



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	



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- 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	