

Project Process Agreement

Project Name	CL3	
Project Description	Complexity Level 3 Project	
Release	1	
Complexity Level	3	

IT Intake Form	Provide (New)	Database Design Document	Provide (New)
Enterprise Architecture Analysis Artifacts	Provide (New)	Physical Database / Model	Provide (New)
Business Case	Provide (New)	Interface Control Document	Provide (New)
Requirements Document	Provide (New)	Data Use Agreement	Provide (New)
High-Level Technical Design	Provide (New)	Test Case Specification	Provide (New)
Section 508 Product Assessment Package	Provide (New)	Data Conversion Plan	Provide (New)
Project Process Agreement	Provide (New)	Computer Match/Interagency Agreements	Provide (New)
Project Charter	Provide (New)	Implementation Plan	Provide (New)
Information Security Risk Assessment	Provide (New)	User Manual	Provide (New)
System Security Plan	Provide (New)	Operations & Maintenance Manual	Provide (New)
Privacy Impact Assessment	Provide (New)	Business Product/Code	Provide (New)
Logical Data Model	Provide (New)	Version Description Document	Provide (New)
Release Plan	Provide (New)	Training Plan	Provide (New)
Project Management Plan	Provide (New)	Test Summary Report	Provide (New)
System of Records	Provide (New)	Training Artifacts	Provide (New)
Test Plan	Provide (New)	Contingency Test Plan	Provide (New)
Project Schedule	Provide (Update)	Security Assessment	Provide (New)
Risk Register	Provide (New)	Authorization Package	Provide (New)
Issues List	Combine	Plan of Action & Milestones	Provide (New)
Action Items	Combine	CMS CIO Provided Authority To Operate	Provide (New)
Decision Log	Combine	System Disposition Plan	Waive
Lessons Learned Log	Combine	Post Implementation Report	Waive
Contingency Plan	Provide (New)	Annual Operational Analysis Report	Waive
System Design Document	Provide (New)	Project Closeout Report	Waive
		Monitoring Reports	Waive

Stage Gates

Architecture Review (AR)	Perform	Validation Readiness Review (VRR)	Delegate
Investment Selection Review (ISR)	Perform	Implementation Readiness Rev (IRR)	Delegate
Project Baseline Review (PBR)	Delegate	Production Readiness Review (PRR)	Delegate
Requirements Review (RR)	Delegate	Operational Readiness Review (ORR)	Perform
Preliminary Design Review (PDR)	Perform	Post Implementation Review (PIR)	Waive
Detailed Design Review (DDR)	Delegate	Annual Operational Analysis (AOA)	Waive
		Disposition Review (DR)	Waive

Tests

Unit Testing	Conducted	System Acceptance Testing	Conducted
Application Integration Testing	Conducted	Performance & Stress Testing	Conducted
Section 508 Testing	Conducted	Initial ST&E	Conducted
System Testing	Conducted	Final Integration Testing	Conducted
Functional Testing	Conducted	Initial Contingency Planning Testing	Conducted
End-to-End Integration Testing	Conducted	Production Ready Testing	Conducted
User Acceptance Testing	Conducted	Monitoring & Reliability Testing	Conducted
Regression Testing	Conducted	Operational ST&E	Conducted
Section 508 Testing	Conducted	Audits	Conducted
Infrastructure Testing	Conducted	Operational Contingency Planning Testing	Conducted

APPROVALS:

IT Project Manager	Print Name	Date
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Business Project Manager	Print Name	Date
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CMS IT Governance / PMO	Print Name	Date
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CMS Executive Sponsor	Print Name	Date
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