



System Development Life Cycle (SDLC) Process Guide

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Appendix B – SDLC Checklists

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Project Work Plan Checklist

Project Work Plan Checklist

Work Process	Yes/No	Comments
Does the project plan cover all required work including		
<ul style="list-style-type: none"> • Preparation of deliverables? 		
<ul style="list-style-type: none"> • Inspection, test, demonstration, and acceptance of deliverables? 		
<ul style="list-style-type: none"> • Orientation/Training? 		
<ul style="list-style-type: none"> • Project organization activities? 		
Does the Project Management plan reflect		
<ul style="list-style-type: none"> • A deliverable orientation? 		
<ul style="list-style-type: none"> • How the work will be done? 		
<ul style="list-style-type: none"> • Alignment with the delivery approach? 		
Is the project work plan developed to appropriate levels of detail?		
Does the project work plan facilitate weekly performance measurements?		
Does the work plan contain details necessary for the staff to perform the work?		
Have standard work plan templates been used?		
Have all project dependencies been identified in the work plan?		
Deliverables	Yes/No	Comments
Do the high-level deliverables correspond to those outlined in the WBS?		
Do interim deliverables represent logical prerequisites for the high level design?		
Are all deliverables appropriately integrated into the work plan or packages including		
<ul style="list-style-type: none"> • Quality requests as defined by the quality action plan? 		
<ul style="list-style-type: none"> • Functional, Technical, and operational characteristics, as stated in the WBS? 		
<ul style="list-style-type: none"> • Activities to measure and monitor achievement? 		



Project Work Plan Checklist

Schedule	Yes/No	Comments
Does the overall time frame fall within the specified earliest start/finish dates?		
Does each project status review period have at least one milestone?		
Are project and work package milestones based on appropriate events?		
Are planned durations reasonable?		
Do underlying, more detailed schedule dates synchronize with higher-level milestones?		
Is there ample slack on the critical path?		
Level Of Effort/Cost	Yes/No	Comments
Are budget estimates aggressive but achievable?		
Do the detailed work plan estimates balance with the project resource plan?		
Are the estimated methods used and assumptions documented?		
Are resource types and skills clearly specified and appropriate for the work?		
Is effort contingency compliant with the program management policy?		
If required by management, do estimates take into account		
• Indirect costs?		
• Procured goods and services?		
• Other costs?		
Resources	Yes/No	Comments
Does resource loading reflect appropriate allowances for unavailability?		
Does the project resource plan properly include any physical resources whose usage is formally controlled?		
Do planned resources reflect		
• Leveled workload?		
• Practical ramp up/down?		
• Effects of learning curve?		
• A core team of full time staff?		
• Appropriate part-time staff?		



Project Work Plan Checklist

Risks	Yes/No	Comments
Are project risks		
<ul style="list-style-type: none"> • Identified? 		
<ul style="list-style-type: none"> • Analyzed and assessed? 		
<ul style="list-style-type: none"> • Consistent with corresponding program risks? 		
Is the project risk mitigation plan pragmatic and useful?		
Are risk mitigation actions:		
<ul style="list-style-type: none"> • Appropriate to the circumstances? 		
<ul style="list-style-type: none"> • Reflected in the project work plan? 		
<ul style="list-style-type: none"> • Treated as contingent responses that will only require action if the risk occurs? 		
Issues/Corrective Actions	Yes/No	Comments
Does the project plan provide sufficient allowances for continuous:		
<ul style="list-style-type: none"> • Performance monitoring and assessment? 		
<ul style="list-style-type: none"> • Planning to reflect performance issues and change orders? 		
Have all affected project plan documents been revised to reflect change orders and re-planning changes?		
Have appropriate corrective actions been taken or proposed to address the identified issues?		
If there are newly submitted project change request, do they:		
<ul style="list-style-type: none"> • Justify the need for change? 		
<ul style="list-style-type: none"> • Reflect the thorough impact analysis? 		
<ul style="list-style-type: none"> • Propose practical solutions that are consistent with project priorities? 		



PRR Checklist

CRITERIA DESCRIPTION	CURRENT STATUS
CLIENT	
Escalation Process	
Change Control Procedures	
Applications Management Task Order Reviewed and Approved	
GENERAL	
Project Definition Documentation	
- Task Order	
- Scope	
- Approach	
- Business Drivers	
SERVICE OPERATIONS/ RECOVERY/ CONTINGENCY	
VDC Operations Documentation	
- Responsibilities Matrix	
- Call Out List	
- Escalation List	
- Due Diligence	
- Memorandum of Understanding/ Operations SLA	
- Run Book	
- Installation Guidelines	
- Troubleshooting Procedures	
Number of Application Users	
Application Service Metrics	
Application Help Desk established	
CONFIGURATION MANAGEMENT/SOURCE CONTROL	
Configuration Management Plan	
Version Control Procedures	
Source Code Library	
TECHNICAL ARCHITECTURE	
Architecture Design	
Development (i.e. coding) Standards / Style Guide	
Software Development Lifecycle Processes	
Environment Specifications	
- Development	
- Test	



PRR Checklist

- Production	
LICENSING	
Software License Requirements (incl. Paid Licenses)	
REQUIREMENTS AND DESIGN	
User Specifications	
Functional Specifications	
Technical Specifications	
SECURITY	
Application Security Requirements	
Security Officer Identified	
TESTING	
Test Strategy and Approach (for all levels of testing)	
Test Model (incl. test plans and test scripts mapped to the appropriate requirements)	
Test Data	
Documented Test Results	
SIR Log	
Client and User Sign-Off	
APPLICATION TRAINING	
User Training Conducted	
User Installation and Setup Procedures	
Content Managers Installation and Setup Procedures	
On-going Training Function Available	
TRANSITION	
Open SIR Responsibility Identified and Agreed Upon	
Support available for Software Package	
Organizational Design and Skills Identified	
Knowledge Transfer Plan	