



F E D E R A L
S T U D E N T A I D

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Enterprise Configuration Management Implementation

Enterprise Repository Process Guide

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1.0 Enterprise Repository Process

1.1 Purpose

The purpose of this Enterprise Repository Process Guide is to describe the process and procedures for how a software development project contributes its critical non-code work products to the FSA Enterprise Repository. The target audience for this process guide is the Task Order Managers and Configuration Management Leads of the FSA Modernization projects that develop software solutions that go into production as well as any one with a need to understand this process.

The purpose of the Enterprise Repository is to make available a development project's non-code work products to FSA for transfer to the transitioning support/operations organization.

1.2 Enterprise Repository Definition and Context

The Enterprise Repository:

- Is the storage area for non-code work products being passed from the solution developing organization to the solution operations organization
- Is a subset of documentation required by the Production Readiness Review (PRR) conducted by FSA to authorize the developed solution to proceed into production
- Is transferred to FSA by a development project upon successful completion of its PRR

Note: Source and compiled code will not be maintained in the project contribution to the Enterprise Repository. Source and compiled code will be transferred upon successful completion of the PRR to the electronic location and in the format specified by FSA for use by operations partners such as the VDC or other production data centers.

1.3 Benefits

The benefits of following the Enterprise Repository Process include the following:

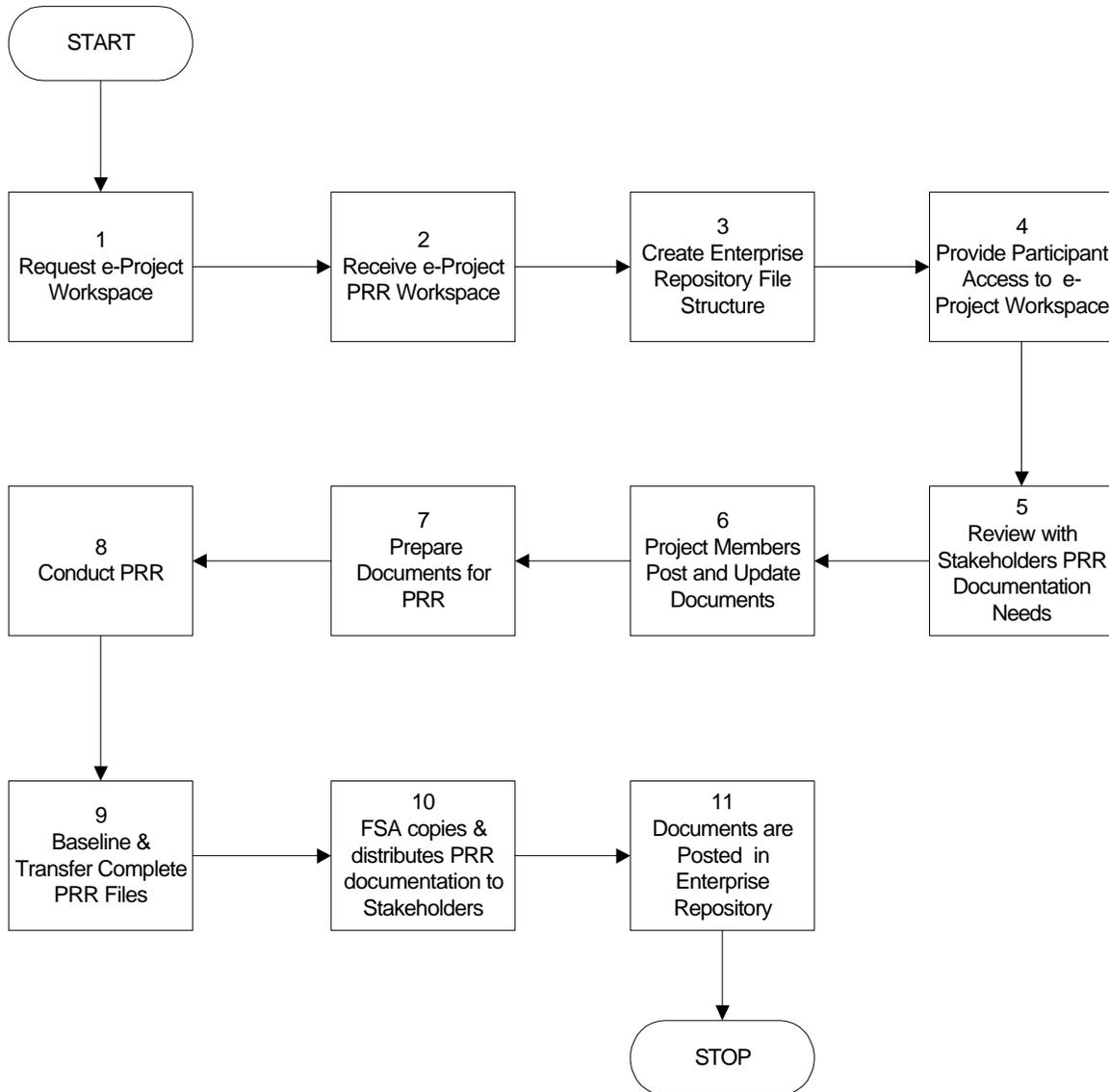
- The Project gains early agreement on the documentation needed for its PRR
- Organized access to needed documents is provided to FSA for the transitioning organization
- Supports the Production Readiness Review process and facilitates knowledge-transfer by consolidating non-code work products into a single location accessible to FSA business owner and support team
- Capitalizes on existing work products from the PRR to create the Enterprise Repository

Note: E-Project is used as a staging workspace for final migration to the Enterprise Repository. The FSA Modernization Partner utilizes e-Project, a web-based project management and team collaboration environment, to facilitate communication among team members. Using only a web browser, each Modernization Partner team can readily access project information, update tasks, share documents and collaborate on project status.



1.4 Process Workflow

The Enterprise Repository Process describes the steps that a development project follows to make available documents for the Repository. This process is depicted in the workflow diagram shown below and the process step descriptions shown in Section 1.5.





1.5 Process Workflow Description

Step #	Step Description	Responsibility	Tools	Deliverables/ Outcomes
Start				
1.	<i>Request e-Project Workspace</i> Following Task Order approval, the TO Manager requests e-Project Workspace	Task Order Manager		Signed Task Order
2.	<i>Receive e-Project PRR Workspace</i> Mod Partner Program Management Office (PMO) assigns the Project two workspaces – one for PRR files and one as an internal Project workspace.	Mod Partner PMO	e-Project	e-Project PRR workspace assigned
3.	<i>Create Enterprise Repository File Structure</i> The Task Order Manager or designee creates the standard Enterprise Repository File Structure in the Project PRR workspace in e-Project, using the Enterprise Repository Technical Design document as a template.	Task Order Manager or designee	e-Project Enterprise Repository Technical Design	File structure created
4.	<i>Provide Participant Access to e-Project Workspace</i> The Task Order Manager or designee invites FSA and Subcontractor users to the Project PRR workspace in e-Project as “Project Participants” who can view project information.	Task Order Manager or designee	e-Project Reference: Add Users to e-Project – Job Aide (Location: eProject/PMO)	FSA and Subcontractor users invited to Project PRR workspace
5.	<i>Review with Stakeholders PRR Documentation Needs</i> Software development project teams need to review PRR documentation needs with appropriate stakeholders to gain agreement on the documentation needed for their project’s PRR.	Task Order Manager FSA Stakeholders Operations Partners		Agreement on PRR documentation needed



Step #	Step Description	Responsibility	Tools	Deliverables/ Outcomes
6.	<i>Project Members Post and Update Documents</i> As documents that are part of the PRR are developed, team members post and/or update these using the Project PRR workspace in e-Project.	Project team members	e-Project	PRR documents posted/ updated
7.	<i>Prepare Documents for PRR</i> As the PRR approaches, the Task Order Manager reviews the documents posted to the Project PRR workspace in e-Project for completeness and quality.	Task Order Manager or designee	e-Project	PRR documents reviewed.
8.	<i>Conduct PRR</i> The Task Order Manager conducts the PRR according to the PRR Process guidelines, making available the PRR documentation agreed upon in step 5.	Task Order Manager	PRR Process Guide (location: Technology Handbook)	PRR completed
9.	<i>Baseline & Transfer Complete PRR Files</i> When the PRR is complete and the PRR documentation is approved, the Task Order Manager or designee baselines the PRR files and makes the final transfer to the Project PRR workspace in e-Project. No changes are made to the baselined PRR documents.	Task Order Manager or designee	e-Project	PRR files transferred
10.	<i>FSA copies PRR files from e-Project</i> FSA can copy the PRR files from the Project PRR workspace for distribution to the operating partner, the FSA Contract Officer Technical Representative (COTR), and other stakeholders. This task should be accomplished within 60 days from completion of the PRR.	FSA	TBD	PRR files copied and distributed
11.	<i>Documents Stored in Enterprise Asset Library</i> The copy sent to the FSA Contract Officer is posted to the Enterprise Repository. The Enterprise Repository is available to FSA users via the Intranet.	FSA	TBD	PRR files stored in Enterprise Repository



Appendix A Project PRR File Structure

The project file structure shown below is for the e-Project PRR space. Folders will contain the PRR non-code project files that make up the project's contribution to the Enterprise Repository.

This project file structure is based on the PRR Appendix A, Version 2.0 R1.

