

GIS Change Request (Agile) Project Methodology

4/1/2021

DIT-T Unit: GIS Unit			Methodology Owner/Contact: Jun Wu				Date Methodology Initially Added: 03/02/2021		
Methodology Name: GIS Change Request			Quality Management Plan Used: Operational Change Request				Date Last Updated: 03/02/2021		
Methodology Type: Agile			Deliverables Repository: GIS Project Team Site				Comments: Link to description of methodology		
Phase	ID	Key Deliverable	Minimum Requirement	Req'd for Audit	Audit Control	Operational Change Request (Low Risk)	Req'd	Phase	Mapping
									Key Deliverable
Business Concept	1	Work Request		Y	ITGC03	Y	Y	1 Concept (ITR- neg 1)	GIS EMS Work Effort Request (or ServiceNow Request) or High Level Work Request
Business Concept	2	Alternatives Analysis	If required		ITGC03			1 Concept (ITR- neg 1)	
Business Concept	3	Preliminary Business Case	Min: Scope of Work, Resource Plan, Cost Plan, Start/End Dates		ITGC03		Y	1 Concept (ITR- neg 1)	Customer's Business Case
Business Concept	4	Business Concept Exit Quality Review						1 Concept (ITR- neg 1)	
Initiation	5	Scope of Work	Min: Work Definition, Resources, Estimated Cost, Start/End Dates	Y	ITGC03	Y	Y	Inception (ITR - 0)	Statement of Work - Scope of Work
Initiation	6	Scope of Work Approval	DOT Business & DIT-T approval required	Y	ITGC03	Y	Y	Inception (ITR - 0)	Statement of Work - Scope of Work Approval
Initiation	7	Business Case			ITGC03			Inception (ITR - 0)	Customer's Business Case (Revised)
Initiation	8	Benefits			ITGC03			Inception (ITR - 0)	
Initiation	9	Business Case Quality Review						Inception (ITR - 0)	
Initiation	10	EPMO Business Case DP Approval	DIT EPMO & OSBM approved required					Inception (ITR - 0)	
Initiation	11	Cost Plan			ITGC03		Y	Inception (ITR - 0)	Customer's Cost Plan
Initiation	12	Schedule			ITGC03	Y	Y	Inception (ITR - 0)	Project Schedule or Schedule maintained in DevOps (Exportable)
Initiation	13	Change Management Plan			ITGC03			Inception (ITR - 0)	
Initiation	14	Procurement Plan	If procuring resources, products, services		ITGC03			Inception (ITR - 0)	
Initiation	15	Communication Plan			ITGC03			Inception (ITR - 0)	
Initiation	16	Organization Chart			ITGC03			Inception (ITR - 0)	
Initiation	17	Quality Management Plan		Y	ITGC03	Y	Y	Inception (ITR - 0)	Quality Management Plan
Initiation	18	Risk Assessment/Mitigation Plan			ITGC03			Inception (ITR - 0)	
Initiation	19	Issues Log			ITGC03			Inception (ITR - 0)	RAID Log or ServiceNow Issues Log or GIS Mantis or DevOps
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	Y	Inception (ITR - 0)	Privacy Threshold Analysis (PTA)
Initiation	21	Initiation Exit Quality Review			ITGC04			Inception (ITR - 0)	
Planning & Design	22	Project Change Request Log						Inception (ITR - 0)	RAID Log - Decisions or GIS Mantis or DevOps
Planning & Design	23	Project Change Request	DIT-T and Business Approval		ITGC03			Inception (ITR - 0)	
Planning & Design	24	Project Change Request Quality Review						Inception (ITR - 0)	
Planning & Design	25	EPMO Change Request DP Approval	EPMO and/or OSBM approval (if required)					Inception (ITR - 0)	
Planning & Design	26	SAP Cost Exception Report						Inception (ITR - 0)	
Planning & Design	27	Requirements Management Plan			ITGC03			Inception (ITR - 0)	

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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	Inception (ITR - 0)	Requirements
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	Inception (ITR - 0)	Requirements Approval
Planning & Design	30	Requirements Traceability Matrix						Inception (ITR - 0)	
Planning & Design	32	Architecture Design			ITGC01 ITGC02			Inception (ITR - 0)	
Planning & Design	33	Architecture DP Quality Review	If required by EPMO					Inception (ITR - 0)	
Planning & Design	34	EPMO Architecture DP Approval	If required by EPMO		ITGC01 ITGC02			Inception (ITR - 0)	
Planning & Design	35	Security DP Quality Review	DIT Architecture Approval required					Inception (ITR - 0)	
Planning & Design	36	EPMO Security DP Approval	If required by EPMO		ITGC01 ITGC02			Inception (ITR - 0)	
Planning & Design	37	Architecture Exception Request	DIT Approval Required			Y	Y	Inception (ITR - 0)	Architecture Exception Request
Planning & Design	38	NCID Exception Request	If required, complete		ITGC01	Y	Y	Inception (ITR - 0)	NCID Exception Request
Planning & Design	39	Security Exception Request	DIT Approval Required		ITGC01	Y	Y	Inception (ITR - 0)	Security Exception Request
Planning & Design	40	Design Document		Y	ITGC03	Y	Y	Inception (ITR - 0)	Design Document
Planning & Design	41	Design Approval	Business and other stakeholders approvals	Y	ITGC03	Y	Y	Inception (ITR - 0)	Design Approval
Planning & Design	42	Business Continuity Plan	If required		ITGC03			Inception (ITR - 0)	
Planning & Design	43	Disaster Recovery Plan	If required		ITGC03			Inception (ITR - 0)	
Planning & Design	44	Training Plan	If required		ITGC03			Inception (ITR - 0)	
Planning & Design	45	Test Plan				Y	Y	Inception (ITR - 0)	Test Plan or Test Plan in TestLink
Planning & Design	46	Acceptance Process and Criteria			ITGC03	Y	Y	Inception (ITR - 0)	UAT Plan
Planning & Design	47	Acceptance Process and Criteria Approval	Must be approved by Business and other stakeholders		ITGC03	Y	Y	Inception (ITR - 0)	UAT Plan Approval
Planning & Design	48	Operational Level Agreement (OLA)	Required if there are changes to the current OLA.		ITGC04	Y	Y	Inception (ITR - 0)	O&M Manual Update
Planning & Design	49	Operational Level Agreement (OLA) Approval	If required		ITGC04	Y	Y	Inception (ITR - 0)	O&M Manual Update
Planning & Design	50	Business Approval to Exit P&D	Must be approved by IT Stakeholders		ITGC03			Inception (ITR - 0)	
Planning & Design	51	P&D Exit Quality Review			ITGC04			Inception (ITR - 0)	
		If RFP required, deliverables below:						Exception Request for whole section for RFPs: GISU does not manage RFPs. We involve PMO if this type of procurement is needed, so these don't apply to us	
Planning & Design	52	RFP Request for Commodity/Service Form			ITGC04	Y		Inception (ITR - 0)	
Planning & Design	53	RFP Disaster Recovery Assessment			ITGC04	Y		Inception (ITR - 0)	
Planning & Design	54	RFP Sourcing Exception Request	If required for the RFP		ITGC04	Y		Inception (ITR - 0)	
Planning & Design	55	RFP Hosting Exception Request	If required for the RFP		ITGC04	Y		Inception (ITR - 0)	
Planning & Design	56	RFP and Attachments			ITGC03 ITGC04	Y		Inception (ITR - 0)	
Planning & Design	57	RFP Proposal Evaluation Plan			ITGC03 ITGC04	Y		Inception (ITR - 0)	

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Planning & Design	58	RFP Content Submission						Inception (ITR - 0)	
Planning & Design	59	RFP Individual Evaluation Workbooks			ITGC03 ITGC04	Y		Inception (ITR - 0)	
Planning & Design	60	RFP Oral Presentation/Demonstration Guide			ITGC03 ITGC04	Y		Inception (ITR - 0)	
Planning & Design	61	RFP Consensus Evaluation Workbook			ITGC03	Y		Inception (ITR - 0)	
Planning & Design	62	RFP Evaluation Report with Award Recommendation			ITGC03 ITGC04	Y		Inception (ITR - 0)	
Planning & Design	63	RFP Evaluation Report Approvals	Business and other stakeholders approvals required.		ITGC03 ITGC04	Y		Inception (ITR - 0)	
Planning & Design	64	RFP CIO Presentation				Y		Inception (ITR - 0)	
Planning & Design	65	RFP Evaluation Review Checklist						Inception (ITR - 0)	
Planning & Design	66	EPMO RFP Review DP Approval	DPMO Approval Required					Inception (ITR - 0)	
Planning & Design	67	EPMO Contract Award Review DP Approval	DPMO Approval Required					Inception (ITR - 0)	
Planning & Design		If Invitation for Bid (IFB) required, deliverables below:						Exception Request for whole section for IFBs:GISU does not manage IFBs. We involve PMO if this type of procurement is needed, so these don't apply to us	
Planning & Design	68	IFB Request for Commodity/Service Form			ITGC03 ITGC04	Y		Inception (ITR - 0)	
Planning & Design	69	IFB Disaster Recovery Assessment	If required for IFB		ITGC03 ITGC04	Y		Inception (ITR - 0)	
Planning & Design	70	IFB Sourcing Exception Request	If required for IFB		ITGC04	Y		Inception (ITR - 0)	
Planning & Design	71	IFB Hosting Exception Request	If required for IFB		ITGC04	Y		Inception (ITR - 0)	
Planning & Design	72	IFB and Attachments			ITGC03 ITGC04	Y		Inception (ITR - 0)	
Planning & Design	73	IFB Statement of Work	May be required for Extensive Services		ITGC03 ITGC04	Y		Inception (ITR - 0)	
Planning & Design	74	IFB Bid Review Checklist				Y		Inception (ITR - 0)	
Planning & Design	75	IFB Award Approval	Business and other stakeholders approvals required.		ITGC04	Y		Inception (ITR - 0)	
Planning & Design		IF Request for Quote (RFQ) required, deliverables below:						Exception Request for whole section for RFQs: GISU does not manage RFQs. We involve PMO if this type of procurement is needed, so these don't apply to us	
Planning & Design	76	RFQ Request for Commodity/Service Form			ITGC03 ITGC04	Y		Inception (ITR - 0)	
Planning & Design	77	RFQ Disaster Recovery Assessment	If required for RFQ		ITGC03 ITGC04	Y		Inception (ITR - 0)	
Planning & Design	78	RFQ Sourcing Exception Request	If required for RFQ		ITGC04	Y		Inception (ITR - 0)	
Planning & Design	79	RFQ Hosting Exception Request	If required for RFQ		ITGC04	Y		Inception (ITR - 0)	
Planning & Design	80	RFQ and Attachments			ITGC03 ITGC04	Y		Inception (ITR - 0)	
Planning & Design	81	RFQ Market Research			ITGC03 ITGC04	Y		Inception (ITR - 0)	
Planning & Design	82	RFQ Estimate or Unofficial Quote			ITGC04	Y		Inception (ITR - 0)	
Planning & Design	83	RFQ Statement of Work			ITGC03 ITGC04	Y		Inception (ITR - 0)	
Planning & Design	84	RFQ Quote Review Document			ITGC03 ITGC04	Y		Inception (ITR - 0)	

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4/1/2021

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						Change Request (Low Risk)	Req'd	Phase	Key Deliverable
Planning & Design	85	RFQ Award Approval	Business and other stakeholders approvals required.		ITGC04	Y		Inception (ITR - 0)	
Planning & Design		If Contract Modifications through Amendment required, deliverables below:					Exception Request for item# 91 due to the fact that the Statements of Work and Supplemental Staffing contracts GISU typically uses for projects do not require doing additional market research mid-contract. This need would be addressed with a fresh statement of work if the SOW amendment approval was declined or by hiring a new staff under the Supplemental Staffing Contract. Recommend keeping items 101 & 91 as 'if required for Amendment' in case there are unique situations.		
Planning & Design	86	Amendment Request for Commodity/Service Form			ITGC03 ITGC04	Y	Exception Request	Inception (ITR - 0)	
Planning & Design	87	Amendment Disaster Recovery Assessment	May be required if change in scope of work		ITGC03 ITGC04	Y	Y	Inception (ITR - 0)	
Planning & Design	88	Amendment Sourcing Exception Request	If required for Amendment		ITGC04	Y	Y	Inception (ITR - 0)	
Planning & Design	89	Amendment Hosting Exception Request	If required for Amendment		ITGC04	Y	Y	Inception (ITR - 0)	
Planning & Design	90	Amendment and Attachments			ITGC03 ITGC04	Y	Y	Inception (ITR - 0)	Amendment and Attachments
Planning & Design	91	Amendment Market Research			ITGC03 ITGC04	Y	Exception Request	Inception (ITR - 0)	
Planning & Design	92	Amendment Estimate or Unofficial Quote			ITGC03 ITGC04	Y	Y	Inception (ITR - 0)	
Planning & Design	93	Amendment Statement of Work	May be required for additional work within scope of work in existing contract		ITGC03 ITGC04	Y	Y	Inception (ITR - 0)	Amendment Statement of Work
Planning & Design	94	Amendment Approval	Business and other stakeholders approvals required.		ITGC04	Y	Y	Inception (ITR - 0)	Amendment Approval
		IF Request for Information (RFI), deliverables below:					Request for whole section for		
Planning & Design	95	RFI			ITGC03 ITGC04	Y		Inception (ITR - 0)	
							Exception Request for all EPMO Approval items. GIS Unit does not required EPMO review or approval for our projects.		
Execute & Build	31	Application Architecture Design (AAD)	DIT-T Architecture Approval Required	Y	ITGC01 ITGC02	Y	Y	Construction ITRs	Application Architecture Design (AAD)
Execute & Build	96	Code Structural Quality Analysis (CAST) Report	If required					Construction ITRs	
Execute & Build	97	Component Integration Test (CIT) Approved		Y	ITGC02	Y		Construction ITRs	
Execute & Build	98	System Integration Test (SIT) Approved		Y	ITGC02	Y		Construction ITRs	
Execute & Build	99	Performance Testing Approved	If required			Y		Construction ITRs	
Execute & Build	100	IT Testing Complete Approval		Y	ITGC02	Y		Construction ITRs	
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		Construction ITRs	
Execute & Build	102	Sponsor Approved UAT		Y	ITGC03	Y	Y	Construction ITRs	Sponsor Approved UAT
Execute & Build	103	Implementation Plan						Construction ITRs	

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Phase	ID	Key Deliverable	Minimum Requirement	Req'd for Audit	Audit Control	Change Request (Low Risk)	Req'd	Phase	Key Deliverable
Execute & Build	104	Go Live Readiness Assessment		Y	ITGC03	Y		4 Transition	
Execute & Build	105	Go Live Approval	Business and other Stakeholders approval	Y	ITGC03	Y	Y	Transition (Release)	Go Live Approval
Execute & Build	106	Project Go Live Readiness DP Quality Review	If required					Transition (Release)	
Execute & Build	107	EPMO Go Live Readiness DP Approval	If required.					Transition (Release)	
Execute & Build	108	E&B Exit Quality Review	EPMO approval					Transition (Release)	
Implementation	109	Business Approval to Close the Project			ITGC03			Transition (Release)	
Implementation	110	Implementation Exit Quality Review						Transition (Release)	
							Exception Request for whole section for RFIs: GISU does not manage RFIs. We involve PMO if this type of solicitation is needed, so these don't apply to us		
Closeout	111	SAP Commitments Reconciled						Production	
Closeout	112	Lessons Learned Survey						Production	
Closeout	113	EPMO Lessons Learned						Production	
Closeout	114	EPMO Closeout Report						Production	
Closeout	115	Closeout Quality Review						Production	