# General Information

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| --- | --- |
| **Project Name/Project #:** |  |
| **Business Process Owner/Sponsor:** |  |
| **Author:** |  |
| **Project End Date:** |  |

# Revision / Change History

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| --- | --- | --- |
| **Revision Level** | **Revision Date** | **Description of Changes** |
| 01 | 4/27/2011 | 1. Initial Version |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Deliverable/Activity | Project Manager | Project Sponsor | Business Analyst | Subject Matter Expert | Architect | Quality Assurance | Infra-structure | Training | Steering Committee | PMO | User | DBA | Developer | Network Engineer | System Admin |
| Sponsor Interview |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project Charter |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Complexity Analysis Spreadsheet |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project Schedule |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project Budget |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Current State (As-Is) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Future State (To-Be) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Use Cases |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Statement of Requirements |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Solution Delivery Proposal |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Concept Architecture |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Hosting Services Agreement |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Funding CAR |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Statement of Work |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Disaster Recovery Plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Detailed Functional Requirements |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| System Design Specifications |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Application Security Architecture |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Unit Test Specifications |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Testing Strategy |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Test Plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| System/Integration Test Specifications |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| User Acceptance Test Specifications |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Training Materials/Work Instructions |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Support and Help Desk Procedures |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Training Plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Implementation Plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| IT Change Notification |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Proactive Monitoring Procedure |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Team/Sponsor Surveys |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Project Assessment and Close |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Responsible**

This should be those who do the work to achieve the task or create the deliverable. Typically there is one role with a participation type of Responsible, although others can be delegated to assist in the work required. There must be at least one role Responsible for each task or deliverable.

**Accountable (also Approver)**

Those who are ultimately accountable for the correct and thorough completion of the task or deliverable and the one to whom Responsible is accountable. In other words, an Accountable must sign off (Approve) on work that Responsible provides. There must be only one Accountable specified for each task or deliverable.

**Consulted**

Those whose opinions are sought; and with whom there is two-way communication. This role is optional for each task and deliverable.

**Informed**

Those who are kept up-to-date on progress, often only on completion of the task or deliverable; and with whom there is just one-way communication. This role is optional for each task and deliverable.