lead, Operations, Security	Monthly	Dashboard metrics, alert logs	Tuning actions, observability, backlog
Quarterly Service Review Board (SRB)	Present operational performance, risks, roadmap.	Sponsor, Steering Committee, PM, Operations, Product Owner, Security, Finance	Quarterly	KPI dashboard, benefits report, risk log	Decision making, funding, approval, directives
Benefits Realization Review	Validate value delivery with business/finance.	Sponsor, Business Owners, PM, Finance Partner	Quarterly	Benefits report, variance analysis	Agreement, action items, adjustments
Annual Strategic Review	Confirm alignment, plan modernization, budget requests.	Sponsor, Portfolio Management, PMO, Operations, Product Owner, Technical Lead	Annually	Lifecycle plan, market trends, investment proposals	Roadmap, approval, investment, decision making

Risk & Control Considerations

Common Phase 5 Risks

- 1. **Operational Drift:** Procedures not updated, leading to inconsistent support. Mitigate through regular audits and documentation reviews.
- 2. **Technical Debt Accumulation:** Deferred maintenance causing outages. Maintain visible debt backlog with governance oversight.
- 3. **SLA Breaches:** Understaffed support or monitoring gaps. Track capacity, enforce on-call rotations, escalate to leadership early.
- 4. **Security Compliance Lapses:** Missed patches or access reviews. Automate reminders, integrate with security governance.
- 5. **Benefits Erosion:** Value not realized due to process or adoption gaps. Monitor metrics, invest in change management.
- 6. **Funding Constraints:** CI backlog stalled due to budget. Provide ROI analysis and align with portfolio planning.

Control Activities

- Quarterly audits of runbooks, monitoring configurations, and knowledge base.
- SLA/SLO thresholds with automated alerts to leadership when breached.
- Security patching calendar with compliance sign-off.
- Continuous improvement metrics (cycle time, adoption) tracked in dashboards.
- PMO oversight ensuring SRB meetings occur and actions closed.
- Finance partnership to validate cost optimization and budget adherence.

Tooling & Configuration Requirements

Tool / Platform	Configuration Action	Owner	Evidence
ITSM Platform (ServiceNow, Jira Service Management)	Configure incident/problem/change workflows, SLAs, knowledge base.	Service Management Office	Workflow diagrams, SLA reports, knowledge base index.
Monitoring/Observability (Datadog, New Relic, Grafana)	Maintain dashboards, alerts, synthetic tests, capacity reports.	DevOps Lead	Dashboard exports, alert configuration snapshots.
Log Management (Splunk, ELK)	Configure log ingestion, retention policies, correlation searches.	DevOps/Security	Configuration files, retention policy documentation.
APM/Tracing Tools (AppDynamics, OpenTelemetry)	Instrument applications for tracing and root cause analysis.	Technical Lead	Instrumentation plan, sample trace reports.
Automation/Runbook Tools (Ansible, Rundeck)	Maintain scripts for deployment, remediation,	DevOps Lead	Script repository, execution logs.

	maintenance.		
Analytics/BI Platforms (Power BI, Tableau)	Publish operational KPIs and benefits dashboards.	Operations Analyst	Dashboard link, refresh schedule.
Collaboration Tools (Confluence, SharePoint, Teams)	Host runbooks, RCAs, training materials, decision logs.	PM	Site structure, permissions report.

Checklists & Reviews

A. Monthly Operations Checklist

- ☐ Incident SLA compliance \geq target; breaches analyzed with RCA.
- ☐ Problem records updated; outstanding actions assigned.
- ☐ Monitoring alerts reviewed/tuned; false positives documented.
- ☐ Runbooks/knowledge articles updated for recent changes.
- ☐ Continuous improvement backlog prioritized; next sprint planned.
- ☐ Security patches applied; vulnerability scans reviewed.
- ☐ Benefits metrics captured; exceptions escalated.
- ☐ Financial/capacity report shared with Finance.

B. Quarterly Service Review Checklist

- ☐ Operational KPIs vs. targets reviewed with Sponsor/Steering Committee.
- ☐ Major incidents & RCAs summarized; improvements tracked.
- ☐ CI backlog outcomes reported; next quarter roadmap approved.
- ☐ Compliance/audit status updated; upcoming obligations flagged.
- ☐ Budget/cost optimization progress reviewed.
- ☐ Customer satisfaction/feedback analyzed; actions assigned.
- ☐ Risk register refreshed; mitigation status validated.
- ☐ Decision log updated with approvals and strategic direction.

C. Annual Strategic Review Checklist

- ☐ Lifecycle roadmap validated (upgrades, vendor end-of-support, retirements).
- ☐ Benefits realization compared to original business case; new targets set.
- ☐ Technology alignment with enterprise architecture confirmed.
- ☐ Funding requests for modernization/innovation approved.
- ☐ KPI targets adjusted for next fiscal year.
- ☐ Skills/training gaps identified and plans established.
- ☐ Data retention, security, and compliance policies reviewed.
- ☐ Decommissioning strategy evaluated if applicable.

Templates & Samples

Appendix A: Operational Readiness Assessment (ORA) Checklist (Excerpt)

Domain	Key Checks
Documentation	Runbooks complete, knowledge base articles published, architecture diagrams current.
Monitoring	Dashboards configured, alerts tuned, synthetic tests operational.
Access	Support accounts provisioned, least privilege enforced, MFA enabled.
Support Model	On-call schedule confirmed, escalation matrix defined, comms channels documented.
Change Control	Release calendar integrated, CAB representation assigned, emergency process documented.
Training	Support team trained, handoff workshop completed, competency gaps addressed.

Appendix B: Incident RCA Template

Section	Description
Summary	Incident ID, impact, duration, business effect.
Timeline	Chronological events with timestamps and responsible parties.
Root Cause	Technical/process root cause analysis.
Corrective Actions	Immediate fix applied.
Preventive Actions	Long-term improvements with owners/dates.
Lessons Learned	Key insights to share.
Verification	Evidence that actions completed and validated.

Appendix C: Continuous Improvement Backlog Fields

Field	Description
Item ID	CI-YYYY-###.
Title	Short description of improvement/enhancement.
Category	Enhancement, Technical Debt, Optimization, Compliance.
Value Metric	Expected benefit (e.g., cost savings, revenue, risk reduction).
Effort Estimate	Story points or effort hours.
Priority	Rank or scoring model output.
Status	Pipeline stage (Proposed, Approved, In Progress, Done).
Target Release	Planned release window/sprint.

Appendix D: Benefits Realization Dashboard Metrics

Metric	Definition	Source	Target
Revenue Impact	Additional revenue attributed to solution.	Finance systems	As per business case
Cost Savings	Operational cost reduction.	Finance/Operations	As per business case
Productivity Gain	Time saved per user/task.	User surveys, time studies	% improvement target
User Satisfaction	CSAT/NPS for solution.	Surveys	≥ target score
Compliance Score	% of controls passing audits.	Compliance audits	≥ target

Appendix E: SRB Agenda Template

Section	Content
Operational KPI Summary	SLAs, SLOs, incident statistics.
Major Incident Review	RCAs, status of corrective actions.
Continuous Improvement Outcomes	Enhancements delivered, backlog status.
Upcoming Roadmap	Next quarter initiatives, release schedule.
Risks & Compliance	Open risks, audit findings, mitigation plans.
Financial & Capacity	Costs vs. budget, capacity forecasts.
Decisions & Approvals Needed	Funding, priority changes, policy updates.

Appendix F: Phase 5 Artifact Status Table (Embed in README)

Artifact	Owner	Location	Version	Approval Status	Link
Operational Dashboard (Current)	Operations Analyst	/docs/phase-5/operations/dashboard_20251231.pdf	v20251231	Approved	2025-12-31
Incident Log	Support Manager	/docs/phase-5/operations/incident_log.xlsx	v20251230	In Progress	2025-12-30
CI Backlog	Product Owner	/docs/phase-5/backlog/ci_backlog.xlsx	v20250105	Approved	2025-01-05 (Current)
Benefits Report	PM	/docs/phase-5/governance/benefits_Q42025.pdf	v20250110	Approved	2025-01-10 (Current)
Security Evidence	Security Lead	/docs/phase-5/compliance/security_pack_20250115.pdf	v20250115	Approved	2025-01-15 (Current)

Pack					
Lifecycle Strategy Plan	Technical Lead	/docs/phase-5/governance/lifecycle_plan_FY2026.pdf	v20250201	Draft	2 (

Appendix G: Lifecycle Compliance Matrix

Control Area	Framework References	Phase 1	Phase 2	Phase 3	Phase 4
Governance & Leadership	SOC/SOC 2 CC1, ISO 27001 A.5	RACI, charter, escalation SLAs	Requirements governance, review cadence	Sprint reviews, ADR approvals	Go/No-Go segregation
Change Management	ITIL Change, ISO 20000, SOC/SOC 2 CC8	Governance plan, change policy	Impact/CI backlog alignment	Branching rules, code reviews	Release cadence, emergency
Secure Development	SOC/SOC 2 CC7, OWASP Top 10, ISO 27034	N/A	Privacy & accessibility requirements	DRY, SOLID, static/dynamic scans	Security/performance results
Data Protection & Privacy	GDPR, HIPAA, SOC/SOC 2 P	Data classification, consent strategy	Privacy-by-design traceability	Encryption practices, data minimization	Masking in privacy tests
Operations & Monitoring	SOC/SOC 2 A, ITIL Ops, SRE	Escalation SLAs defined	Monitoring requirements captured	CI logging, telemetry instrumentation	Post-release monitoring
Documentation & Naming	Internal policy, ISO 9001	Naming rubric, onboarding packs	Documentation style guide	Coding/document naming checks	Release artifact naming

Update the matrix after each major release, audit, or annual review to ensure evidence is current. Highlight gaps and assign remediation actions in the SRB minutes.

Glossary of Phase 5 Terms

- **Service Owner:** Role accountable for overall performance and improvement of the live service.
- **Operational Readiness Assessment (ORA):** Evaluation confirming operations can support the solution.
- **SLA/SLO/SLI:** Agreement, objective, and indicator for service performance.
- **CAB (Change Advisory Board):** Governance body approving significant changes.

- **MTTD/MTTR:** Mean time to detect/resolve incidents.
- **CI (Continuous Improvement) Backlog:** Prioritized list of enhancements and optimizations.
- **SRB (Service Review Board):** Quarterly governance meeting overseeing operations.
- **RCA:** Root cause analysis for major incidents.
- **Technical Debt:** Accumulated suboptimal design/code increasing maintenance cost.
- **Lifecycle Roadmap:** Plan for upgrades, modernization, and eventual decommissioning.

Acronyms and Abbreviations

- **ADR:** Architecture Decision Record – Document capturing design choices and rationale
- **APM:** Application Performance Monitoring – Technology for monitoring application performance
- **BA:** Business Analyst – Role responsible for requirements gathering and analysis
- **BRF-020:** Benefits Realization Framework document identifier
- **CAB:** Change Advisory Board – Governance body approving significant changes
- **CAPA:** Corrective and Preventive Actions – Process for addressing non-conformities
- **CI:** Continuous Improvement – Ongoing effort to improve products, services, or processes
- **CI/CD:** Continuous Integration/Continuous Delivery – Automated pipeline for build, test, and deployment
- **CMDB:** Configuration Management Database – Repository of IT assets and their relationships
- **CSAT:** Customer Satisfaction – Metric measuring customer satisfaction levels
- **DAST:** Dynamic Application Security Testing – Security testing performed on running applications
- **GDPR:** General Data Protection Regulation – European Union data protection and privacy regulation
- **HIPAA:** Health Insurance Portability and Accountability Act – U.S. healthcare data protection regulation
- **IAM:** Identity and Access Management – Framework for managing user identities and access
- **ISO 20000:** International standard for IT service management
- **ISO 27001:** International standard for information security management systems
- **ITSM:** IT Service Management – Framework for managing IT services
- **ITSM-001:** IT Service Management Policy document identifier
- **ITSM-INC-005:** Incident & Problem Management Procedures document identifier
- **KPI:** Key Performance Indicator – Measurable value demonstrating effectiveness
- **MPG-002:** Master Project Governance standard document identifier
- **MTTD:** Mean Time to Detect – Average time to identify an incident
- **MTTR:** Mean Time to Resolve – Average time to resolve an incident
- **NIST CSF:** National Institute of Standards and Technology Cybersecurity Framework – U.S. cybersecurity framework
- **NPS:** Net Promoter Score – Metric measuring customer loyalty and satisfaction
- **OBS-010:** Observability & Monitoring Standards document identifier
- **ORA:** Operational Readiness Assessment – Evaluation confirming operations can support the solution
- **OWASP:** Open Web Application Security Project – Non-profit organization focused on web application security
- **PCI DSS:** Payment Card Industry Data Security Standard – Security standard for payment card data
- **PM:** Project Manager – Role responsible for project coordination and delivery
- **PMO:** Project Management Office – Organizational unit ensuring adherence to standards and methodologies
- **QA:** Quality Assurance – Process ensuring products meet quality standards
- **RCA:** Root Cause Analysis – Process for identifying underlying causes of problems
- **ROI:** Return on Investment – Measure of profitability or efficiency
- **SAST/DAST:** Static Application Security Testing / Dynamic Application Security Testing – Security testing methodologies

- **SDLC:** Software Development Life Cycle - Process for planning, creating, testing, and deploying software
- **SEC-030:** Security Operations Handbook document identifier
- **SEV:** Severity - Classification level for incidents (e.g., SEV-1 critical, SEV-2 major)
- **SIEM:** Security Information and Event Management - Technology for security monitoring
- **SLA:** Service Level Agreement - Contractual commitment to service performance levels
- **SLI:** Service Level Indicator - Specific metric used to measure service performance
- **SLO:** Service Level Objective - Target metric for service performance
- **SOC/SOC 2:** System and Organization Controls - Framework for security, availability, and confidentiality controls
- **SOX 404:** Sarbanes-Oxley Act Section 404 - U.S. financial reporting and internal controls regulation
- **SRB:** Service Review Board - Quarterly governance meeting overseeing operations
- **SRE:** Site Reliability Engineering - Discipline combining software engineering and operations
- **UAT:** User Acceptance Testing - Testing performed by end users to validate business requirements
- **WCAG 2.1:** Web Content Accessibility Guidelines 2.1 - International standard for web accessibility

References

1. MPG-002 Standard (Standards.md) – Master Project Governance & SDLC.
2. IT Service Management Policy (ITSM-001).
3. Incident & Problem Management Procedures (ITSM-INC-005).
4. Observability & Monitoring Standards (OBS-010).
5. Security Operations Handbook (SEC-030).
6. Benefits Realization Framework (BRF-020).

Document History

Version	Date	Author	Reviewer	Approver	Notes
1.0	2025-11-07	PMO Documentation Lead	PMO Director	Executive Sponsor	Initial release for Phase 5 guidance.