

**FSA Solution Life Cycle (SLC)  
Checklist of Deliverables and Signoffs by Phase**

Vision Phase					
Item #	SLC Deliverable or Signoff	Required in Baseline?	Review Sign-off?	Deliverable?	Responsibility
<b>Vision Phase (Required)</b>					
1	<b>Solution Acquisition Plan (SAP)</b>	<b>Yes</b>	Yes	<b>Yes</b>	Project Manager (PM)/ Exec Sponsor
2	<b>Business Case</b>	<b>Yes</b>	Yes	<b>Yes</b>	PM, DSG, IRB
3	<b>Task Order (TO)</b>	<b>Yes</b>	Yes	<b>Yes</b>	PM, Exec Sponsor, IPT
4	<b>Work Breakdown Structure (WBS)</b>	<b>Yes</b>	Yes	<b>Yes</b>	PM
5	<b>SLC Security Checklist - Vision Phase</b>	<b>Yes</b>	Yes	<b>Yes</b>	System Manager/SSO
6	<b>Security Assignment Letters</b>	<b>Yes</b>	Yes	<b>Yes</b>	System Manager/SSO
7	<b>Critical Infrastructure Protection Survey</b>	<b>Yes</b>	Yes	<b>Yes</b>	System Manager/SSO
8	<b>General Support System (GSS) &amp; Major Application (MA) Form</b>	<b>Yes</b>	Yes	<b>Yes</b>	System Manager/SSO
9	<b>High Level Requirements</b>	<b>Yes</b>	Yes	<b>Yes</b>	PM/RDM Lead
<b>Definition Phase</b>					
Item #	SLC Deliverable or Signoff	Required in Baseline?	Review Sign-off?	Deliverable?	Responsibility
<b>Definition Phase (Required)</b>					
1	<b>Lower Level Requirements Document</b>	<b>Yes</b>	Yes	<b>Yes</b>	PM, IPT, RDM Lead
2	<b>Requirements Traceability Matrix</b>	<b>Yes</b>	Yes	<b>Yes</b>	PM, IPT, RDM Lead
3	<b>Solution Acquisition Plan updated</b>	<b>Yes</b>	Yes	<b>No</b>	PM/Exec Sponsor
4	<b>Preliminary Design Document</b>	<b>Yes</b>	Yes	<b>Yes</b>	PM, IPT, RDM Lead
5	<b>SLC Security Checklist - Definition Phase</b>	<b>Yes</b>	Yes	<b>Yes</b>	System Manager/SSO
6	<b>Quality Assurance Plan</b>	<b>Yes</b>	Yes	<b>Yes</b>	QA Lead
7	<b>Approved &amp; Baselined CM Plan</b>	<b>Yes</b>	Yes	<b>Yes</b>	CM Lead
8	<b>Configuration Item Index</b>	<b>Yes</b>	Yes	<b>Yes</b>	PM, CM Lead
9	<b>TTS Plan</b>	<b>Yes</b>	Yes	<b>Yes</b>	TTS Lead
<b>Definition Phase (Recommended)</b>					
10	<b>Business Case updated</b>	<b>No</b>	Yes	<b>No</b>	PM, DSG, IRB
11	<b>Business Performance Model (BPM) updated</b>	<b>No</b>	Yes	<b>No</b>	PM/Exec Sponsor
12	<b>Task Order (TO) if needed for Construction &amp; deployment is awarded</b>	<b>No</b>	Yes	<b>No</b>	PM, Exec Sponsor, IPT
13	<b>QA MOR Updated/Approved</b>	<b>No</b>	Yes	<b>No</b>	QA Lead

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Construction Phase					
Item #	SLC Deliverable or Signoff	Required in Baseline?	Review Sign-off	Deliverable?	Responsibility
<b>Construction Phase (Required)</b>					
1	Requirements Traceability Matrix updated	Yes	Yes	No	PM, IPT, RDM Lead
2	Detailed Design Document approved	Yes	Yes	Yes	PM, IPT, RDM Lead
3	SLC Security Checklist - Construction Phase	Yes	Yes	Yes	System Manager/SSO
4	Test Plans	Yes	Yes	Yes	IPT, PM
5	Developed and tested solution accepted	Yes	Yes	Yes	
6	Production Readiness Review (PRR) conducted	Yes	Yes	Yes	PM, IPT, QA Lead, Exec Sponsor
<b>Construction Phase (Recommended)</b>					
7	Quality Assurance (QA) Reviews conducted	No	Yes	No	QA Lead
8	Construction Phase Risk Assessment	No	Yes	No	PM
9	Test Results	No	Yes	No	IPT, PM
Deployment Phase					
Item #	SLC Deliverable or Signoff	Required in Baseline?	Review Sign-off	Deliverable?	Responsibility
<b>Deployment Phase (Required)</b>					
1	Solution Deployed (activity)	Yes	Yes	No	Exec Sponsor, IPT, PM
2	Project Inventory List	Yes	Yes	Yes	IPT, PM
3	Transition to Support (TTS) Readiness Review	Yes	Yes	Yes	IPT, PM, TTS Lead
4	Transition sign-off (activity)	Yes	Yes	No	TTS Lead, PM
5	SLC Security Checklist - Deployment Phase	Yes	Yes	Yes	System Manager/SSO
<b>Deployment Phase (Recommended)</b>					
6	Service Level Agreement as Established	No	Yes	No	TTS Lead, PM
7	Quality Assurance (QA) Reviews conducted in the QA Plan	No	Yes	No	QA Lead, PM
8	System Security Plan	No	Yes	No	System Manager/SSO
Support & Retirement Phase					
Item #	SLC Deliverable or Signoff	Required in Baseline?	Review Sign-off	Deliverable?	Responsibility
<b>Support &amp; Retirement Phase (Required)</b>					
1	ED System Disposal Checklist completed and signed	Yes	Yes	Yes	System Manager/SSO
2	SLC Security Checklist - Support & Retirement Phase	Yes	Yes	Yes	System Manager/SSO