



STUDENT FINANANCIAL ASSISTANCE SYSTEM DEVELOPMENT LIFE CYCLE SUBGROUP CHARTER

1.0 Purpose and Scope

The purpose of the Student Financial Assistance (SFA) System Development Life Cycle (SDLC) Sub-Group is to ensure that the SDLC is to ensure that all change requests affecting the SDLC are consistently processed with regard to priority, benefits, and adherence to policy and standards.

The SDLC Sub-Group is the advisory group to the SDLC Process Review Team (PRT). The SDLC PRT is a subset of the SDLC Sub-Group and its members may continually evolve based on availability or management decisions. The SDLC PRT is responsible for managing the Change Control Process (CCP) for the SDLC.

The SDLC PRT additional scope of responsibilities include:

- The scope and responsibilities of the SDLC PRT are a review group that advises the Business Partners of the SDLC process.
- Establish an Enterprise Level SDLC PRT.
- The SDLC PRT will meet bi-weekly to decide all requested system changes.
- The SDLC PRT Chairperson develops the agenda and items to be covered. On some occasions, when there are no items, the Chairperson may cancel the meeting. Depending on the project cycle, the SDLC PRT Chairperson may set meetings at longer intervals than bi-week.

2.0 SDLC Responsibility

- Develop, implement and maintain the SDLC Change Control Process;
- Support the maintenance and enhancement of the SDLC and the delivery of future releases of the SDLC;
- Coach and support the SDLC;
- Identify, develop and maintain the SDLC in accordance with the Software Engineering Institute.

3.0 Plan for future process improvement efforts involving CMM and the SDLC.SDLC Sponsor

The SFA Chief Information Officer sponsors the SDLC. The SFA Deputy Chief Information Officer for Electronic Commerce Application Development (eCAD) Constance Davis is the SDLC Executive Sponsor.

4.0 SDLC Executive Steering Committee

The SDLC Executive Steering Committee oversees the activities for process development and implementation. The SDLC Sub-Group receives guidance from the SDLC Executive Steering Committee. The SDLC Executive Steering Committee consists of:

- ❑ SFA Chief Information Officer
- ❑ Executive Sponsor
- ❑ Software Acquisition Planning Group (SAPG) Lead

5.0 SDLC Membership

The SDLC membership consists of Core Members, Stakeholders and Subgroups. The responsibilities and identification of the SDLC members are defined below:

- a. Core Members participate in all SDLC activities and attend all SDLC meetings. The Core Members are:
 - ❑ SDLC Chairperson
 - ❑ Modernization Partner/Contractor Project Manager
 - ❑ SFA Project Manager
 - ❑ SFA Technical Personnel
 - ❑ Modernization Partner/Contractor Technical Personnel
 - ❑ Quality Assurance Manager
 - ❑ SFA Technical Content Advisor
- b. Stakeholder Members participate as needed. Potential stakeholders are notified when the SDLC PRT will review a CCP request they submitted. The SDLC PRT invites the stakeholder to obtain additional insight and data on a CCP request. The Stakeholders Members are representative from:
 - ❑ OSFA OCIO Organization
 - ❑ Integrated Product Teams (IPT) Projects
 - ❑ Legacy System Owners
 - ❑ Operating Partners
- c. The SDLC PRT Subgroup was established by the Core SDLC to develop, maintain, and rollout the SDLC and the ongoing CCP. The SDLC Sub-Group members are also members of the SDLC PRT. All members are considered subject matter experts who maybe short or long-term members and are obtained from:
 - ❑ Stakeholder Organizations and
 - ❑ Modernization Partner

6.0 SDLC Conduct of Operations

The SDLC PRT makes timely decisions via consensus. In the event that there is a tie, it will be the responsibility of the SDLC PRT Chairperson to break the tie. However, if the members of the SDLC PRT are in a strong disagreement with the SLDC PRT Chairperson's decision, the issue can be referred to the Executive Sponsor for resolution. The final resolution should be maintained in the SDLC Library.

None of the SDLC PRT votes are allowed to be proxied. All voting members must attend the meetings or be allowed telephone or videoconference capability when possible. The attending requestor of the CCP request may submit an additional vote. However, only one vote is allocated to this non SDLC PRT member, (person or persons) as a group.

All votes are recorded anonymously and are maintained as a permanent record.

All documentation must be submitted electronically and in a format currently utilized by the SDLC PRT. It is the responsibility of the requestor and all individuals to utilize the appropriate electronic format for the CCP request or any other communications.

The SDLC PRT will post the status of the CCP requests.

7.0 Authorization Page

This charter was reviewed and approved by:

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____