

**SFA Integrated Product Team Process Description**

**Customized IPT Process – Web-based Development**

Task	Sub-tasks	Deliverables	Organizational Responsibility <sup>1</sup>			
			Channel	CIO	Supplier	Other
Organize IPT <sup>2</sup>	Define project objectives	Team Charter	L			
	Define project risks	Project Risks Project Objectives and Risks Checklist Project Management Checklist	L	P		
	Document project value and measure performance targets	Value Proposition	L	P		
	Document baseline performance measurements	Business Performance Model	L	P		
	Develop business case	Business Case Business Case Checklist	L	P		
	Define team composition and organization	Team Organization Chart	L	P		
	Develop project plan	Project Plan – Assumptions – Resource Plan – Risk Mitigation Plan – Schedule and Milestones – Workplan – Roles and Responsibilities – Stakeholder Identification Project Plan Review Checklist Project Status	L	P		Other Channels, CFO, CIO
	Incorporate project plan and resources into master IPT schedule		P	L		

<sup>1</sup> (L=Leads Task, P=Participates in Task)

<sup>2</sup> Start-up activities will be led by the sponsoring channel but all other appropriate channels plus CIO and CFO will “participate”.

## SFA Integrated Product Team Process Description

Task	Sub-tasks	Deliverables	Organizational Responsibility <sup>1</sup>			
			Channel	CIO	Supplier	Other
	Create task order for contractor participation in IPT		L	P		COTR
	Staff team		L	P		
	Setup team infrastructure – Web Site – LAN Access – Project Team Space – Documentation Tool Access (TBD)			L		
	Identify required team member training		L	P		
	Develop communication plan	Communications Plan Communications Events	L	P		
	Coordinate customer sponsor participation in review	Milestone Review Checklist Milestone Review Document	L	P		

## Reviews

### Project Kick-Off Review

- Review by project sponsor
- Review project objectives
- Review project plan
- Review team composition and organization

### Project Kick-Off Review Criteria

- Project has the sponsorship, definition, funding, and commitment needed to undertake the Concept Design

## SFA Integrated Product Team Process Description

Task	Sub-tasks	Deliverables	Organizational Responsibility <sup>3</sup>			
			Channel	CIO	Supplier	Other
Concept Design	Document high level business requirements	Requirements Requirements Checklist	L	P		
	Define checkpoints to communicate with, gather input from, and gain buy-in from stakeholders and customer sponsors for design outlines and drafts	Milestone Review Checklist (Planning)	L	P		
	Update project risks	<i>Project Risks</i>	L	P		
	Document high-level system flow	Operational (System ) Flow (Data Flow Diagram)	L	P		
	Develop quality assurance plan	Quality Plan	P	L		
	Manage project – Manage schedules – Manages budgets – Manage risks – Manage quality – Manage configuration/ versions of deliverables – Report project status	Concept Design Checklist Project Status Milestone Review Checklist (Review) Milestone Review Document	L			Other Channels, CFO, CIO
	Maintain master IPT schedule		P	L		
	Train project team members		L	P		
	Coordinate customer sponsor participation in review	Milestone Review Checklist Milestone Review Document	L	P		

## Reviews

<sup>3</sup> (L=Leads Task, P=Participates in Task)

## **SFA Integrated Product Team Process Description**

### **Concept Design Review**

- Review by project sponsor
- Review by advisor
- Review by appropriate stakeholders
- Review concept design

### **Concept Design Review Criteria**

- Concept Design is approved and agreed upon by stakeholders, including sponsors and advisors.

## SFA Integrated Product Team Process Description

Task	Sub-tasks	Deliverables	Organizational Responsibility <sup>4</sup>			
			Channel	CIO	Supplier	Other
System Requirements Analysis	Document system performance acceptance criteria	System Performance Acceptance Criteria	L			
	Document business process, quality, training, and ease of use requirements	Requirements	L			
	Document technical infrastructure development and operational requirements – Hardware – Software – Telecommunications	Requirements		L		
	Document deployment requirements	Deployment Requirements Definition	L	P		
	Document training requirements	Requirements	L			
	Update project risks	<i>Project Risks</i>	L	P		
	Obtain people resources for preliminary system design phase		P	L		
	Procure hardware, software, and telecommunications for preliminary system design phase			L		
	Update cost estimate for preliminary system design phase	<i>Business Case</i>	P	L		
	Train team in design tools		P	L		
	Manage project	Project Status	L			

<sup>4</sup> (L=Leads Task, P=Participates in Task)

## SFA Integrated Product Team Process Description

Task	Sub-tasks	Deliverables	Organizational Responsibility <sup>4</sup>			
			Channel	CIO	Supplier	Other
	<ul style="list-style-type: none"> <li>- Manage schedules</li> <li>- Manages budgets</li> <li>- Manage risks</li> <li>- Manage quality</li> <li>- Manage configuration/ versions of deliverables</li> <li>- Report project status</li> </ul>	Project Plan				
	Coordinate customer sponsor participation in review	Milestone Review Checklist Milestone Review Document	L	P		
	Maintain master IPT schedule		P	L		
	Create requirements traceability matrix	Requirements Traceability Matrix	P	L		

## **SFA Integrated Product Team Process Description**

### **Reviews**

#### **System Requirements Review**

- Review detailed requirements
  - Business process
  - Technical
  - Quality
  - Ease of use
  - Training
  - Deployment
- Review project risks
- Review IV&V report

#### **System Requirements Review Criteria**

- Requirements sufficiently detailed
- Project risks and issues manageable
- Packages sufficiently meets review criteria
- IV&V report issues satisfactorily resolved

#### **Independent Verification and Validation (IV&V) Review**

- Determine level of IV&V support
- Obtain IV&V support
- Verify software requirements analysis deliverables
- Develop IV&V report

## SFA Integrated Product Team Process Description

Task	Sub-tasks	Deliverables	Organizational Responsibility <sup>5</sup>			
			Channel	CIO	Supplier	Other
Application Design	Create process model	Workflow Diagram (Process Model)	P	P	L	
	Create event model	Event Model	P	P	L	
	Create data model	ERD Data Flow Diagram	P	P	L	
	Identify system quality requirements	Business Needs/Quality Requirements Matrix	P	P	L	
	Plan content requirements	Media Specifications	P	P	L	
	Design release strategy	Deployment Approach	P	L	P	
	Document testing approach	Testing Approach	P	L		
	Design user interface	User Interaction Model User Interface Standards and Guidelines	P	P	L	
	Design application architecture	Application Structure Application Development Standards Application/Data Distribution Design	P	P	L	
	Develop production capacity plan (hardware, print, telecommunications, etc.)	Production Capacity Plan	P	P	L	
	Develop deployment plan	Deployment Plan	L	P	P	
	Identify delivery vehicles	Delivery Vehicle Definition	P	P	L	
	Develop cost estimate – Cost of all subsequent phases – Deployment costs – Training costs – Technical infrastructure	Business Case	P	L		

<sup>5</sup> (L=Leads Task, P=Participates in Task)

## SFA Integrated Product Team Process Description

Task	Sub-tasks	Deliverables	Organizational Responsibility <sup>5</sup>			
			Channel	CIO	Supplier	Other
	acquisition and installation costs					
	Install development hardware, telecommunications, and software			L		
	Manage project <ul style="list-style-type: none"> <li>– Manage schedules</li> <li>– Manages budgets</li> <li>– Manage risks</li> <li>– Manage quality</li> <li>– Manage configuration/versions of deliverables</li> <li>– Report project status</li> </ul>	Project Status	L			
	Coordinate customer sponsor participation in review	Milestone Review Checklist Milestone Review Document	L	P		
	Maintain master IPT schedule		P	L		
	Create development/implementation task order		P	L		

## **SFA Integrated Product Team Process Description**

### **Reviews**

#### **Application Design Review**

- Validate process model and supporting build components. Validation techniques could include:
  - Design walkthrough/workshop
  - Prototyping
  - Simulation
  - Model office
  - Role playing
- Review testing approach
- Review IV&V report

#### **Investment Review Board (IRB)**

- Review business case
- Review estimated project costs
- Approve/reject project detailed design, build, test, and deployment funds

#### **Independent Verification and Validation (IV&V) Review**

- Determine level of IV&V support
- Obtain IV&V support
- Review system design documents
- Develop IV&V report

#### **Application Design Review Criteria**

- Process model continues to support value and success measures identified in concept initiation
- All of the components necessary to support the new netcentric applicatoin have been identified and described in enough detail to assess complexity to build it
- Project risks and issues are manageable
- IV&V report issues satisfactorily resolved

#### **IRB Review Criteria**

- Agreement with baseline projections
- Agreement with future net benefits
- Agreement with project scope, including cost and schedule
- Availability of funding

## SFA Integrated Product Team Process Description

Task	Sub-tasks	Deliverables	Organizational Responsibility <sup>6</sup>			
			Channel	CIO	Supplier	Other
Detailed Design	Design dialogs	Graphical User Interface	P	P	L	
	Create usability plan	Usability Test Plan	P	P	L	
	Perform usability test	Usability Test Plan Results	P	P	L	
	Design web page	Page Template Page Definition Website Definition	P	P	L	
	Design/obtain content	Media Content Design	P	P	L	
	Develop/build database	Logical Database Design Physical Database Design	P	P	L	
	Prepare development environment		P	P	L	
	Select web reporting tool		P	P	L	
	Develop unit test plans	Unit Test Plan			L	
	Prototype critical technical architecture components				L	
	Update communications plan	<i>Communications Plan</i>	L			Communi- cations
	Revise cost estimate	<i>Project Plan</i>	P	L	P	
	Manage project – Manage schedules – Manages budgets – Manage risks – Manage quality – Manage configuration/ versions of deliverables – Report project status	Project Status <i>Project Plan</i>	L			
	Coordinate customer sponsor participation in review	Milestone Review Checklist Milestone Review Document	L	P		
	Develop learning design plan	Learning Design Plan	P	L	L	

<sup>6</sup> (L=Leads Task, P=Participates in Task)

## SFA Integrated Product Team Process Description

Task	Sub-tasks	Deliverables	Organizational Responsibility <sup>6</sup>			
			Channel	CIO	Supplier	Other
		Learning Design Checklist				
	Maintain master IPT schedule		P	L		

## **SFA Integrated Product Team Process Description**

### **Reviews**

#### **Critical Design Review**

- Review detailed designs of components to be built (take sample of designs if necessary)
- Review critical calculations or process steps
- Review important customer-facing components for user-friendliness
- Review IV&V report

#### **Critical Design Review Criteria**

- Components designed cover complete scope of project solution
- Detailed design thorough and complete
- Graphical user interface is user-friendly
- Content is appropriate
- IV&V report issues are satisfactorily resolved

#### **Independent Verification and Validation (IV&V) Review**

- Determine level of IV&V support
- Obtain IV&V support
- Verify detailed system design documents
- Develop IV&V report

## SFA Integrated Product Team Process Description

Task	Sub-tasks	Deliverables	Organizational Responsibility <sup>7</sup>			
			Channel	CIO	Supplier	Other
Build and Test	Build and test system components		P	P	L	
	Develop deployment procedures	Deployment Procedures	L	P	P	
	Develop computer operations procedures	Computer Operations Procedures		P	L	
	Prepare test data	Unit Test Status Report Unit Test Script Testing Checklist	P	P	L	
	Document integration test plan	Integration Test Plan	P	P	L	
	Track and manage fixes and their severity		P	P	L	
	Manage project – Manage schedules – Manages budgets – Manage risks – Manage quality – Manage configuration/ versions of deliverables – Report project status	Project Status	L	P	P	
	Coordinate customer sponsor participation in review	Milestone Review Checklist Milestone Review Document	L	P		
	Prepare volume/stress test plan	Volume/Stress Test Plan	P	P	L	
	Maintain master IPT schedule		P	L		

<sup>7</sup> (L=Leads Task, P=Participates in Task)

## **SFA Integrated Product Team Process Description**

### **Reviews**

#### **Integration Test Readiness Review**

- Review samples of test results
- Assess severity and volume of open problems
- Assess readiness of interfacing systems to participate in Integration Test
- Assess completeness of components
- Assess readiness of test data
- Review IV&V report

#### **Integration Test Readiness Review Criteria**

- The scope, specific assumptions, and considerations for each level of application integration testing are clearly defined
- The test environment(s) model the production environments as closely as possible, including production-sized databases, production LAN configurations, office setup, and all automated and manual processes
- Detailed integration test workplan exists
- Severity and volume of open problems acceptable to proceed
- Interfacing systems prepared to participate in integration test or acceptable work-around in place
- IV&V report issues satisfactorily resolved

#### **Independent Verification and Validation (IV&V) Review**

- Determine level of IV&V support
- Obtain IV&V support
- Verify unit test results
- Develop IV&V report

## SFA Integrated Product Team Process Description

Task	Sub-tasks	Deliverables	Organizational Responsibility <sup>8</sup>			
			Channel	CIO	Supplier	Other
System Deployment	Execute deployment plans		L			
	Transition workforce to new roles and responsibilities		L			
	Deploy new procedures		L			
	Deploy application – Configure application – Install technology infrastructure – Verify technology infrastructure			L	P	
	Manage project – Manage schedules – Manages budgets – Manage risks – Manage quality – Manage configuration/ versions of deliverables – Report project status	Project Status	L	P	P	
	Coordinate customer sponsor participation in review	Milestone Review Checklist Milestone Review Document	L	P		
	Maintain master IPT schedule		P	L		
	Evaluate lessons learned		P	L		
	Monitor first live cycle		L	P		

<sup>8</sup> (L=Leads Task, P=Participates in Task)

## **SFA Integrated Product Team Process Description**

### **Reviews**

#### **Post Implementation Review**

- Evaluate what worked, what didn't work
- Evaluate the success of the IPT processes
- Evaluate expectations versus actual

#### **Post Implementation Review Criteria**

- Project value and success measures reasonably expected to be met or exceeded