

**FMS Form 2000 Enhancements
Production Readiness Review (PRR)**

Summary Checklist

(As of Date: 3/10/04)

CRITERIA DESCRIPTION	GAP (Y/N)	COMMENTS/ HOW VALIDATED (Document Name)	WORK EFFORT	TARGET Cmpl DATE	STATUS	RESP	RISKS IDENTIFIED	PROPOSED RISK MITIGATION
1. CLIENT								
1. Escalation Process	N				Green	Joanna Zieba		
2. Operations Change Control Procedures	N				Green	Steve Feld		
3. Operations Applications Management Task Order Reviewed and Approved	N	TO149 FMS Form 2000 System Enhancements Tech Prop 9-12-03			Green	Joanna Zieba		
2. GENERAL								
1. Project Definition Documentation	N	TO149 FMS Form 2000 System Enhancements Tech Prop 9-12-03			Green	Joanna Zieba		
2. Task Order	N				Green	Joanna Zieba		
3. Scope	N				Green	Joanna Zieba		
4. Approach	N				Green	Joanna Zieba		
5. Business Drivers	N				Green	Joanna Zieba		
3. SERVICE OPERATIONS/ RECOVERY/ CONTINGENCY								

**Federal Student Aid
STANDARDS AND PROCEDURES**

Production Readiness Process

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1. VDC Operations Documentation	N				Green	Steve Feld		
2. Responsibility Matrix	N				Green	Steve Feld		
3. Call Out List	N				Green	Steve Feld		
4. VDC Operations Checklist	N				Green	Steve Feld		
5. Memorandum of Understanding /Operations SLA	N				Green	Steve Feld		
6. Application Service Level Agreement (SLA) (Environment)	N				Green	Steve Feld		
7. Application Operating Level Agreement (Maintenance)	N				Green	Steve Feld		
8. Run Book	N				Green	Steve Feld		
9. Installation Guidelines	N				Green	Steve Feld		
10. Diagnostics List	N				Green	Steve Feld		
11. Number of Application Users	N	Approx 2,300			Green			
12. Application Help Desk established	N				Green	Steve Feld		
13. Operational Readiness Review (ORR)	N	N/A						
14. Enterprise Change Management (ECM)	N				Green	Steve Feld		

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4. CONFIGURATION MANAGEMENT/SOURCE CONTROL								
1. Configuration Management Plan	N	All TO 149 code is located on the EDLAN			Green	Steve Feld		
2. Version Control Procedures	N	All TO 149 code is located on the EDLAN			Green	Steve Feld		
3. Source Code Library	N	The FMS Source Code library is located on the EDLAN			Green	Steve Feld		
5. TECHNICAL ARCHITECTURE								
1. Architecture Design	N	No changes were made for TO149			Green	Steve Feld		
2. Environment Specifications	N				Green	Steve Feld		
- Development	N				Green	Steve Feld		
- Test	N				Green	Steve Feld		
- Production	N				Green	Steve Feld		
3. Development (i.e. coding) Standards	N	No changes were made for TO149			Green	Steve Feld		
4. Solution Life Cycle compliance (SLC Verification Matrix)	N				Green	Steve Feld		
6. LICENSING								
1. Software License Requirements (incl. Paid Licenses)	N	The licenses that were purchased for previous phases covers this release, there are no additional users			Green	Danny DyTang		

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7. CODE REVIEW								
1. User Specifications	N	Form 2000 Enhancements 2 Requirements Matrix 11182003.xls			Green	Joanna Zieba		
2. Functional Specifications	N	149.1.1 Functional Design Documents			Green	Joanna Zieba		
3. Technical Specifications	N				Green	Joanna Zieba		
8. SECURITY								
1. Application Security Requirements	N				Green	Danny DyTang		
2. Security Officer Identified by appointment memo.	N	Danny DyTang			Green	Danny DyTang		
3. Rules of Behavior for System Users	N				Green	Danny DyTang		
4. Personnel Security Classifications for users, developers, testers, and others	N				Green	Danny DyTang		
5. Role based access identified by job position	N				Green	Danny DyTang		
6. Disaster Recovery/Continuity of Support Plans	N				Green	Danny DyTang		
7. Data Integrity/Validation Controls	N				Green	Danny DyTang		
8. Audit Trails	N				Green	Danny DyTang		
9. System Security Plan	N				Green	Danny DyTang		

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10. Certification and Accreditation complete, or Interim Approval to Operate memo signed by the system owner	N				Green	Danny DyTang		
11. Security Risk Assessment complete	N				Green	Danny DyTang		
12. Mitigation Plan implemented	N				Green	Danny DyTang		
13. SA Security Solution Lifecycle Checklists (Vision - Deployment)	N				Green	Danny DyTang		
14. Critical Infrastructure Protection Survey complete	N				Green	Danny DyTang		
15. Inventory Worksheet complete	N				Green	Danny DyTang		
16. MOU/MOA/SLA (if applicable)	N					Danny DyTang		
17. Privacy Act Systems of Records Review (if applicable)	N					Danny DyTang		
9. TESTING								
1. Test Strategy and Approach (for all levels of testing)	N	149.1.2 Test Scenarios & Scripts			Green	Jobe Jamerson		
2. Test Model (incl. test plans and test scripts mapped to the appropriate requirements)	N	149.1.2 Test Scenarios & Scripts			Green	Jobe Jamerson		
3. Test Data	N				Green	Jobe Jamerson		
4. Security Testing	N	N/A						
5. Documented Test Results	N	See Test Binders			Green	Jobe Jamerson		
6. Section 508 requirements tested	N	N/A						

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and verified by ED Assistive Technology Group (ATG) located in FOB-6. POC: Joe Tozzi								
7. SIR Log (Defect Log)	N	See Test Binders			Green	Jobe Jamerson		
8. Client and User Sign-Off	N				Green	Joanna Zieba		
10. APPLICATION TRAINING								
1. User Training Conducted	N	N/A						
2. User Installation and Setup Procedures	N	GAFR Data File Load Transfer Process.doc			Green	Jobe Jamerson		
3. On-going Training Function Available	N				Green	FMS Operations		
11. TRANSITION TO OPERATIONS								
1. Open SIR Responsibility Identified and Agreed Upon	N				Green	Joanna Zieba		
2. Support available for Software Package	N				Green	Joanna Zieba		
3. Organizational Design and Skills Identified	N	N/A						
4. Knowledge Transfer Plan	N	Transition Documents will be provided to FMS Operations		3/26/04	Green	Joanna Zieba		
5. Post-Implementation Review (PIR) Advance Packet received (See: FSA/CIO/ECommerce - QA team)	N				Green	Jay Hurt		