

GIS Disciplined Agile Delivery (DAD) Project Methodology

3/2/2021

DIT-T Unit: GIS Unit			Methodology Owner/Contact: Jun Wu				Date Methodology Initially Added: 03/02/2021		
Methodology Name: GIS Disciplined Agile Delivery (DAD)			Quality Management Plan Used: Operational Non-PMO Project				Date Last Updated: 03/02/2021		
Methodology Type: Agile			Deliverables Repository: GIS Project Team Site				Comments: Link to description of methodology		
						Operational Non-PMO Project (Medium Risk)		Mapping	
Phase	ID	Key Deliverable	Minimum Requirement	Req'd for Audit	Audit Control		Req'd	Phase	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)	High Level Requirements
Business Concept	3	Preliminary Business Case	Min: Scope of Work, Resource Plan, Cost Plan, Start/End Dates		ITGC03			1 Concept (ITR- neg 1)	Project Charter -Preliminary Business Case Section
Business Concept	4	Business Concept Exit Quality Review						1 Concept (ITR- neg 1)	Concept Exit Quality Review
Initiation	5	Scope of Work	Min: Work Definition, Resources, Estimated Cost, Start/End Dates	Y	ITGC03	Y	Y	2 Inception (ITR - 0)	Project Charter -Scope of Work
Initiation	6	Scope of Work Approval	DOT Business & DIT-T approval required	Y	ITGC03	Y	Y	2 Inception (ITR - 0)	Project Charter -Approvals Section
Initiation	7	Business Case			ITGC03			2 Inception (ITR - 0)	Project Charter -Preliminary Business Case Section
Initiation	8	Benefits			ITGC03			2 Inception (ITR - 0)	Project Charter -Goals Section
Initiation	9	Business Case Quality Review						2 Inception (ITR - 0)	Business Case Quality Review
Initiation	10	EPMO Business Case DP Approval	DIT EPMO & OSBM approved required					2 Inception (ITR - 0)	Exception-GISU Projects don't require EPMO approval
Initiation	11	Cost Plan			ITGC03			2 Inception (ITR - 0)	Project Charter - Project Budget Section
Initiation	12	Schedule			ITGC03	Y	Y	2 Inception (ITR - 0)	Project Charter -Preliminary Target Milestones or Project Schedule or Schedule maintained in DevOps (Exportable)
Initiation	13	Change Management Plan			ITGC03			2 Inception (ITR - 0)	Change Management Plan
Initiation	14	Procurement Plan	If procuring resources, products, services		ITGC03			2 Inception (ITR - 0)	Procurement Plan
Initiation	15	Communication Plan			ITGC03			2 Inception (ITR - 0)	Communication Plan
Initiation	16	Organization Chart			ITGC03			2 Inception (ITR - 0)	High-Level Requirements - Organization Chart
Initiation	17	Quality Management Plan		Y	ITGC03	Y	Y	2 Inception (ITR - 0)	Quality Management Plan
Initiation	18	Risk Assessment/Mitigation Plan			ITGC03			2 Inception (ITR - 0)	Project Charter - Assumptions, Restrictions, and External Dependencies & RAID Log
Initiation	19	Issues Log			ITGC03			2 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	Y	ITGC01	Y	Y	2 Inception (ITR - 0)	Privacy Threshold Analysis (PTA)
Initiation	21	Initiation Exit Quality Review	Approval required.		ITGC04			2 Inception (ITR - 0)	Initiation Exit Quality Review
Planning & Design	22	Project Change Request Log						2 Inception (ITR - 0)	RAID Log - Decisions or GIS Mantis or DevOps
Planning & Design	23	Project Change Request	DIT-T and Business Approval		ITGC03			2 Inception (ITR - 0)	Project Change Request

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Phase	ID	Key Deliverable	Minimum Requirement	Req'd for Audit	Audit Control	Operational	Req'd	Phase	Mapping
						Non-PMO Project (Medium Risk)			Key Deliverable
Planning & Design	24	Project Change Request Quality Review						2 Inception (ITR - 0)	Project Change Request Quality Review
Planning & Design	25	EPMO Change Request DP Approval	EPMO and/or OSBM approval (if required)					2 Inception (ITR - 0)	Exception Request-GISU Projects don't require EPMO approval
Planning & Design	26	SAP Cost Exception Report						2 Inception (ITR - 0)	SAP Cost Exception Report
Planning & Design	27	Requirements Management Plan			ITGC03			2 Inception (ITR - 0)	
Planning & Design	28	Requirements	Must be approved by Business and other stakeholders, including Architecture, Security, Infrastructure, etc.	Y	ITGC01 ITGC02 ITGC03	Y	Y	2 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	2 Inception (ITR - 0)	Requirements Approval
Planning & Design	30	Requirements Traceability Matrix						2 Inception (ITR - 0)	High-Level Requirements Document
Planning & Design	32	Architecture Design			ITGC01 ITGC02			2 Inception (ITR - 0)	Technical Architecture System Design (TASD)
Planning & Design	33	Architecture DP Quality Review	If required by EPMO					2 Inception (ITR - 0)	Architecture DP Quality Review
Planning & Design	34	EPMO Architecture DP Approval	If required by EPMO DIT Architecture Approval required		ITGC01 ITGC02			2 Inception (ITR - 0)	EPMO Architecture DP Approval
Planning & Design	35	Security DP Quality Review	If required by EPMO					2 Inception (ITR - 0)	Security DP Quality Review
Planning & Design	36	EPMO Security DP Approval	If required by EPMO DIT Approval Required		ITGC01 ITGC02			2 Inception (ITR - 0)	EPMO Security DP Approval
Planning & Design	37	Architecture Exception Request	If required, complete DIT Approval Required			Y	Y	2 Inception (ITR - 0)	Architecture Exception Request
Planning & Design	38	NCID Exception Request	If required, complete DIT Approval Required		ITGC01	Y	Y	2 Inception (ITR - 0)	NCID Exception Request
Planning & Design	39	Security Exception Request	If required, complete DIT Approval Required		ITGC01	Y	Y	2 Inception (ITR - 0)	Security Exception Request
Planning & Design	40	Design Document		Y	ITGC03	Y	Y	2 Inception (ITR - 0)	Design Document
Planning & Design	41	Design Approval	Business and other stakeholders approvals	Y	ITGC03	Y	Y	2 Inception (ITR - 0)	Design Approval
Planning & Design	42	Business Continuity Plan	If required		ITGC03			2 Inception (ITR - 0)	Business Continuity Plan
Planning & Design	43	Disaster Recovery Plan	If required		ITGC03			2 Inception (ITR - 0)	Disaster Recovery Plan
Planning & Design	44	Training Plan	If required		ITGC03			2 Inception (ITR - 0)	Training Plan
Planning & Design	45	Test Plan				Y	Y	2 Inception (ITR - 0)	Test Plan or Test Plan in TestLink
Planning & Design	46	Acceptance Process and Criteria			ITGC03	Y	Y	2 Inception (ITR - 0)	Project Charter - Project Success Criteria Section & User Acceptance Test Plan
Planning & Design	47	Acceptance Process and Criteria Approval	Must be approved by Business and other stakeholders		ITGC03	Y	Y	2 Inception (ITR - 0)	User Acceptance Testing (UAT) Plan Approval
Planning & Design	48	Operational Level Agreement (OLA)	Required if there are changes to the current OLA.		ITGC04	Y	Y	2 Inception (ITR - 0)	Operations & Maintenance (O&M) Plan
Planning & Design	49	Operational Level Agreement (OLA) Approval	If required Must be approved by IT Stakeholders		ITGC04	Y	Y	2 Inception (ITR - 0)	Operations & Maintenance Plan (O&M) Approval
Planning & Design	50	Business Approval to Exit P&D			ITGC03			2 Inception (ITR - 0)	Business Approval to Exit P&D
Planning & Design	51	P&D Exit Quality Review			ITGC04			2 Inception (ITR - 0)	Inception Exit Quality Review

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						Non-PMO Project (Medium Risk)	Req'd	Phase	Key Deliverable
		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		2 Inception (ITR - 0)	RFP Request for Commodity/Service Form
Planning & Design	53	RFP Disaster Recovery Assessment			ITGC04	Y		2 Inception (ITR - 0)	RFP Disaster Recovery Assessment
Planning & Design	54	RFP Sourcing Exception Request	If required for the RFP		ITGC04	Y		2 Inception (ITR - 0)	RFP Sourcing Exception Request
Planning & Design	55	RFP Hosting Exception Request	If required for the RFP		ITGC04	Y		2 Inception (ITR - 0)	RFP Hosting Exception Request
Planning & Design	56	RFP and Attachments			ITGC03 ITGC04	Y		2 Inception (ITR - 0)	RFP and Attachments
Planning & Design	57	RFP Proposal Evaluation Plan			ITGC03 ITGC04	Y		2 Inception (ITR - 0)	RFP Proposal Evaluation Plan
Planning & Design	58	RFP Content Submission						2 Inception (ITR - 0)	RFP Content Submission
Planning & Design	59	RFP Individual Evaluation Workbooks			ITGC03 ITGC04	Y		2 Inception (ITR - 0)	RFP Individual Evaluation Workbooks
Planning & Design	60	RFP Oral Presentation/Demonstration Guide			ITGC03 ITGC04	Y		2 Inception (ITR - 0)	RFP Oral Presentation/Demonstration Guide
Planning & Design	61	RFP Consensus Evaluation Workbook			ITGC03	Y		2 Inception (ITR - 0)	RFP Consensus Evaluation Workbook
Planning & Design	62	RFP Evaluation Report with Award Recommendation			ITGC03 ITGC04	Y		2 Inception (ITR - 0)	RFP Evaluation Report with Award Recommendation
Planning & Design	63	RFP Evaluation Report Approvals	Business and other stakeholders approvals required.		ITGC03 ITGC04	Y		2 Inception (ITR - 0)	RFP Evaluation Report Approvals
Planning & Design	64	RFP CIO Presentation				Y		2 Inception (ITR - 0)	RFP CIO Presentation
Planning & Design	65	RFP Evaluation Review Checklist						2 Inception (ITR - 0)	RFP Evaluation Review Checklist
Planning & Design	66	EPMO RFP Review DP Approval	DPMO Approval Required					2 Inception (ITR - 0)	EPMO RFP Review DP Approval
Planning & Design	67	EPMO Contract Award Review DP Approval	DPMO Approval Required					2 Inception (ITR - 0)	EPMO Contract Award Review DP Approval
		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		2 Inception (ITR - 0)	IFB Request for Commodity/Service Form
Planning & Design	69	IFB Disaster Recovery Assessment	If required for IFB		ITGC03 ITGC04	Y		2 Inception (ITR - 0)	IFB Disaster Recovery Assessment
Planning & Design	70	IFB Sourcing Exception Request	If required for IFB		ITGC04	Y		2 Inception (ITR - 0)	IFB Sourcing Exception Request
Planning & Design	71	IFB Hosting Exception Request	If required for IFB		ITGC04	Y		2 Inception (ITR - 0)	IFB Hosting Exception Request
Planning & Design	72	IFB and Attachments			ITGC03 ITGC04	Y		2 Inception (ITR - 0)	IFB and Attachments
Planning & Design	73	IFB Statement of Work	May be required for Extensive Services		ITGC03 ITGC04	Y		2 Inception (ITR - 0)	IFB Statement of Work
Planning & Design	74	IFB Bid Review Checklist				Y		2 Inception (ITR - 0)	IFB Bid Review Checklist
Planning & Design	75	IFB Award Approval	Business and other stakeholders approvals required.		ITGC04	Y		2 Inception (ITR - 0)	IFB Award Approval

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Phase	ID	Key Deliverable	Minimum Requirement	Req'd for Audit	Audit Control	Operational Non-PMO Project (Medium Risk)	Mapping		
							Req'd	Phase	Key Deliverable
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		2 Inception (ITR - 0)	RFQ Request for Commodity/Service Form
Planning & Design	77	RFQ Disaster Recovery Assessment	If required for RFQ		ITGC03 ITGC04	Y		2 Inception (ITR - 0)	RFQ Disaster Recovery Assessment
Planning & Design	78	RFQ Sourcing Exception Request	If required for RFQ		ITGC04	Y		2 Inception (ITR - 0)	RFQ Sourcing Exception Request
Planning & Design	79	RFQ Hosting Exception Request	If required for RFQ		ITGC04	Y		2 Inception (ITR - 0)	RFQ Hosting Exception Request
Planning & Design	80	RFQ and Attachments			ITGC03 ITGC04	Y		2 Inception (ITR - 0)	RFQ and Attachments
Planning & Design	81	RFQ Market Research			ITGC03 ITGC04	Y		2 Inception (ITR - 0)	RFQ Market Research
Planning & Design	82	RFQ Estimate or Unofficial Quote			ITGC04	Y		2 Inception (ITR - 0)	RFQ Estimate or Unofficial Quote
Planning & Design	83	RFQ Statement of Work			ITGC03 ITGC04	Y		2 Inception (ITR - 0)	RFQ Statement of Work
Planning & Design	84	RFQ Quote Review Document			ITGC03 ITGC04	Y		2 Inception (ITR - 0)	RFQ Quote Review Document
Planning & Design	85	RFQ Award Approval	Business and other stakeholders approvals required.		ITGC04	Y		2 Inception (ITR - 0)	RFQ Award Approval
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	3 Construction thru Transition	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	3 Construction thru Transition	Amendment Disaster Recovery Assessment
Planning & Design	88	Amendment Sourcing Exception Request	If required for Amendment		ITGC04	Y	Y	3 Construction thru Transition	Amendment Sourcing Exception Request
Planning & Design	89	Amendment Hosting Exception Request	If required for Amendment		ITGC04	Y	Y	3 Construction thru Transition	Amendment Hosting Exception Request
Planning & Design	90	Amendment and Attachments			ITGC03 ITGC04	Y	Y	3 Construction thru Transition	Amendment and Attachments
Planning & Design	91	Amendment Market Research			ITGC03 ITGC04	Y	Exception Request	3 Construction thru Transition	Amendment Market Research
Planning & Design	92	Amendment Estimate or Unofficial Quote			ITGC03 ITGC04	Y	Y	3 Construction thru Transition	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	3 Construction thru Transition	Amendment Statement of Work
Planning & Design	94	Amendment Approval	Business and other stakeholders approvals required.		ITGC04	Y	Y	3 Construction thru Transition	Amendment Approval

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						Non-PMO Project (Medium Risk)	Req'd	Phase	Key Deliverable
		IF Request for Information (RFI), deliverables below:					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		
Planning & Design	95	RFI			ITGC03 ITGC04	Y		2 Inception (ITR - 0)	RFI
							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	3 Construction	Application Architecture Design (AAD)
Execute & Build	96	Code Structural Quality Analysis (CAST) Report	If required					3 Construction	Code Structural Quality Analysis (CAST) Report
Execute & Build	97	Component Integration Test (CIT) Approved		Y	ITGC02	Y	Y	3 Construction	Component Integration Test (CIT) Approved
Execute & Build	98	System Integration Test (SIT) Approved		Y	ITGC02	Y	Y	3 Construction	System Integration Test (SIT) Approved
Execute & Build	99	Performance Testing Approved	If required			Y	Y	3 Construction	Performance Testing Approved
Execute & Build	100	IT Testing Complete Approval		Y	ITGC02	Y	Y	3 Construction	IT Testing Complete Approval
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	4 Transition	User Acceptance Plan and Script
Execute & Build	102	Sponsor Approved UAT		Y	ITGC03	Y	Y	4 Transition	Sponsor Approved UAT
Execute & Build	103	Implementation Plan					Y	4 Transition	Implementation Plan
Execute & Build	104	Go Live Readiness Assessment		Y	ITGC03	Y	Y	4 Transition	Go Live Readiness Assessment
Execute & Build	105	Go Live Approval	Business and other Stakeholders approval	Y	ITGC03	Y	Y	4 Transition	Go Live Approval
Execute & Build	106	Project Go Live Readiness DP Quality Review	If required					4 Transition	Project Go Live Readiness DP Quality Review
Execute & Build	107	EPMO Go Live Readiness DP Approval	If required.					4 Transition	
Execute & Build	108	E&B Exit Quality Review	EPMO approval					4 Transition	Construction Exit Quality Review
Implementation	109	Business Approval to Close the Project			ITGC03			4 Transition	Business Approval to Close the Project
Implementation	110	Implementation Exit Quality Review						4 Transition	Implementation Exit Quality Review
							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						4 Transition	SAP Commitments Reconciled
Closeout	112	Lessons Learned Survey						4 Transition	Lessons Learned Survey
Closeout	113	EPMO Lessons Learned						4 Transition	Lessons Learned Document & Team Recommendations
Closeout	114	EPMO Closeout Report						4 Transition	
Closeout	115	Closeout Quality Review						4 Transition	Transition Quality Review
		No PMO item ID# identified							IF GIS Master Contract Statements of Work (SOW), additional deliverables below:
Planning & Design	##	Not in PMO QMP					Y	2 Inception (ITR-0)	Budget approval and WBS Number Assignment
Planning & Design	##	Not in PMO QMP					Y	2 Inception (ITR-0)	Master Contract Statement of Work
								3 Inception (ITR-0)	Hosting Exception Request

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						Non-PMO Project (Medium Risk)	Req'd	Phase	Key Deliverable
Planning & Design	##	Not in PMO QMP					Y	2 Inception (ITR-0)	Vendor Responses
Planning & Design	##	Not in PMO QMP					Y	2 Inception (ITR-0)	Evaluation Workbook
Planning & Design	##	Not in PMO QMP					Y	2 Inception (ITR-0)	Clarifications issued to all vendor
Planning & Design	##	Not in PMO QMP					Y	2 Inception (ITR-0)	Sponsor Approval of Selected Vendor
							Y		
Planning & Design	##	Not in PMO QMP					Y	2 Inception (ITR-0)	Award Recommendation
Planning & Design	##	Not in PMO QMP					Y	2 Inception (ITR-0)	Statewide IT Procurement Office Award Authorization
Planning & Design	##	Not in PMO QMP					Y	2 Inception (ITR-0)	Commodity Service Request
Planning & Design	##	Not in PMO QMP					Y	2 Inception (ITR-0)	ITBO Executed Purchase Order
Planning & Design	##	Not in PMO QMP					Y	2 Inception (ITR-0)	NCID Account Approval
Planning & Design	##	Not in PMO QMP					Y	2 Inception (ITR-0)	DOT Email Approval
Planning & Design	##	Not in PMO QMP					Y	2 Inception (ITR-0)	ID/Security Badge Approval
Planning & Design	##	Not in PMO QMP					Y	2 Inception (ITR-0)	NCID Account Deactivation Confirmation
Planning & Design	##	Not in PMO QMP					Y	2 Inception (ITR-0)	DOT Email Deactivation Confirmation
Planning & Design	##	Not in PMO QMP					Y	2 Inception (ITR-0)	ID Security Badge Deactivation Confirmation
Unsure of PMO phase	##	Not in PMO QMP					Y	Retirement	Retirement Analysis Document
Unsure of PMO phase	##	Not in PMO QMP					Y	Retirement	Retirement Plan
Unsure of PMO phase	##	Not in PMO QMP					Y	Retirement	Retirement Cost Plan
Unsure of PMO phase	##	Not in PMO QMP					Y	Retirement	Removal of System Approval
Planning & Design									IF IT Supplemental Staffing Contract, additional deliverables below:
Planning & Design	##	Not in PMO QMP					Y	2 Inception (ITR-0)	Business Supplemental Staff Request
Planning & Design	##	Not in PMO QMP					Y	2 Inception (ITR-0)	Business WBS Number_Other SAP Number
Planning & Design	##	Not in PMO QMP					Y	2 Inception (ITR-0)	NCID Account Approval
Planning & Design	##	Not in PMO QMP					Y	2 Inception (ITR-0)	DOT Email Approval
Planning & Design	##	Not in PMO QMP					Y	2 Inception (ITR-0)	ID/Security Badge Approval
Planning & Design	##	Not in PMO QMP					Y	2 Inception (ITR-0)	New Contractor Onboarding Quality Checklist
Planning & Design	##	Not in PMO QMP					Y	2 Inception (ITR-0)	NCID Account Deactivation Confirmation
Planning & Design	##	Not in PMO QMP					Y	2 Inception (ITR-0)	DOT Email Deactivation Confirmation
Planning & Design	##	Not in PMO QMP					Y	2 Inception (ITR-0)	ID/Security Badge Deactivation Confirmation
Planning & Design	##	Not in PMO QMP					Y	2 Inception (ITR-0)	Contractor Offboarding Quality Checklist