



Change History Log:

January 22, 2003

In Response Reply to: 03EDU0136

Department of Education
 Federal Student Aid
 Steve Allison
 Contracting Officer's Representative

Subject: Contract # ED-99-DO-0002
 Task Order # 87 Solution Life Cycle Deployment
 Deliverable 87.3.3

Dear Mr. Allison:

Enclosed is the revised 87.3.3 – Publication of the SLC Process Guide Release 2.0 that is required by the subject task order. Attached are suggested changes from the reviewers. Future revisions are not planned, but the document will be updated as appropriate.

ACCENTURE, LLP

Change #	Description or text of change	Document /Page	Author	Date	Change Made (Y,N)
1.	Change "TTS addresses the transition from the IPT to a new organization" to "TTS addresses the transition from the IPT to the organization"	TTS Process Guide, Page 4/4 th paragraph	SLC PRT	1/22/03	Y
2.	Change "Train TTS TTS Lead and Team" to "Train FSA TTS Lead and Team"	TTS Process Guide, Page 6/TTS Process	SLC PRT	1/22/03	Y
3.	Add "and approve as final" to last sentence.	TTS Process Guide, Page 8 /section 2.1.5/ 1 st bullet	SLC PRT	1/22/03	Y
4.	Remove all bullets and replace with the following bullets: <ul style="list-style-type: none"> • Provides a systematic and logical process flow • Provides uninterrupted operation of the acquired system • Promotes ability for Acquiring Organization to evaluate the Support Organization • Confirms acquired solution 	TTS Process Guide, Page 9 / Benefits	SLC PRT	1/22/03	Y



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	components are compliant with the configuration management process				
5.	Change “SFA” to “FSA”	TTS Process Guide, Page 10 Process box #1	SLC PRT	1/22/03	Y
6.	Change “SFA” to “FSA”	TTS Process Guide, Page 21 C.3.1 & C.3.3	SLC PRT	1/22/03	Y
7.	Change “an IT business need” to “a business need”	SAPM Process Guide, Page 3/1.0 2 nd para, 4 th sentence	SLC PRT	1/22/03	Y
8.	Push last two lines on page 13 onto page 14. Adjust spacing on page 14.	SAPM Process Guide, Page 13	SLC PRT	1/22/03	Y
9.	QA IV&V appear to be in a different font than the remainder of the bullet	Quality Assurance Process Guide, Page 13 3.3.6 Exit Criteria 2 nd bullet	SLC PRT	1/22/03	Y
10.	Change “FEDSIM checks the FSS GSA Schedules” to “FEDSIM checks the Federal Supply Service (FSS)” Schedules	Quality Assurance Process Guide, Page 14 3.4.4 Process 5 th bullet	SLC PRT	1/22/03	Y
11.	Add a word – This column provides a detailed description of the estimate “that” was developed. Reword sentence – This column helps keep track of how the estimate was developed and it includes both FSA and Contractor time. Change it to – This column tracks the developed estimation. It includes both FSA and Contractor time.	Solution Acquisition Process Estimation Worksheet Procedure, Page 5 Step 2 (a) 2 nd sentence 5 th sentence	SLC PRT	1/22/03	Y



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12.	1 st Sentence Software Development” to “Solution “	Solution Acquisition Process Estimation Worksheet Procedure, Page 9 Section 4 Box labeled “Develop initial Acquisition Plan”	SLC PRT	1/22/03	Y
13.	Remove – “there will be” in the last sentence	Solution Acquisition Process Estimation Worksheet Procedure, Page 9 Section 4 Box labeled “Decision Support Group” 3 rd sentence	SLC PRT	1/22/03	Y
14.	Add new bullet after GSS/MA Inventory Form <ul style="list-style-type: none"> System of Record organization 	System Security Process Guide, Page 2 2 nd column “Definition”	SLC PRT	1/22/03	Y
15.	8 th line, new paragraph at “Once the system has been classified..... Same new paragraph , 5 lines from the bottom, change sentence to the following (halfway through the sentence that starts with) “If the system will contain Privacy Act data that requires system of record notification, a system of record schedule should be written and sent to the Federal Registry. Also a system of record schedule should be created and followed to ensure that federally imposed deadlines are met. The rest of the paragraph remains the same.	System Security Process Guide, Page 5 Section 3.0 Para 2	SLC PRT	1/22/03	Y
16.	Add new bullet after GSS/MA	System Security	SLC PRT	1/22/03	Y



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	Inventory Worksheet <ul style="list-style-type: none"> System of Record Notice 	Process Guide, Page 6 Shaded box			
17.	5 th line down Change “COOP” to “COS”	System Security Process Guide, Page 7 3 rd full para	SLC PRT	1/22/03	Y
18.	Change 2 nd bullet to <ul style="list-style-type: none"> Draft Continuity of “Support Plan” 	System Security Process Guide, Page 8 Shaded Box	SLC PRT	1/22/03	Y
19.	Towards bottom of page Change “Continuity of Operations Plan” to “Continuity of Support Plan”	System Security Process Guide, Page 14 Entire page	SLC PRT	1/22/03	Y
20.	Add new line with a check box under “GSS/MA Inventory Form” “System of Record Notice”	System Security Process Guide, Page 17	SLC PRT	1/22/03	Y
21.	2 nd box Change to Continuity of “Support Plan”	System Security Process Guide, Page 18	SLC PRT	1/22/03	Y
22.	Change “Continuity of Operations” to “Continuity of Support” throughout the document	System Security Process Guide, Global Change	SLC PRT	1/22/03	Y
23.	<u>Establish Change Control</u> – End of sentence. Change accomplishing to “accomplish”	RDM Process Guide, Page 9	SLC PRT	1/22/03	Y
24.	Change “compatible with exist or planned” to “compatible with existing or planned”.....	RDM Process Guide, Page 22 3 rd bullet	SLC PRT	1/22/03	Y
25.	LL3.4 – Capitalize the first word— “The” LL requirements	RDM Process Guide, Page 28	SLC PRT	1/22/03	Y
26.	LL6.2 – Change from “representative(s) of the user” to “User representatives and other affected groups.....”	RDM Process Guide, Page 32	SLC PRT	1/22/03	Y
27.	Remove close parenthesis from second full paragraph, second sentence.	RDM Process Guide, Page 33	SLC PRT	1/22/03	Y



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	Next paragraph, line 4, make request plural - Change it to read "Next, as Change Requests are".....				
28.	Under Description, end of sentence, remove "to": Should now read, "The Peer Review Procedure describes the examination of products by peers in order to identify improvements and needed changes."	RDM Process Guide, Page A-12	SLC PRT	1/22/03	Y
29.	"business case" to "Business Case" which will promote consistency throughout the document.	RDM Process Guide, Global Change	SLC PRT	1/22/03	Y
30.	2 nd list of bullets, 2 nd bullet, Change to <ul style="list-style-type: none"> • Train RDM "lead" 	RDM Process Guide, Page 6 RDM Process Box	SLC PRT	1/22/03	Y
31.	End of 2 nd sentence under 1.3 (add the) In accordance with "the" previous diagram	RDM Process Guide, Page 7	SLC PRT	1/22/03	Y
32.	Guide is singular – Should read...Reference the Configuration Management Process guide.....	RDM Process Guide, Page 9	SLC PRT	1/22/03	Y
33.	5 th line should read...baselined requirements are supported and that there are no "out-of-scope" work products developed.	RDM Process Guide, Page 10	SLC PRT	1/22/03	Y
34.	Exit Criteria – Capitalize the "T" – should read..."The approved and baselines HL Requirements.....	RDM Process Guide, Page 21	SLC PRT	1/22/03	Y
35.	2 nd bullet – Change to read <ul style="list-style-type: none"> • Include input from User group to ensure that the LL requirements are appropriate to their needs. 	RDM Process Guide, Page 22	SLC PRT	1/22/03	Y



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36.	Add the entire document (file name: FSA-PRR Ver 3 Rel 1 Jan-05.doc) as is – without SLC formats to SLC Appendix A	Production Readiness Process Guide, entire	SLC PRT	1/22/03	Y
37.	Replace the PRR Checklist delivered 01 03 2003 with the PRR Checklist from the Production Readiness Process Guide, as is – without SLC formats	SLC Appendix A, PRR Checklist, entire	SLC PRT	1/22/03	Y
38.	Add “Production Readiness Process Guide” on new last page Update Table of Contents	SLC Appendix A, Table of Contents	SLC PRT	1/22/03	Y
39.	Fix line of text that is not readable	SLC Process Guide, page 25 last line in table	SLC PRT	1/22/03	Y

cc:
Janet Scott