

FMS Release Checklist
GO LIVE Prerequisites
Release 3.1 LEAPP SLEAPP

	Status	COMMENTS/ HOW VALIDATED	RISKS IDENTIFIED	Team POC	PRR
SFA Processes				Bill Walsleben	
Applications Management Task Order Reviewed and Approved	Green			Bill Walsleben	x
GENERAL				Francesca Keating	
Project Definition Documentation	Green			Francesca Keating	x
- Task Order	Green			Francesca Keating	x
- Scope	Green			Francesca Keating	x
- Approach	Green			Francesca Keating	x
- Business Drivers	Green			Francesca Keating	x
SERVICE OPERATIONS/ RECOVERY/ CONTINGENCY				Todd Kaywood	
VDC Operations Documentation	Green			Todd Kaywood	x
- Responsibilities Matrix	Green	Currently in place with CSC		Todd Kaywood	x
- Due Diligence	Green			Todd Kaywood	x
- SLA	Green	Currently in place with CSC		Todd Kaywood	x
- Run Book	Green	VDC created this doc, FMS will provide updated input to our phase II input.		Todd Kaywood	x
- Installation Guidelines	Green	No update required for Phase III. Code migration into production follows VDC Change request process.		Todd Kaywood	x
- Troubleshooting Procedures	Green	No update required. Existing procedures apply for phase III.		Todd Kaywood	x
Application Service Metrics	Green	Phase II FMS VDC metrics will be used		Todd Kaywood	x
Application Help Desk established	Green			Todd Kaywood	x
CONFIGURATION MANAGEMENT/SOURCE CONTROL - Development				Barry Weiss	
Configuration Management Plan	Green			Bill Loepf	x
Version Control Procedures	Green			Bill Loepf	x
Source Code Library	Green			Bill Loepf	x
CONFIGURATION MANAGEMENT/SOURCE CONTROL - Production				Jeff Ross	
Configuration Management Plan	Green	Updating Phase II plan/procedures.		Marcus Daughtry	x
Version Control Procedures	Green	Updating Phase II plan/procedures.		Marcus Daughtry	x
Source Code Library	Green	Updating Phase II plan/procedures.		Marcus Daughtry	x
TECHNICAL ARCHITECTURE				Jeff Ross	
Architecture Design	Green	Draft has preliminary approval.		Dave Abrams	x

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Development (i.e. coding) Standards	Green	Same as for Phase II.		Bill Loepp	x
Software Development Lifecycle Processes	Green	Same as for Phase II.		Bill Loepp	x
Network Certification	Green	Working with OCIO. Certification required for		Dave Abrams	
Environment Specifications				Jeff Ross	x
- Development	Green	Tech Arch Design		Jeff Ross	x
- Test	Green	Tech Arch Design		Jeff Ross	x
- Production	Green	Tech Arch Design		Jeff Ross	x
LICENSING				Paul Stonner	
Software License Requirements (incl. Paid Licenses)	Green	The total number of users for this release, both internal and external, has been captured and recorded for license management purposes. The license budget may be split between Financial Partners and CFO.		Paul Stonner	x
REQUIREMENTS AND DESIGN				Barry Weiss	
Functional Requirements	Green			Sheila Modesitt	x
Technical Requirements	Green			Bill Loepp	
Functional Designs				Sheila Modesitt	
Technical Designs				Bill Loepp	
DATA CONVERSION				Bill Loepp	
Data Conversion Plan	Green	data, performance report data, and a snapshot of business data for award calculations will be converted.			
Program POC Signoff on Data Conversion Plan , Schedule, Roles, Resources	Green	For April 1, no program area data conversion support is required			
CFO signoff on Data Conversion Plan	Green				
SECURITY				Shirley Singleton	
Application Security Requirements	Green			Shirley Singleton	x
Security Plan and Risk Assessment	Green	The security plan is in place. A third party assessment is planned.		Shirley Singleton	x
Security Officer Identified	Green	Shirley Singleton is the Security Officer.		Shirley Singleton	x
TESTING - system lifecycle				Bill Loepp, Jeff Ross	
Test Strategy and Approach (for all levels of testing)	Green				

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Test Model (incl. test plans and test scripts mapped to the appropriate requirements)	Green				x
Test Data	Green				x
Documented Test Results	Green				x
SIR Log	Green				x
Client sign-off	Green	Greg Gerrans signed off for Financial Partners/			
TESTING - User Acceptance				Constance Herron	
Test Strategy and Approach	Green	Greg Gerrans will assist in Testing			
User Signoff on results, application	Green	sign off sheet, testing with the state of Virginia on 3/23 went successfully.		Ryan Townsend	
PRODUCTION READINESS REVIEW				Amy Woodson	
QA/QC	Green	Mike Rockis recommended approval with minor reservations for go live. The QA and QC teams were introduced on 3/15. The FMS team has a Software Quality Assurance Plan in place.		Cheryl Queen	
PRR Area Approvals complete	Green				
PRR Meeting Scheduled; PRR presentation created	Green				
PRR Complete	Green				
COMMUNICATION				Amy Woodson	
Identify application user population	Green				
Contact user population to notify pending implementation, security	Green				
Security forms collected for all users	Green	Current total, after a 2/01 request and a 3/01 reminder, is 79 forms			
Contact user population to distribute procedure manuals	Green	Overnight shipment			
Update at all hands meetings (CFO and other channels) before key	Green				
APPLICATION TRAINING				Rick Harsche	
Number of Application Users	Green	171 State Agency Personnel		Rick Harsche	x
User ID Distribution Procedures	Green			Todd Kaywood	
User ID Distribution Complete	Green	Planned for 4/2			
User Training Conducted	Green	Procedures are completed and ready for mail to states.			x
User Installation and Setup Procedures	Green				
TRANSITION To OPERATIONS - Technical				Jeff Ross	

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Migration Procedures Documented	Green	Current VDC Change request process will be followed to migrate code			
Backup/Recovery Procedures Documented and Tested	Green	CSC has responsibility for this. FMS has provided our requirements. Unable to test			x
Open SIR Responsibility Identified and Agreed Upon	Green				x
Support available for Software Package	Green	Support provided by Oracle Corp as long as SFA maintains SW license/			x
TRANSITION To OPERATIONS - Functional/ Organizational				Amy Woodson	
Organization Roles Defined	Green	Jeannette Johnson - Primary User Thomasine Riley - Secondary User FP: Greg Gerrans + backup			
On-going Training Function Available	Green				x
Training Delivered to Help Desk	Green				