

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

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

**CR NUMBER:** 15-003 **DATE SUBMITTED:** 6/4/2015

**CR TITLE:** Project Process Agreement – Addition of Digital Signature Capability

**PRIORITY** {As determined by submitter}

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

## SUBMITTER INFORMATION

**NAME:** Rick Buske **ORGANIZATION:** OEI/IIPMG/DPPIG

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**CHANGE ITEM** {Identify item/template/deliverable}:

Project Process Agreement

**DESCRIPTION OF CHANGE** {include supporting documentation as appropriate}:

1. Add digital signature capability to the “XLC PPA for Signatures” tab
2. Add the Life Cycle ID field to the Complexity Worksheet tab

**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

1. Project Process Agreements, when signed as hardcopy forms, can be lost as they are routed between signatories. To save the signed version for the document requires that the owner scan it. The scanned version is difficult to read and is a large file. Adding the digital signature capability provides sight-impaired employees the ability to know what it is they are signing, allows for simplified tracking of the document as signatures are obtained, and allows for storage of the final signed document in its original format as an xml file.
2. OEI/IIPMG/DPPIG has implemented the Life Cycle ID as the unique ID for projects. DPPIG assigns projects a Life Cycle ID when the project team submits an IT Intake Request Form. DPPIG and OTS use the ID to track a project through the life cycle since project names often change.

## XLC STEERING COMMITTEE FINAL DISPOSITION

### DECISION

APPROVE

\_\_\_\_\_  
DISAPPROVE

\_\_\_\_\_  
DEFER

\_\_\_\_\_  
APPROVE WITH MODIFICATIONS

**DECISION DATE:** 07/07/2015 **NOTES/COMMENTS:** \_\_\_\_\_

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