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| --- | --- | --- | --- |
| **Service Request (SR) Title:** **Migrate Career Management Tracking System (CMTS) from WestPrime environment to the HQ VM Cluster** | | **Application Support Class:** | **SR Number:**  2015-0002618 |
| **Application Name:** | **CMTS** | **SW Version:** | **5.0** |
| **System/Application Category:** | **F** | **Problem Ticket #:** |  |
| **HITSS Project Manager Name:** | **Luis Ayala** | **Checklist Date:** | **05/27/2015** |
| **Project/Application Owner Name:** | **Deandrea Peters** | **Approved Date:** |  |
| **ITCD POC Name:** | **Christopher McCoy** | **Approved Date:** |  |

**Section I – Project Profile**

This checklist describes the tailoring of HITSS projects in accordance with options described in HITSS Software Management Guide, HITSS-SMG. When completed, this checklist provides a permanent record of process/document elections made when initiating a project. This checklist is required for all projects with deliverable products.

**NOTE:** Approval of this document by the project/Application Owner is a commitment to be available and/or provide support for interim milestone testing and deployment. Lack of availability or support may result in the rebaseline or suspension of a project.

**Section II – Project Definition/Overview**

|  |  |
| --- | --- |
| 1. SR Class? |  |
| 1. Project Type? |  |
| 1. Abridged 3-in-1 Documentation | Yes  No |
| 3a. At which phase will the Abridged document be reviewed with the customer? |  |
| 1. Special Documentation | Yes  No |
| Describe: Special Documentation: A Jira Ticket and CIP will also be required for WPrime communications | |
| 1. Combined CCB Milestones? |  |

**Section III – Project Requirements**

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| --- |
| REQUIREMENTS |
| Provide Project Requirements:  Migration Requirements:  1. Customer Outreach - Notify App Owner  a) Determine if application is archive candidate  2. Prepare application for migration from the WESTPrime environment to the HQ VM Cluster  a) Complete ESD Ticket - Request source code files and data from WESTPrime  b) Complete WestPrime JIRA Ticket - Request will include to lock the application database, on specific day and time or deployment  3. Move application source code files and configure access to current application data to Dev Stage VM environment  a) Verify current version is the same version in STACR using DIFF file  b) Perform necessary application analysis to ensure no code changes are required  4. Create and update documentation  a) Change Package Request  b) Version Description Document (VDD)  c) Update Architecture Diagram  d) Update current SDD  5. Move application source code to stage VM  a) Perform DTRR to include developer testing in lieu of Q/A testing  b) Preform high-level Security Review  c) Perform UAT testing with the customer  6. Complete ORR and WESTPrime CCB  7. Prepare application for migration to Production VM  a) Application will be locked on Thursday at 6:00 pm Eastern Time per WESTPrime Jira Ticket  b) Deployment to HQ VM Cluster will occur the following Friday morning  c) Verify the successful deployment internally  d) Notify application owner of successful deployment completion and to validate the deployment  e) Notify ITCD with migration deployment customer validation |

**Section IV – Event Tailoring for Software Releases**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. PHASE 1 - CONCEPT | | | | |
| 1a. Project Tailoring Checklist (PTC) (All Class 1 & 2 SRs) | | | Yes | |
| 1b. Project Management Plan (PMP) | | | Yes  No | |
| 1c. SRRT Presentation | | |  | |
| Comments: | | | | |
| 2. PHASE 2 – REQUIREMENTS | | | | |
| 2a. Requirements Specification (RS) | | | Yes  No | |
| 2b. Requirements Traceability Matrix (RTM) | | | Yes  No | |
| Provide justification for no RTM: There is no functional change with this application release. It is moving from WESTPrime hosting to HQ Virtual Machine hosting. | | | | |
| 2c. Use Cases | | | Yes  No | |
| 2d. Security Category | | |  | |
| 2e. System Requirements Review (SRR) | | |  | |
| Comments: There is no functional change with this application release. It is moving from WESTPrime hosting to HQ Virtual Machine hosting. | | | | |
| 3. PHASE 3 – DESIGN | | | | |
| 3a. \*\*Architecture Review Board (ARB) - Key Decision Point (KDP) | | | Yes  No | |
| Comments: | | | | |
| If the application is hosted by a vendor (ex: eTouch) provide name of vendor: | | | | |
| 3b. Design Specification (DS) | | | Yes  No | |
| 3c. Preliminary Design Review (PDR) | | |  | |
| 3d. Critical Design Review (CDR) | | |  | |
| 3e. Interface Control Document (ICD) | | | Yes  No | |
| 3f. Security Self-Assessment Checklist (SSAC) | | | Yes  No | |
| Comments: Security will pull last SSAC and review. Security will update the review accordingly and re-submit | | | | |
| 4. PHASE 4 – DEVELOPMENT | | | | |
| 4a. Test Plan & Procedures (TPP) | | | Yes  No | |
| 4b. Unit Test Forms | | | Yes  No | |
| 4c. Developer Test Reports | | | Yes  No | |
| 4d. Integration Test Results Report | | | Yes  No | |
| 4e. Stress Test Results Report | | | Yes  No | |
| 4f. Benchmark Test Results Report | | | Yes  No | |
| 4g. Development-to-SEF Migration Form | | | Yes  No | |
| 4h. Developer Test Readiness Review (DTRR) and DTRR Entry-Exit Checklist | | |  | |
| 4i. Training and Outreach Plan | | | Yes  No | |
| 4j. User and Operations Guide (UOG) | | | Yes  No | |
| 4k. Version Description Document (VDD) | | | Yes  No | |
| 4l. System Description Document (SDD) | | | Yes  No | |
| 4m. Capacity Planning Report | | | Yes  No | |
| 4n. Application Read Me Checklist | | | Yes  No | |
| Comments: ENG will review current SDD, modify and resubmit  Developer will complete VDD and have it reviewed by the Tech Lead and AppDev Sr. Manager one week prior to deplpyment | | | | |
| 5. PHASE 5 - VERIFICATION AND VALIDATION PHASE | | | | |
| 5a. QA Test Readiness Review (QTRR) and QTRR Entry-Exit Checklist | | Yes  No | |
| 5b. IT Security Review | | Yes  No | |
| 5c. Section 508 Compliance Testing | | Yes  No | |
| 5d. QA Testing | | Yes  No | |
| 5e. Government Test Concurrence | | Yes  No | |
| 5f. Application Owner Deployment Concurrence | | Yes  No | |
| If No, Justification: QA Testing: Q/A testing will be performed by App Dev and B/A | | | |
| 5g. New Technology Disclosure Form (NF 1679) | | Yes  No | |
| \*\* If 5g is yes, check yes to item 3a, ARB KDP.  If 5g is yes and 3a is no, provide comment. | | | |
| 5h. PIA Analysis Worksheet | | Yes  No | |
| 5i. Section 508 Review | | Yes  No | |
| 5j. STRAW/NAMS Questionnaire | | Yes  No | |
| 5k. Open NAMS request for a new system (v1.0 only) | | Yes  No | |
| If No, Justification: There is no functional change with this application release. It is moving from WESTPrime hosting to HQ Virtual Machine hosting. | | | |
| 5l. Web site/Page Content Review | | Yes  No | |
| 5m. ROSA Metadata Checklist (All Class 1 & 2 SRs) | | Yes | |
| 5n. Operational Readiness Review (ORR) | |  | |
| List documents to be submitted after ORR and the date to be delivered. | | | |
| Comments: A Jira Ticket and CIP will also be required for WPrime communications  STRAW will be validated as required for software releases | | | |
| 6. PHASE 6 - PRODUCTION DEPLOYMENT PHASE | | |
| 6a. Deployment Validation Test Scenarios | Yes  No | |
| 6b. Deployment Validation Results | Yes  No | |
| Comments: | | |
| 7. PHASE 7 - OPERATIONS AND MAINTENANCE PHASE | | |
| 7a. Change Request (CR) | Yes  No | |
| Comments: | | |
| 8. PHASE 8 - RETIREMENT PHASE | | |
| 8a. Application/Retirement/Disposition Checklist | Yes  No | |
| 8b. Disaster Recovery Checklist | Yes  No | |
| 8c. Retrieval Checklist | Yes  No | |
| Comments: | | |