

**FSA Solution Life Cycle (SLC)  
Comprehensive Checklist**

<b>Vision Phase</b>					
Item #	SLC Task, Activity or Document	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>Integrated Product Team (IPT) Formation (Activity)</b>	<b>Yes</b>	No	<b>No</b>	PM
6	<b>SLC Security Checklist - Vision Phase</b>	<b>Yes</b>	Yes	<b>Yes</b>	System Manager/SSO
7	<b>Security Assignment Letters</b>	<b>Yes</b>	Yes	<b>Yes</b>	System Manager/SSO
8	<b>High Level Requirements</b>	<b>Yes</b>	Yes	<b>Yes</b>	PM/RDM Lead
<b>Vision Phase (Recommended)</b>					
11	<b>Statement of Objectives (SOO)</b>	<b>No</b>	No	<b>No</b>	PM
12	<b>Business Performance Model (BPM)</b>	<b>No</b>	No	<b>No</b>	PM/Exec Sponsor
13	<b>Status Reports</b>	<b>No</b>	No	<b>No</b>	IPT
14	<b>Risk and Issue Tracking</b>	<b>No</b>	No	<b>No</b>	PM
15	<b>Requirements Development and Management (RDM) Plan</b>	<b>No</b>	No	<b>No</b>	RDM Lead
16	<b>Quality Assurance (QA) Plan</b>	<b>No</b>	No	<b>No</b>	QA Lead
17	<b>Configuration Management (CM) Plan</b>	<b>No</b>	No	<b>No</b>	CM Lead
18	<b>Transition to Support (TTS) Plan</b>	<b>No</b>	No	<b>No</b>	TTS Lead
19	<b>Perform Solution Acquisition Estimation</b>	<b>No</b>	No	<b>No</b>	PM
20	<b>Begin to Perform Project Management Activities (activity)</b>	<b>No</b>	No	<b>No</b>	PM
21	<b>Begin to Identify Support Organization (activity)</b>	<b>No</b>	No	<b>No</b>	PM
22	<b>ECM Tool User ID requests are submitted (activity)</b>	<b>No</b>	No	<b>No</b>	CM Lead

**FSA Solution Life Cycle (SLC)  
Comprehensive Checklist**

<b>Definition Phase</b>					
Item #	SLC Task, Activity or Document	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
10	<b>Development environment has been established (activity)</b>	<b>Yes</b>	No	<b>No</b>	Technical Architecture Lead
8	<b>Critical Infrastructure Protection Survey</b>	<b>Yes</b>	Yes	<b>Yes</b>	System Manager/SSO
9	<b>General Support System (GSS) &amp; Major Application (MA) Form</b>	<b>Yes</b>	Yes	<b>Yes</b>	System Manager/SSO
<b>Definition Phase (Recommended)</b>					
11	<b>Business Case updated</b>	<b>No</b>	Yes	<b>No</b>	PM, DSG, IRB
12	<b>Business Performance Model (BPM) updated</b>	<b>No</b>	Yes	<b>No</b>	PM/Exec Sponsor
13	<b>Task Order (TO) if needed for Construction &amp; deployment is awarded</b>	<b>No</b>	Yes	<b>No</b>	PM, Exec Sponsor, IPT
14	<b>WBS updated</b>	<b>No</b>	No	<b>No</b>	PM
15	<b>QA MOR Updated/Approved</b>	<b>No</b>	Yes	<b>No</b>	QA Lead
16	<b>Risks and Issues Tracked</b>	<b>No</b>	No	<b>No</b>	PM
17	<b>Configuration Library System Created (activity)</b>	<b>No</b>	No	<b>No</b>	CM Lead
18	<b>RDM Plan Approved &amp; Baselined</b>	<b>No</b>	No	<b>No</b>	RDM Lead, PM
19	<b>Establish Change Control Process (activity)</b>	<b>No</b>	No	<b>No</b>	PM, CM Lead
20	<b>Form Change Control Group (activity)</b>	<b>No</b>	No	<b>No</b>	PM, CM Lead
21	<b>Statement of Objectives updated</b>	<b>No</b>	No	<b>No</b>	PM

**FSA Solution Life Cycle (SLC)  
Comprehensive Checklist**

<b>Construction Phase</b>					
<b>Item #</b>	<b>SLC Task, Activity or Document</b>	<b>Required in Baseline?</b>	<b>Review Sign-off</b>	<b>Deliverable?</b>	<b>Responsibility</b>
<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
7	Configuration Item Index Updated	Yes	No	No	CM Lead
8	Development CRs submitted to data center via ECM Tool (activity)	Yes	No	No	Technical Architecture Lead
9	ECM Migration to Production CR scheduled (activity)	Yes	No	No	Technical Architecture Lead
10	PRR documentation submitted for Enterprise Repository (activity)	Yes	No	No	CM Lead
11	Support Organization (SO) identified (activity)	Yes	No	No	PM, TTS Lead
<b>Construction Phase (Recommended)</b>					
12	Quality Assurance (QA) Reviews conducted	No	Yes	No	QA Lead
13	Construction Phase Risk Assessment	No	Yes	No	PM
14	Test Results	No	Yes	No	IPT, PM
15	Configuration Management (CM) Audit Findings	No	No	No	CM Lead
<b>Deployment Phase</b>					
<b>Item #</b>	<b>SLC Task, Activity or Document</b>	<b>Required in Baseline?</b>	<b>Review Sign-off</b>	<b>Deliverable?</b>	<b>Responsibility</b>
<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	CR to move application into production successfully completed	Yes	No	No	Technical Architecture Lead
	TTS support team ECM Tool User IDs & training complete (activity)	Yes	No	No	TTS Lead, PM
6	SLC Security Checklist - Deployment Phase	Yes	Yes	Yes	System Manager/SSO
<b>Deployment Phase (Recommended)</b>					
7	Application training	No	No	No	TTS Lead, PM
8	Service Level Agreement as Established	No	Yes	No	TTS Lead, PM
9	Quality Assurance (QA) Reviews conducted in the QA Plan	No	Yes	No	QA Lead, PM
10	WBS Updated	No	No	No	PM
11	Risks and Issues Tracked	No	No	No	PM
12	Configuration Item Index Updated	No	No	No	CM Lead
13	System Security Plan	No	Yes	No	System Manager/SSO

**FSA Solution Life Cycle (SLC)  
Comprehensive Checklist**

<b>Support &amp; Retirement Phase</b>					
<b>Item #</b>	<b>SLC Task, Activity or Document</b>	<b>Required in Baseline?</b>	<b>Review Sign-off</b>	<b>Deliverable?</b>	<b>Responsibility</b>
<b>Support &amp; Retirement Phase (Required)</b>					
1	<b>Solution is in Production (activity)</b>	<b>Yes</b>	No	<b>No</b>	
2	<b>ED System Disposal Checklist completed and signed</b>	<b>Yes</b>	Yes	<b>Yes</b>	System Manager/SSO
3	<b>SLC Security Checklist - Support &amp; Retirement Phase</b>	<b>Yes</b>	Yes	<b>Yes</b>	System Manager/SSO
<b>Support &amp; Retirement Phase (Recommended)</b>					
4	<b>Perform TTS Activities (activity)</b>	<b>No</b>	No	<b>No</b>	TTS Lead
5	<b>Provide Operational and Maintenance Support</b>	<b>No</b>	No	<b>No</b>	System Manager
6	<b>Provide Performance Reports to CIO</b>	<b>No</b>	No	<b>No</b>	System Manager