

Expedited Life Cycle (XLC) Process Change Request (CR)

Please complete this form and submit it to the [CMS IT Governance Resource Mailbox](#)

CR NUMBER: 15-002 **DATE SUBMITTED:** 3/12/2015

CR TITLE: CMS XLC Consolidated Gate Review Template – Additions and Edits

PRIORITY {As determined by submitter}

- HIGH: Emergency/Critical to Mission
 MEDIUM: Urgent/Needed but Not Critical to Mission
 LOW: Routine to Mission

SUBMITTER INFORMATION

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CHANGE ITEM {Identify item/template/deliverable}:

CMS XLC Consolidated Gate Review Template

DESCRIPTION OF CHANGE {include supporting documentation as appropriate}:

Please update the following information within the CMS Consolidated Gate Review Template (Megadeck):

1. The instructions for slide 60 (Test Schedule) and slide 61 (Release Impacts) contain the same information. Update the instructions for slide 61 (Release Impacts) from “From the Test Plan, list the milestone events and dates for all testing activities.” to “Insert the release impact from Sections 3.5 of the Release Plan.”
2. Make changes to ORR Slide #72. The Notes section currently refers to Table 2 of the Test Summary Report, which is incorrect. It should refer to Table 1 of the test summary report.
3. For ORR, slide #73 (Validation Results):
 - a. Remove LOW, MODERATE, HIGH from slide #73 to allow projects to use their project-defined test incident Severity/Impact Levels.
 - b. Notes section refers to Table 3, which is incorrect. It should refer to Table 2. Provide better guidance for Test incident Impact/severity level.
 - c. Provide explanation of Impact/Severity level in Notes section.
 - d. Change Title to “Test Incident Summary Result”

4. Insert two new slides: slides #74 and #75.

- a. Slide #74 details the Program's Impact Analysis of the defects found during validation testing and includes the Program's Recommendation to deploy or not to deploy the release into production.
- b. Slide #75 details the Operational Team's Impact Analysis of the defects found during validation testing, and includes the Operational Team's Recommendation to deploy or not to deploy the release into production. Instructions and examples have been added to each of these new slides

If the answer is yes to any of these questions, then the project is considered an IT project and is subject to the CMS XLC Framework.

IF CHANGE IS TO A TEMPLATE, PLEASE TURN TRACK CHANGES "ON" AND MAKE YOUR PROPOSED UPDATES. SUBMIT THE UPDATED TEMPLATE ALONG WITH THIS CR FORM.

JUSTIFICATION FOR CHANGE

Incorrect template instructions causing Project Team confusion during XLC process.

XLC STEERING COMMITTEE FINAL DISPOSITION

DECISION

- APPROVE
- DISAPPROVE
- DEFER
- APPROVE WITH MODIFICATIONS

DECISION DATE: 4/6/2015 **NOTES/COMMENTS:** Approved via email vote

of Committee members who voted that they either LOVED or could LIVE WITH the change.
