

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

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

CR NUMBER: 16-001 **DATE**
SUBMITTED: 06/08/2016

CR TITLE: New Questions and Branching for the IT Intake Request Form

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}: IT Intake Request Form

DESCRIPTION OF CHANGE {include supporting documentation as appropriate}:

New questions:

1. "Name of your project's Information System Security Officer (ISSO):"
 2. "Briefly describe how all applicable Section 508 Standards and requirements will be incorporated into the project."
 3. Update to current SharePoint links and division names.
 4. Branching:
- If user selected the 'I have a release for an existing system' option (from #1-1 (Services Requested)), The user is presented with the question "What type of maintenance activities will be included in this release? (check all that apply)" with the following check boxes:
 - Total system redesign
 - Corrective maintenance: Maintenance to repair software defects/faults. Examples are repairing coding errors, design errors, and/or requirements errors.
 - Adaptive maintenance: Changing the system to be able to keep up with a new operating environment. Examples are upgrading hardware, updating the operating system, moving the system to the Cloud, updating major components such as the database management system (DBMS), graphical user interface (GUI systems), or communications systems.
 - Perfective maintenance to add or to modify the system's functionality.
 - Preventive Maintenance to improve future maintenance and enhancements with the goal of detecting problems before they occur.
 - Patch release. Examples are Commercial Off the Shelf (COTS) patches or small defect patches.
 - Other (specify) [Note: if checked, a text box will be displayed allowing the user to define what "Other" means]

On the same screen, there will be a free-form text box asking the user to provide one or two paragraphs describing exactly what the release entails. After the user selects one or more options and completes the free-form text box questions, the user clicks the “CONTINUE” button.

If the user selects “Total System Redesign” they MUST complete ALL questions on the Intake form. If the user selects anything other than “Total System Redesign”, they can stop after the demographic questions are answered.

If user selected the following option (from #1-1 (Services Requested)), they will continue to Section 2 with additional questions:

- I have a new idea or project that needs to enter the life cycle

If user selects this option, they should only have to complete page 1 (demographic info) PLUS fill in a text box asking them to describe precisely what services they need. Then they can skip the rest of the form.

- I have an existing project that needs OIS resources/team members

If user selected one of the following two options (from #1-1 (Services Requested)), another list of services will show and then they will continue to Section 2 with additional questions:

- I need Enterprise Architecture support

1.1.1 In which of the following areas do you require assistance? Check as many as apply. (a description of services would be provided for each item)

- Strategy Development
- Outcome and Performance Measures
- Determining the best IT solution
- Enterprise Architecture
- Data Architecture/Administration
- Other _____

If user selected one of the following two options (from # 1-1 (Services Requested)), they are finished answering questions and can submit the form (they are taken directly to a confirmation page and skip Section 2):

- I need guidance in disposing/shutting down a system
- I need to complete an Attachment B for the CIO IT Budget Call Letter

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. Address Security requirements
2. Address 508 compliance requirement/awareness.
3. Make the form more user friendly and pose appropriate fields to appropriate personnel.

XLC STEERING COMMITTEE FINAL DISPOSITION

DECISION

- APPROVE
- DISAPPROVE
- DEFER
- APPROVE WITH MODIFICATIONS

DECISION DATE: 6/22/2016 **NOTES/COMMENTS:** _____



IT GOVERNANCE STAFF IMPACT ASSESSMENT