

CMS Integrated IT Investment & System Life Cycle Framework (Checkpoints, Deliverables, & Activities)

February 11, 2010

IT Investment Selection Phase (Change Management Process - Pre-Project):

Initiation Phase

Candidate Project Fact Sheet – develop/update as necessary

Business Process Model – develop/update as necessary

AR - Architecture Review (Project Review) – conduct as necessary

Concept Phase

Project Process Agreement – develop/update as necessary

Business Case – develop/update as necessary

Business Process Model – develop/update as necessary

High-Level Technical Design – develop/update as necessary

Section 508 Product Assessment Package – develop/update as necessary

Information Security Risk Assessment – develop/update as necessary

Project Charter – develop/update as necessary

Requirements Document – artifact to be newly developed

Privacy Impact Assessment – develop/update as necessary

ISR - Investment Selection Review (Governance Review) – conducted as necessary

IT Investment Control Phase (Release Management Process - Project):

Planning Phase

Project Management Plan – develop/update as necessary

Project Schedule – artifact to be newly developed

Business Process Model – develop/update as necessary

Logical Data Model – artifact to be updated

Section 508 Product Assessment Package – develop/update as necessary

Information Security Risk Assessment – develop/update as necessary

Release Plan – develop/update as necessary

Requirements Document – artifact to be newly developed

PSR - Project Start-up Review (Project Review) – conducted as necessary

PBR - Project Base Review (Governance Review) – conducted as necessary

Requirements Analysis Phase

Project Schedule – artifact to be newly developed

Logical Data Model – artifact to be updated

Section 508 Product Assessment Package – develop/update as necessary

Information Security Risk Assessment – develop/update as necessary

Release Plan – develop/update as necessary

Requirements Document – artifact to be newly developed

System Security Plan – develop/update as necessary

System of Records – develop/update as necessary

Test Plan – develop/update as necessary

RR - Requirements Review (Project Review) – to be conducted

Design Phase

System Design Document – artifact to be updated

Interface Control Document – artifact to be updated

Section 508 Product Assessment Package – develop/update as necessary

Information Security Risk Assessment – develop/update as necessary

Release Plan – develop/update as necessary

Data Use Agreement – develop/update as necessary

System Security Plan – develop/update as necessary

System of Records – develop/update as necessary

Test Plan – develop/update as necessary

Database Design Document – develop/update as necessary

Data Conversion Plan – develop/update as necessary

Physical Data Model – artifact to be updated
Test Case Specification – artifact to be newly developed
Implementation Plan – develop/update as necessary
User Manual – artifact to be updated
Operations and Maintenance Manual – artifact to be updated
Contingency Plan – develop/update as necessary
Computer Match Agreement / Inter-Intra Agency Agreement – develop/update as necessary
PDR - Preliminary Design Review (Governance Review) – to be conducted
DDR - Detailed Design Review (Project Review) – to be conducted

Development Phase

Version Description Document – artifact to be newly developed
Business Product / Code – artifact to be updated
Training Plan – develop/update as necessary
Section 508 Product Assessment Package – develop/update as necessary
Information Security Risk Assessment – develop/update as necessary
Data Use Agreement – develop/update as necessary
System Security Plan – develop/update as necessary
Database Design Document – develop/update as necessary
Data Conversion Plan – develop/update as necessary
Test Case Specification – artifact to be newly developed
Implementation Plan – develop/update as necessary
User Manual – artifact to be updated
Operations & Maintenance Manual – artifact to be updated
Contingency Plan – develop/update as necessary
VRR - Validation Readiness Review (Project Review) – to be conducted

Test Phase

Version Description Document – artifact to be newly developed
Test Summary Report – artifact to be newly developed
Training Artifacts – develop/update as necessary
Section 508 Product Assessment Package – develop/update as necessary
Information Security Risk Assessment – develop/update as necessary
Data Use Agreement – develop/update as necessary
System Security Plan – develop/update as necessary
Implementation Plan – develop/update as necessary
User Manual – artifact to be updated
Operations & Maintenance Manual – artifact to be updated
Contingency Plan – develop/update as necessary
IRR - Implementation Readiness Review (Project Review) – to be conducted

Implementation Phase

Security Test & Evaluation – develop/update as necessary
Contingency Plan Test – develop/update as necessary
Plan of Action & Milestones – develop/update as necessary
Section 508 Product Assessment Package – develop/update as necessary
Information Security Risk Assessment – develop/update as necessary
Data Use Agreement – develop/update as necessary
System Security Plan – develop/update as necessary
ATO Package – develop/update as necessary
Corrective Action Plans (Monthly) – develop/update as necessary
Contingency Plan – develop/update as necessary
ATO – Authority to Operate – develop/update as necessary
PRR – Production Readiness Review (Project Review) – conducted as necessary
ORR – Operational Readiness Review (Governance Review) – to be conducted

IT Investment Evaluation Phase (O&M Management Process - Post Project):

Operations & Maintenance Phase

Project Closeout Report – develop/update as necessary
Post Implementation Report – develop/update as necessary

Annual Operational Analysis Report – develop/update as necessary
Annual Security Controls Testing Artifact – develop/update as necessary
Annual Contingency Plan Test – develop/update as necessary
PIR – Post Implementation Review (Project Review) – to be conducted
OAR – Annual Operational Analysis Review (Project Review) – conducted as necessary
CSM – Continual Security Monitoring – conducted as necessary

Disposition Phase

System Disposition Plan – develop/update as necessary
Disposition Closeout Certificate – develop/update as necessary
DR – Disposition Review (Project Review) – conducted as necessary

Non-Phase Specific:

Budget/Funding Deliverables & Activities – develop/update as necessary
Project Management Deliverables & Activities – develop/update as necessary
Acquisition Deliverables & Activities – develop/update as necessary
IV&V Assessment – develop/update as necessary