NOTE: The below templates were designed based on best practices and information to support CMS governance and IT processes. Use of these templates is not mandatory, rather programs are encouraged to adapt these templates to their needs by adding or removing sections as appropriate. Programs are also encouraged to leverage these templates as the basis for web-based system development artifacts.

|  |  |
| --- | --- |
| **Template** | **Purpose** |
| Action Items | Records and manages assignments that generally  result from meeting discussions. |
| Change Management Plan | The Change Management Plan is  completed during the Planning Phase in conjunction with the Project  Management Plan by the Project Manager. The Change Management Plan  defines the approach, administrative procedures, roles and responsibilities  for submitting, evaluating, coordinating, approving or disapproving  business and technical changes to baselined configuration items (CIs) for  the project. |
| Communications Management Plan | Completed during the  Planning Phase in conjunction with the Project Management Plan by the  Project Manager. The Communication Management Plan documents the  protocol for conducting effective communications for the project to help  manage project team and stakeholder expectations and prevent unchanneled  communication. The Communication Management Plan  documents the methods and activities needed to ensure timely and  appropriate collection, generation, dissemination, storage, and ultimate  disposition of project information among the project team and  stakeholders. The Communication Management Plan also defines which  groups do not have access to certain information and what type of  information will not be widely distributed |
| Configuration Management Plan | The Configuration Management  Plan is completed during the Planning Phase in conjunction with the  Project Management Plan by the Project Manager. The Configuration  Management (CM) Plan establishes the technical and administrative  direction and surveillance for the management of configuration items (i.e.,  software, hardware, and documentation) associated with the project that  are to be placed under configuration control. |
| Database Design Document | Describes the design of a  database and the software units used to access or manipulate the data. |
| Data Conversion Plan | Describes the strategies involved in  converting data from an existing system/application to another hardware  and/or software environment. |
| Decision Log | Documents the decisions made over the course of  the project. |
| Development Approach Plan | The Development Approach Plan  describes the approach to developing technologies or information system  (s). The approach to development incorporates methodology, processes,  transition points, people and tools to be used. The level of detail in the  Development Approach Plan is dependent upon the characteristics of the  project (e.g., new development or maintenance), Statement of Work  (SOW) requirements, stakeholder needs, etc.  The Development Approach belongs to a tree of plans subordinate to the  Project Management Plan (PMP.) If a corporate System Development  Management Plan (SDMP) exists, the Development Approach Plan may  reference the corresponding section(s) of the SDMP rather than reiterating  the content of the SDMP in the Development Approach Plan. Where  applicable, references to the SDMP should also be augmented to address  any additional information or deviations from the SDMP that are specific to  the given project. |
| Enterprise Systems Development (ESD) Section J | Section J is a  service delivery guideline tailored for information technology (IT) contracts  for the Enterprise Systems Development (ESD) Program. The document  specifies contractual IT-tailored guidelines and requirements to contractors  who have received awards from a predefined list. |
| Financial Management Plan | The Financial Management Plan  (FMP) is developed during the Planning Phase in conjunction with the  Project Management Plan by the Project Manager. The purpose of the  Financial Management Plan is to document the Financial Measurement  Baseline (FMB) and define how it will be tracked, define the reviews that  will be established for reporting on the financial health of the project, and  define the invoicing requirements and timelines. |
| High Level Technical Design | Documents conceptual  functions and stakeholder interactions. |
| Implementation Plan | Describes how the automated  system/application or IT situation will be installed, deployed and  transitioned into an operational system or situation. |
| Interface Control Document | Describes the relationship between  a source system and a target system. Required for review, normally not  updated after originally baselined in Design Phase. |
| Issues List | Keeps a record of all issues that occur during the life  of a project. |
| Lessons Learned Log | Identifies and records lessons learned and  future recommendations. |
| Operations & Maintenance Manual | Guides those who maintain,  support and/or use the system in a day-to-day operations environment. |
| Performance Management Plan | The Performance Measurement  Plan is developed during the Planning Phase in conjunction with the  Project Management Plan by the Project Manager. The Performance  Measurement Plan is used to more effectively manage performance and incorporates performance objectives, measures and expectations allocated  to the performance of specific aspects of the project. |
| Performance Test Plan and Results | Provides a  template to integrate performance test planning and reporting in CMS’  Enterprise Testing Center (ETC). |
| Post Implementation Report | Documents results from monitoring  the performance of a system/application during normal operations against  the original user requirements and any newly implemented requirements or  changes. |
| Project Charter | Authorizes the existence of a project and  provides the authority to proceed and apply organizational resources. |
| Project Closeout Report | Assesses the project, ensures  completion, and derives lessons learned and best practices to be applied  to future projects. |
| Project Management Plan | The Project Management Plan (PMP) is developed in the Planning Phase  by the Project Manager and provides detailed plans, processes, and  procedures for managing and controlling the life cycle activities of a  specific IT project. The PMP describes the processes for managing,  tracking, and controlling the development of an automated  system/application or other IT solution. It provides necessary information to  improve the level of communication and understanding between all project  team members and stakeholders, and may be comprised of other  subsidiary management plans.  Possible subsidiary management plans include the following items. If it is  determined that a separate subsidiary plan is not required, this information  should be conveyed in the Project Management Plan. |
| Project Schedule | Shows the Integrated Master Schedule which  includes all activities required to complete a project and their  interdependencies. |
| Quality Management Plan | The Quality Management Plan (QMP)  is developed during the Planning Phase in conjunction with the Project  Management Plan by the Project Manager. The Quality Management Plan  documents the necessary information required to effectively manage  quality during the life cycle of the project. It defines the project's quality  policies, procedures, areas of application and associated criteria, and roles  and responsibilities. |
| Release Plan | Describes what portions of the system functionality  will be implemented in which release and why. |
| Requirements Document | Identifies the business and technical  capabilities and constraints of the IT project. |
| Requirements Writer’s Guide | Provide guidance to managers, analysts, users, developers, and others who are responsible for scoping, writing, or reviewing requirements. |
| Risk Management Plan | The Risk Management Plan (RMP) is  developed during the Planning Phase in conjunction with the Project  Management Plan by the Project Manager. The purpose of the Risk  Management Plan is to define the process details for managing risks  during the life of the project. |
| Risk Register | Captures the results of a qualitative and  quantitative risk analysis and the results of planning for response. |
| Schedule Management Plan | The Schedule Management Plan is  developed during the Planning Phase in conjunction with the Project  Management Plan by the Project Manager. The Schedule Management  Plan describes how the Project Schedule will be established and managed. |
| Software Process Improvement Plan | The Software Process  Improvement Plan (SPIP) is developed during the Planning Phase in  conjunction with the Project Management Plan by the Project Manager.  The SPIP Plan describes any process reviews that have been conducted  including the methodology used for the appraisal and any findings and  recommendations. The SPIP also identifies the approach taken to achieve  software process improvement along with goals and methods, processes,  and tools that will be used. |
| Staff Management Plan | The Staff Management Plan is developed  during the Planning Phase in conjunction with the Project Management  Plan by the Project Manager. The Staff Management Plan describes the  approach for identifying, obtaining, allocating, developing, tracking, and  controlling human resources associated with the project during the life of  the project. |
| Subcontractor Management Plan | One of the subordinates  to the Project Management Plan (PMP.) The Subcontractor Management  Plan is a managerial approach to selecting subcontractors, identifying the  services that the subcontractors will provide, establishing and maintaining  agreements with the subcontractors, executing agreement, and monitoring  subcontractor performance. How the subcontractor's processes will be  integrated should also be addressed. The tools and methods selected to  address these areas are to be documented. The artifact should also outline the risks, constraints and assumptions of performing the selected  approach.  If a corporate System Development Management Plan (SDMP) exists, the  Subcontractor Management Plan may reference the corresponding section  (s) of the SDMP rather than reiterating the content of the SDMP in the  Subcontractor Management Plan. Where applicable, references to the  SDMP should also be augmented to address any additional information or  deviations from the SDMP that are specific to the given project. |
| System Design Document | Documents both high-level system  design and low-level detailed design specifications. |
| System Disposition Plan | Documents how the various  components of an automated system (software, data, hardware,  communications, and documentation) are to be handled at the completion  of operations to ensure proper disposition of all the system components  and to avoid disruption of the individuals and/or other systems impacted by  the disposition. |
| Test Case Specification | Describes the purpose of a specific  test, identifies the required inputs and expected results, provides step-bystep  procedures for executing the test, and outlines the pass/fail criteria for  determining acceptance. |
| Test Plan | Describes the overall scope, technical and  management approach, resources, and schedule for all intended test  activities associated with validation testing. |
| Test Summary Report | Summarizes test activities and results  including any variances from expected behavior. |
| Training Plan | Describes the overall goals, learning objectives,  and activities that are to be performed to develop, conduct, control, and  evaluate instruction. |
| User Manual | Explains how a novice business user is to use the  automated system or application from a business function perspective. |
| Version Description Document | Identifies, tracks and controls  versions of automated systems and/or applications to be released to the  operational environment. |
|  |  |