



Change History Log:

August 29, 2001
 Department of Education
 Student Financial Assistance
 Carol Seifert
 Contracts Office Technical Representative

In Response Reply to: O1EDU0614S

Subject: Contract # ED-99-DO-0002
 Task Order # 47: Capability Maturity Model (CMM) Implementation Program
 Deliverable 47.1.7: Develop, Review, Pilot, Refine and Approve CMM KPA Requirements
 Development and Management

Dear Ms. Seifert:

Enclosed is the Develop, Review, Pilot, Refine and Approve Requirements Development and Management Processes that is required by the subject task order. Attached are suggested changes from the reviewers. Future revisions are not planned, but the document will be updated as appropriate.

ACCENTURE

<i>Deliverable 47.1.7 Develop, Review, Pilot, Refine and Approve Requirements Development and Management</i>					
Document: RDM Process Guide					
Suggested Changes/Comments	Page/Section	Author	Date	Change Made Y/N	Comment
Move sections 1.3, 1.4, 1.6 into 1.2 ; edit repetitions	3-10	Connie Davis	8-29-01	Y	
Combine sections 1.7 and 1.8 to make 1.3; minor editing modifications	12	Connie Davis	8-29-01	Y	
Move section 1.5 under section 2.0 to become section 2.1	10	Connie Davis	8-29-01	Y	
Move SLC diagram from page 5 to page 3	3	Connie Davis	8-29-01	Y	
Insert SFA Modernization Blueprint diagram	11/2.1	Connie Davis	8-29-01	Y	
Make all references to other documents as follows: "Refer to <document name> in <document location>"	Through-out	Connie Davis	8-29-01	Y	
Eliminate Project Director role	6/1.3.1	Connie Davis	8-29-01	Y	
Change "IT Project Manager (CIO Management)" to "IT Quality Assurance"	7/1.3.1	Connie Davis	8-29-01	Y	
Eliminate "Establish Change Control"	8/1.4	C. Davis	8-29-01	Y	



Document: RDM Process Guide					
Suggested Changes/Comments	Page/ Section	Author	Date	Change Made Y/N	Comment
Revise responsibilities in section 1.3.1 (Assign RDM roles) as per instructions	6-7/1.3.1	Connie Davis	8-29-01	Y	
In HL Requirements Development Process Flow, move "System Acquisition Plan" from HL 4.0 to HL 1.0	14/2.1	Connie Davis	8-29-01	Y	
Update Table of Contents to reflect revisions	TOC	Connie Davis	8-29-01	Y	
Add "Project" to second and fifth bullets under Project Manager. Add "CIO IT" to third and seventh bullets under IT Project Manager.	6-7/1.3.1	QA	8-24-01	Y	
Move sixth bullet under IT Project Manager to last bullet under Project Manager	7/1.3.1	QA	8-24-01	Y	
Develop Requirements Development and Management Draft Plan renumbered as Section 1.3.2	7/1.3.1	QA	8-24-01	Y	Formerly not numbered
Add narrative to Develop Preliminary High Level and Low Level Requirements	8/1.4	QA	8-24-01	Y	
Change "all" to "both" in third sentence, first paragraph	10/1.6	QA	8-24-01	Y	
Revisions to paragraph 3 Eliminate paragraph 4	10/1.6	QA	8-24-01	Y	Focus on responsibilities, instead of past errors
Change "three different kinds of readers" to "three reader uses"	12/1.8	QA	8-24-01	Y	
Add to second sentence, "In this RDM Process Guide,"	12/1.8.1	QA	8-24-01	Y	
Change "Working from the Scope documents found in the business case" to "Working from initial guidance"	17/2.1	QA	8-24-01	Y	

Document: RDM Process Guide					
Suggested Changes/Comments	Page/ Section	Author	Date	Change Made Y/N	Comment
3rd bullet: change "exist" to "existing"	21/2.2	QA	8-24-01	Y	
Suggestion was: include "HL requirements base lined and approved" in Entry Criteria	22/2.2	Q/A	8-24-01	N	Documents sufficiently explain.
In LL 2.0, Change "Create a traceability matrix and enter the HL requirements in the matrix" to "Use the HL matrix (see HL 3.0) to detail the HL requirements..." In LL2.1, change text to "Recall HL Traceability Matrix - Use the HL matrix (see HL 3.0) for the RDM of the project. Ensure each HL requirement is entered in the matrix.	25/2.2	QA	8-24-01	Y	
In Entry Criteria, change to "Requirements Development is complete. Baseline is established. Requirements Management begins"	32/3.0	QA	8-24-01	Y	
In Step 2 and Step 3, Suggest to identify additional responsible parties in "Performed by" column	A-14/8.2	QA	8-24-01	N	Change not acceptable.
Fix date of document in footer, rather than showing print date	All pages	RDM Subgroup	8-24-01	Y	
Add at end of preface, "In this document references are made to the Configuration Management (CM) Process Guide, System Acquisition Planning (SAP) guide (see the Technology Handbook for these documents)."	2/preface	RDM Subgroup	8-24-01	Y	
Change last column label from "Performed by" to "Responsibility"	A-14/8.2	RDM Subgroup	8-24-01	Y	
Add "(Stored Separately Electronically)"	A-15/9.0	RDM Subgroup	8-24-01	Y	
Various minor editing and typographical changes approved by RDM subgroup	various	RDM Subgroup	8-24-01	Y	

Document: RDM Awareness Presentation					
Suggested Changes/Comments	Page/Section	Author	Date	Change Made Y/N	Comment
		RDM Subgroup	8/14/01	Y	
"business case"	Slide 3, top sentence	RDM Subgroup	8/14/01	Y	Took out "business case" replaced with "Conception"
Picture	Slide 4, picture, inappropriate	RDM Subgroup	8/14/01	Y	Picture was cropped to exclude the gentleman's hand
Requirements Development and Management (RDM) bar, in graphic	Slide 6, graphic	RDM Subgroup	8/14/01	Y	Extended RDM bar further to the left.
Font, on entire slide	Slide 7, font	RDM Subgroup	8/14/01	Y	Changed font
Font on top sentence, and font for "Requirements are:"	Slide 8	RDM Subgroup	8/14/01	Y	Changed font
Font "RDM Involves:"	Slide 9	RDM Subgroup	8/14/01	Y	Changed font
Changed top sentence.	Slide 10	RDM Subgroup	8/14/01	Y	"One aspect of RDM..."
Font of bullets and sub - bullets.	Slide 11	RDM Subgroup	8/14/01	Y	Changed Font
First sentence, The Solution Life Cycle (SLC) provides the processes and procedures for Requirements Development and Management. RDM begins during Vision ending with Support.	Slide 12	RDM Subgroup	8/14/01	Y	"The Solution Life Cycle (SLC), provides a framework for the processes and procedures of Requirements Development and Management"
Font on High Level Requirements and First bullet	Slide 13	RDM Subgroup	8/14/01	Y	Changed font.
The functional detailed requirement that can be tested or verified	Slide 14	RDM Subgroup	8/14/01	Y	Is the functional level detailed requirement
Add a bullet to the top of the bullet list	Slide 15	RDM Subgroup	8/14/01	Y	Establish Baseline
Add bullet	Slide 16	RDM Subgroup	8/14/01	Y	Add Rational tool as a bullet to the list.
Graphic	Slide 14	RDM Subgroup	8/21/01	Y	Moved graphic so it will not cover the text
First sentence, "... is the controlling...." "Establish baseline"	Slide 15	RDM Subgroup	8/21/01	Y	"... is controlling and...." "Establishing baselines"
First sentence, "Tools used throughout the..." High Level Requirements and Low Level Requirements.	Slide 16, RDM Tools bullet list	RDM Subgroup	8/21/01	Y	"Tools used to support the..." High Level Process Flow, Low Level Process Low. Moved these bullets and placed after work plan and before Measurement and Analysis Job Aide