DIT-T Unit: DMV Systems			**Methodology Owner/Contact:** Cynthia Winningham				**Date Methodology Initially Added:** 03/02/2021		
Methodology Name: DMV Systems Workflow			**Quality Management Plan Used:** DMV Application Quality Management Plan				**Date Last Updated:** 03/02/2021		
Methodology Type: Waterfall			**Deliverables Repository:** ServiceNow/SharePoint				**Comments:** No Comments		

						Operational	**Mapping** Red Text = Differences from E-SDLC		
Phase	**ID**	**Key Deliverable**	**Minimum Requirement**	**Req'd for Audit**	**Audit Control**	**Non-PMO Project (Medium Risk)**	**Req'd**	**Phase**	**Key Deliverable**
Business Concept	1	Work Request		Y	ITGC03	Y	Y		ServiceNow Request
Business Concept	2	Alternatives Analysis	If required		ITGC03				
Business Concept	3	Preliminary Business Case	Min: Scope of Work, Resource Plan, Cost Plan, Start/End Dates		ITGC03				
Business Concept	4	Business Concept Exit Quality Review							
Initiation	5	Scope of Work	Min: Work Definition, Resources, Estimated Cost, Start/End Dates	Y	ITGC03	Y	Y		ServiceNow Request
Initiation	6	Scope of Work Approval	DOT Business & DIT-T approval required	Y	ITGC03	Y	Y		ServiceNow Request
Initiation	7	Business Case			ITGC03				
Initiation	8	Benefits			ITGC03				
Initiation	9	Business Case Quality Review							
Initiation	10	EPMO Business Case DP Approval	DIT EPMO & OSBM approved required						
Initiation	11	Cost Plan			ITGC03				
Initiation	12	Schedule			ITGC03	Y	Y		ServiceNow Request
Initiation	13	Change Management Plan			ITGC03				
Initiation	14	Procurement Plan	If procuring resources, products, services		ITGC03				
Initiation	15	Communication Plan			ITGC03				
Initiation	16	Organization Chart			ITGC03				
Initiation	17	Quality Management Plan		Y	ITGC03	Y	Y		DMV Application Quality Management Plan
Initiation	18	Risk Assessment/Mitigation Plan			ITGC03				
Initiation	19	Issues Log			ITGC03				
Initiation	20	Privacy Threshold Analysis (PTA)	Required if application not previously documented and/or if changing any privacy information. DIT-T Security & DIT Approval required.	Y	ITGC01	Y			This is not required for DMV Systems application changes.
Initiation	21	Initiation Exit Quality Review			ITGC04				
Planning & Design	22	Project Change Request Log							
Planning & Design	23	Project Change Request	DIT-T and Business Approval		ITGC03				
Planning & Design	24	Project Change Request Quality Review							
Planning & Design	25	EPMO Change Request DP Approval	EPMO and/or OSBM approval (if required)						
Planning & Design	26	SAP Cost Exception Report							
Planning & Design	27	Requirements Management Plan			ITGC03				

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Planning & Design	28	Requirements	Must be approved by Business and other stakeholders, including Architecture, Security, Infrastructure, etc.	Y	ITGC01 ITGC02 ITGC03	Y	Y		Requirements Document and/or Technical Spec and/or Service Now Request
Planning & Design	29	Requirements Approval	Required on all sizes of work except on small operational work, this may be included in Work Definition.	Y	ITGC01 ITGC02 ITGC03	Y	Y		ServiceNow Request Note: The ServiceNow Request from the Business will included the management approvals and desired date requested.
Planning & Design	30	Requirements Traceability Matrix							
Planning & Design	32	Architecture Design			ITGC01 ITGC02				
Planning & Design	33	Architecture DP Quality Review	If required by EPMO						
Planning & Design	34	EPMO Architecture DP Approval	If required by EPMO DIT Architecture Approval required		ITGC01 ITGC02				
Planning & Design	35	Security DP Quality Review	If required by EPMO						
Planning & Design	36	EPMO Security DP Approval	If required by EPMO DIT Approval Required		ITGC01 ITGC02				
Planning & Design	37	Architecture Exception Request	If required, complete DIT Approval Required			Y	Y		Architecture Exception Request
Planning & Design	38	NCID Exception Request	If required, complete DIT Approval Required		ITGC01	Y	Y		NCID Exception Request
Planning & Design	39	Security Exception Request	If required, complete DIT Approval Required		ITGC01	Y	Y		Security Exception Request
Planning & Design	40	Design Document		Y	ITGC03	Y	Y		Technical Spec and/or Requirement Document
Planning & Design	41	Design Approval	Business and other stakeholders approvals	Y	ITGC03	Y	Y		Requirement Document Note: Business owners do not approve Technical spec. However, if requirements document is required for the work effort the business owner will approve.
Planning & Design	42	Business Continuity Plan	If required		ITGC03				
Planning & Design	43	Disaster Recovery Plan	If required		ITGC03				
Planning & Design	44	Training Plan	If required		ITGC03				
Planning & Design	45	Test Plan				Y	Y		Unit/System Test Plan
Planning & Design	46	Acceptance Process and Criteria			ITGC03	Y	Y		Unit/System Test Plan
Planning & Design	47	Acceptance Process and Criteria Approval	Must be approved by Business and other stakeholders		ITGC03	Y	Y		Acceptance Process and Criteria Approval Note: If required, as needed based on the work effort.
Planning & Design	48	Operational Level Agreement (OLA)	Required if there are changes to the current OLA.		ITGC04	Y	Y		Operation Level Agreement (OLA) Note: Not required, this would be created at the project level. Updates may be applied if needed.
Planning & Design	49	Operational Level Agreement (OLA) Approval	If required Must be approved by IT Stakeholders		ITGC04	Y	Y		Operation Level Agreement (OLA) Note: Not required, this would be created at the project level. Updates may be applied if needed.
Planning & Design	50	Business Approval to Exit P&D			ITGC03				
Planning & Design	51	P&D Exit Quality Review			ITGC04				

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Planning & Design		**If RFP required, deliverables below:**							**If RFP required, deliverables below:**	
Planning & Design	52	RFP Request for Commodity/Service Form			ITGC04	Y	Y			
Planning & Design	53	RFP Disaster Recovery Assessment			ITGC04	Y	Y			
Planning & Design	54	RFP Sourcing Exception Request	If required for the RFP		ITGC04	Y	Y			
Planning & Design	55	RFP Hosting Exception Request	If required for the RFP		ITGC04	Y	Y			
Planning & Design	56	RFP and Attachments			ITGC03 ITGC04	Y	Y			
Planning & Design	57	RFP Proposal Evaluation Plan			ITGC03 ITGC04	Y	Y			
Planning & Design	58	RFP Content Submission								
Planning & Design	59	RFP Individual Evaluation Workbooks			ITGC03 ITGC04	Y	Y			
Planning & Design	60	RFP Oral Presentation/Demonstration Guide			ITGC03 ITGC04	Y	Y			
Planning & Design	61	RFP Consensus Evaluation Workbook			ITGC03	Y	Y			
Planning & Design	62	RFP Evaluation Report with Award Recommendation			ITGC03 ITGC04	Y	Y			
Planning & Design	63	RFP Evaluation Report Approvals	Business and other stakeholders approvals required.		ITGC03 ITGC04	Y	Y			
Planning & Design	64	RFP CIO Presentation				Y	Y			
Planning & Design	65	RFP Evaluation Review Checklist								
Planning & Design	66	EPMO RFP Review DP Approval	DPMO Approval Required							
Planning & Design	67	EPMO Contract Award Review DP Approval	DPMO Approval Required							
Planning & Design		**If Invitation for Bid (IFB) required, deliverables below:**							**If Invitation for Bid (IFB) required, deliverables below:**	
Planning & Design	68	IFB Request for Commodity/Service Form			ITGC03 ITGC04	Y	Y			
Planning & Design	69	IFB Disaster Recovery Assessment	If required for IFB		ITGC03 ITGC04	Y	Y			
Planning & Design	70	IFB Sourcing Exception Request	If required for IFB		ITGC04	Y	Y			
Planning & Design	71	IFB Hosting Exception Request	If required for IFB		ITGC04	Y	Y			
Planning & Design	72	IFB and Attachments			ITGC03 ITGC04	Y	Y			
Planning & Design	73	IFB Statement of Work	May be required for Extensive Services		ITGC03 ITGC04	Y	Y			
Planning & Design	74	IFB Bid Review Checklist				Y	Y			
Planning & Design	75	IFB Award Approval	Business and other stakeholders approvals required.		ITGC04	Y	Y			
Planning & Design		**IF Request for Quote (RFQ) required, deliverables below:**							**IF Request for Quote (RFQ) required, deliverables below:**	

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Planning & Design	76	RFQ Request for Commodity/Service Form			ITGC03 ITGC04	Y	Y		RFQ Request for Commodity/Service Form
Planning & Design	77	RFQ Disaster Recovery Assessment	If required for RFQ		ITGC03 ITGC04	Y	Y		RFQ Disaster Recovery Assessment
Planning & Design	78	RFQ Sourcing Exception Request	If required for RFQ		ITGC04	Y	Y		RFQ Sourcing Exception Request
Planning & Design	79	RFQ Hosting Exception Request	If required for RFQ		ITGC04	Y	Y		RFQ Hosting Exception Request
Planning & Design	80	RFQ and Attachments			ITGC03 ITGC04	Y	Y		RFQ and Attachments
Planning & Design	81	RFQ Market Research			ITGC03 ITGC04	Y	Y		RFQ Market Research
Planning & Design	82	RFQ Estimate or Unofficial Quote			ITGC04	Y	Y		RFQ Estimate or Unofficial Quote
Planning & Design	83	RFQ Statement of Work			ITGC03 ITGC04	Y	Y		RFQ Statement of Work
Planning & Design	84	RFQ Quote Review Document			ITGC03 ITGC04	Y	Y		RFQ Quote Review Document
Planning & Design	85	RFQ Award Approval	Business and other stakeholders approvals required.		ITGC04	Y	Y		RFQ Award Approval
Planning & Design		**If Contract Modifications through Amendment required, deliverables below:**							**If Contract Modifications through Amendment required, deliverables below:**
Planning & Design	86	Amendment Request for Commodity/Service Form			ITGC03 ITGC04	Y	Y		Amendment Request for Commodity/Service Form
Planning & Design	87	Amendment Disaster Recovery Assessment	May be required if change in scope of work		ITGC03 ITGC04	Y	Y		Amendment Disaster Recovery Assessment
Planning & Design	88	Amendment Sourcing Exception Request	If required for Amendment		ITGC04	Y	Y		Amendment Sourcing Exception Request
Planning & Design	89	Amendment Hosting Exception Request	If required for Amendment		ITGC04	Y	Y		Amendment Hosting Exception Request
Planning & Design	90	Amendment and Attachments			ITGC03 ITGC04	Y	Y		Amendment and Attachments
Planning & Design	91	Amendment Market Research			ITGC03 ITGC04	Y	Y		Amendment Market Research
Planning & Design	92	Amendment Estimate or Unofficial Quote			ITGC03 ITGC04	Y	Y		Amendment Estimate or Unofficial Quote
Planning & Design	93	Amendment Statement of Work	May be required for additional work within scope of work in existing contract		ITGC03 ITGC04	Y	Y		Amendment Statement of Work
Planning & Design	94	Amendment Approval	Business and other stakeholders approvals required.		ITGC04	Y	Y		Amendment Approval
Planning & Design		**IF Request for Information (RFI), deliverables below:**							**IF Request for Information (RFI), deliverables below:**
Planning & Design	95	RFI			ITGC03 ITGC04	Y	Y		RFI
Planning & Design	31	Application Architecture Design (AAD)	DIT-T Architecture Approval Required	Y	ITGC01 ITGC02	Y	Y		AAD Note: Required for Client/Server, updates may be needed for some program application changes.

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Execute & Build	96	Code Structural Quality Analysis (CAST) Report	If required						
Execute & Build	97	Component Integration Test (CIT) Approved		Y	ITGC02	Y	Y		Approval Form Note: Approval not required at the Application Unit Level
Execute & Build	98	System Integration Test (SIT) Approved		Y	ITGC02	Y	Y		Approval Form
Execute & Build	99	Performance Testing Approved	If required			Y	Y		Approval Form
Execute & Build	100	IT Testing Complete Approval		Y	ITGC02	Y	Y		Approval Form
Execute & Build	101	User Acceptance Plan and Script	IT management involves users in the design of applications, selection of packaged software and testing thereof.	Y	ITGC03	Y	Y		Test Data Query (if requested) Note: Providing the Business with a test plan is not required. The business determines how to test the identified change. We provide data when testing the change.
Execute & Build	102	Sponsor Approved UAT		Y	ITGC03	Y	Y		Approval Form
Execute & Build	103	Implementation Plan							
Execute & Build	104	Go Live Readiness Assessment		Y	ITGC03	Y	Y		Migration Form, ServiceNow Request
Execute & Build	105	Go Live Approval	Business and other Stakeholders approval	Y	ITGC03	Y	Y		Approval Form
Execute & Build	106	Project Go Live Readiness DP Quality Review	If required						
Execute & Build	107	EPMO Go Live Readiness DP Approval	If required. EPMO approval						
Execute & Build	108	E&B Exit Quality Review							
Implementation	109	Business Approval to Close the Project			ITGC03				
Implementation	110	Implementation Exit Quality Review							
Closeout	111	SAP Commitments Reconciled							
Closeout	112	Lessons Learned Survey							
Closeout	113	EPMO Lessons Learned							
Closeout	114	EPMO Closeout Report							
Closeout	115	Closeout Quality Review							