

FSA Students Portal Release 2.0
Production Readiness Review (PRR)

Summary Checklist

(As of Date: 06/09/2003)

CRITERIA DESCRIPTION	GAP (Y/N)	COMMENTS/ HOW VALIDATED (Document Name)	WORK EFFORT	TARGET CMPL DATE	STATUS	RESP	RISKS IDENTIFIED	PROPOSED RISK MITIGATION
CLIENT								
Escalation Process	N	Change Control Form.doc			Green			
Operations Change Control Procedures	N	Change Control Form.doc			Green			
Operations Applications Management Task Order Reviewed and Approved	N	TO #79 for stabilization. New TO in progress			Green			
GENERAL								
Project Definition Documentation	N	Task Order 79 Portal Rollout Strategy Tech Prop 03-06-03.doc			Green			
- Task Order	N	Task Order 79 Portal Rollout Strategy Tech Prop 03-06-03.doc			Green			
- Scope	N	Task Order 79 Portal Rollout Strategy Tech Prop 03-06-03.doc			Green			
- Approach	N	Task Order 79 Portal Rollout Strategy Tech Prop 03-06-03.doc			Green			
- Business Drivers	N	Task Order 79 Portal Rollout Strategy Tech Prop 03-06-03.doc			Green			
SERVICE OPERATIONS/ RECOVERY/ CONTINGENCY								
VDC Operations Documentation								
- Responsibility Matrix	N	Portals Responsibility Matrix v2.0.doc and XAP Responsibility Matrix			Green			
- Call Out List	N	FSA Portals Callout List v2.0.doc			Green			
- VDC Operations Checklist	N	R2 FSA Portals Operations Checklist			Green			

**Federal Student Aid
STANDARDS AND PROCEDURES**

**Students Portal Release 2
Production Readiness Process**

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		v2.0.doc						
- (Blank)								
- Memorandum of Understanding /Operations SLA	N	Portals SLA v2.0.doc			Green			
- Run Book	N	Managed by CSC			Green			
- Installation Guidelines	N	Portals Installation Guide v2.0.doc			Green			
- Diagnostics List	N	Portals Troubleshooting Guide v2.0.doc			Green			
- (Blank)								
Number of Application Users	N	~1100-1400 concurrent users during peak hour of peak day			Green			
Application Service Level Agreement (SLA) (Environment)	N	Portals SLA v2.0.doc			Green			
Application Operating Level Agreement (Maintenance)	N	Portals SLA v2.0.doc			Green			
Application Help Desk established	N	FSA monitors the fsa.portals@ed.gov email folders			Green			
Operational Readiness Review (ORR)	N	CSC performed this on 5/29/03.			Green			
Enterprise Change Management (ECM)	N	Portals CM Plan v2.0.doc			Green			
CONFIGURATION MANAGEMENT/SOURCE CONTROL								
Configuration Management Plan	N	Portals CM Plan v2.0.doc			Green			
Version Control Procedures	N	Portals CM Plan v2.0.doc			Green			
Source Code Library	N	Visual Source Safe			Green			
TECHNICAL ARCHITECTURE								
Architecture Design	N	R2 Students Detailed Design.doc			Green			

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Development (i.e. coding) Standards	N	FSA Portals Coding Standards.doc			Green			
Solution Life Cycle compliance (SLC Verification Matrix)	N	Used customized version of CIO's SLC			Green			
Environment Specifications								
- Development	N	Portals Operations Checklist v2.0.doc			Green			
- Test	N	Portals Operations Checklist v2.0.doc			Green			
- Production	N	Portals Operations Checklist v2.0.doc			Green			
LICENSING								
Software License Requirements (incl. Paid Licenses)	N				Green			
CODE REVIEW								
User Specifications	N				Green			
Functional Specifications	N				Green			
Technical Specifications	N				Green			
SECURITY								
Application Security Requirements	N				Green			
Security Officer Identified by appointment memo.	N	Adam Essex			Green			
Rules of Behavior for System Users	N	R2 FSA Portals Rules of Behavior.doc			Green			
Personnel Security Classifications for users, developers, testers, and others	N	Each team member requires 5C clearance at a minimum			Green			
Role based access identified by job position	N	Role-based access diagram provided			Green			
Disaster Recovery/Continuity of Support Plans	N	Portals DR Plan v2.0.doc. DR Test planned for 6/19/03.			Green			

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Data Integrity/Validation Controls	N	Portals DR Plan v2.0.doc			Green			
Audit Trails	N	Confirmed by CSC.			Green			
System Security Plan	N	TO 79 Security Plan v2.0.doc			Green			
Certification and Accreditation complete, or Interim Approval to Operate memo signed by the system owner	N	Adam Essex obtained all signatures required for the Interim Approval Memo.			Green			
Security Risk Assessment complete	N	Coordinating with BSC.			Green			
Mitigation Plan implemented	N	Coordinating with BSC.			Green			
SA Security Solution Lifecycle Checklists (Vision - Deployment)	N	TO 79 Security Plan v2.0.doc			Green			
Critical Infrastructure Protection Survey complete	N	Adam Essex has this.			Green			
Inventory Worksheet complete	N	Enterprise Portal GSSMA Inventory v2.0.doc			Green			
MOU/MOA/SLA (if applicable)	N	N/A			Green			
Privacy Act Systems of Records Review (if applicable)	N	In Progress			Green			
TESTING								
Test Strategy and Approach (for all levels of testing)	N	FSA Students Portal Rollout Test Approach.doc			Green			
Test Model (incl. test plans and test scripts mapped to the appropriate requirements)	N	Contained in deliverable 79.2.3			Green			
Test Data	N				Green			
Security Testing	N	Results from Security Testing provide to SSO and IV&V team.			Green			

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Documented Test Results	N	ClearQuest			Green			
Section 508 requirements tested and verified by ED Assistive Technology Group (ATG) located in FOB-6. POC: Joe Tozzi	N	Accessibility Test Results			Green			
SIR Log	N	ClearQuest			Green			
Client and User Sign-Off	N	Deliverable 79.3.1 due upon Deployment.			Green			
APPLICATION TRAINING								
User Training Conducted	N	N/A			Green			
User Installation and Setup Procedures	N	N/A			Green			
On-going Training Function Available	N	N/A			Green			
TRANSITION TO OPERATIONS								
Open SIR Responsibility Identified and Agreed Upon	N				Green			
Support available for Software Package	N	ITA provides this support.			Green			
Organizational Design and Skills Identified	N	Portal Interwoven training provided to channels.			Green			
Knowledge Transfer Plan	N	UserGuideStudents.doc			Green			
Post-Implementation Review (PIR) Advanced Packet received (See: FSA/CIO/Ecommerce - QA team)	N	Advanced packet provided by FSA/CIO.			Green			