DIT-T Unit: PMO	Methodology Owner/Contact: Cheryl Ritter	Date Methodology Initially Added: 03/16/2020	Project Name: IT Service Management (ITSM)
Methodology Name: Enterprise Project	Quality Management Plan Used: Enterprise	Date Last Updated: 03/16/2020	Project Manager: Viswanathan Krishnan (Krishnan)
Methodology Type: Waterfall	Deliverable Repository: Project site in Key Documents Folder	Comments:	Comments: Project was nearly complete when this process was applied, part of the work was pre-Touchdown and while Touchdown startup issues were fixed, many new process requirements along the way (project started in 2014).

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Phase	ID	Key Deliverable	Minimum Requirement				Req'd	Phase	Key Deliverable	Exception Reason N/A = Deliverable completed Blank = Deliverable is pending
Business Concept	1	Work Request		Y	ITGC03	Y	Y	Business Concept	Business Project Request	N/A
Business Concept	2	Alternatives Analysis	If required		ITGC03	Y	Y	Business Concept	Alternatives Analysis	Not required by EPMO
Business Concept	3	Preliminary Business Case	Min: Scope of Work, Resource Plan, Cost Plan, Start/End Dates		ITGC03	Y	Y	Business Concept	Preliminary Business Case	Became a required document after project past this point.
Business Concept	4	Business Concept Exit Quality Review				Y	Y	Business Concept	Business Concept Stage Exit Checklist	Became a required document after project past this point.
Initiation	5	Scope of Work	Min: Work Definition, Resources, Estimated Cost, Start/End Dates	Y	ITGC03	Y	Y	Initiation	Project Charter	N/A
Initiation	6	Scope of Work Approval	DOT Business & DIT-T approval required	Y	ITGC03	Y	Y	Initiation	Approval contained in Project Charter	N/A
Initiation	7	Business Case			ITGC03	Y	Y	Initiation	Business Case	N/A
Initiation	8	Benefits			ITGC03	Y	Y	Initiation	Benefits SharePoint List on project site	N/A
Initiation	9	Business Case Quality Review				Y	Y	Initiation	Business Case DP Checklist	Became a required document after project past this point.
Initiation	10	EPMO Business Case DP Approval	DIT EPMO & OSBM approved required			Y	Y	Initiation	EPMO Business Case Approval	Step completed; No document because step was completed in prior project management tool (PPM).
Initiation	11	Cost Plan			ITGC03	Y	Y	Initiation	Cost Estimate Workbook	N/A
Initiation	12	Schedule			ITGC03	Y	Y	Initiation	Schedule available in MS Project	N/A
Initiation	13	Change Management Plan			ITGC03	Y	Y	Initiation	If no plan on site, Change Management Plan on DOT PMO site is used with no changes.	Became a required document after project past this point.
Initiation	14	Procurement Plan	If procuring resources, products, services		ITGC03	Y	Y	Initiation	Procurement Plan	N/A
Initiation	15	Communication Plan			ITGC03	Y	Y	Initiation	Communication Plan	N/A
Initiation	16	Organization Chart			ITGC03	Y	Y	Initiation	Project Organization Chart	N/A
Initiation	17	Quality Management Plan		Y	ITGC03	Y	Y	Initiation	Project Quality Management Plan and includes Enterprise Quality Management Plan	Became a required document after project past this point.
Initiation	18	Risk Assessment/Mitigation Plan			ITGC03	Y	Y	Initiation	Assessment Type PDP Risks List on project's SharePoint site	N/A
Initiation	19	Issues Log			ITGC03	Y	Y	Initiation	Issues List on project's SharePoint site	N/A

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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	Initiation	Privacy Threshold Analysis (PTA)	N/A
Initiation	21	Initiation Exit Quality Review			ITGC04	Y	Y	Initiation	Initiation Stage Exit Checklist	Review completed. Checklist became a required document after project past this point.
Planning & Design	22	Project Change Request Log				Y	Y	Planning & Design	Change_Request_Log	N/A
Planning & Design	23	Project Change Request	DIT-T and Business Approval		ITGC03	Y	Y	Planning & Design	Project Change Request Name: CRnn_DOT_Signed (see Change Management Plan for other documents associated with the change)	Change requests completed. Documents missing because completed in previous project management tool (PPM).
Planning & Design	24	Project Change Request Quality Review				Y	Y	Planning & Design	Change Request Checklist	Review completed. Checklist became a required document after project past this point.
Planning & Design	25	EPMO Change Request DP Approval	EPMO and/or OSBM approval (if required)			Y	Y	Planning & Design	EPMO Change Request Approval Name: CRnn_State_Signed	EPMO approvals completed. Documents are missing because Pre-Touchdown or issues with SharePoint caused approvals to be lost.
Planning & Design	26	SAP Cost Exception Report				Y		Planning & Design	SAP Cost Exception Report	Document missing because there are no SAP Cost Exceptions to report.
Planning & Design	27	Requirements Management Plan			ITGC03	Y	Y	Planning & Design	Requirements Management Plan	Became a required document after project past this point.
Planning & Design	28	Requirements	Must be approved by Business and other stakeholders, including Architecture, Security, Infrastructure, etc.	Y	ITGC01 ITGC02 ITGC03	Y	Y	Planning & Design	Technology Solution Requirements Document (TSRD)	N/A
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	Planning & Design	Approval contained in TSRD	N/A
Planning & Design	30	Requirements Traceability Matrix				Y	Y	Planning & Design	Requirements Traceability Matrix	Became a required document after project past this point.
Planning & Design	31	Application Architecture Design (AAD)	DIT-T Architecture Approval Required	Y	ITGC01 ITGC02	Y	Y	Planning & Design	Application Architecture Design (AAD)	N/A
Planning & Design	32	Technical Architecture System Design (TASD)	If required by EPMO DIT-T Architecture Approval Required		ITGC01 ITGC02	Y	Y	Planning & Design	Technical Architecture System Design (TASD)	N/A
Planning & Design	33	Architecture DP Quality Review	If required by EPMO			Y	Y	Planning & Design	Architecture DP Checklist	Became a required document after project past this point.
Planning & Design	34	EPMO Architecture DP Approval	If required by EPMO DIT Architecture Approval required		ITGC01 ITGC02	Y	Y	Planning & Design	EPMO Architecture DP Approval	N/A

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Planning & Design	35	Security DP Quality Review	If required by EPMO			Y	Y	Planning & Design	Security DP Checklist	Became a required document after project past this point.
Planning & Design	36	EPMO Security DP Approval	If required by EPMO DIT Approval Required		ITGC01 ITGC02	Y	Y	Planning & Design	EPMO Security DP Approval	N/A
Planning & Design	37	Architecture Exception Request	If required, complete DIT Approval Required			Y		Planning & Design	Architecture Exception Request	Not Required
Planning & Design	38	NCID Exception Request	If required, complete DIT Approval Required		ITGC01	Y		Planning & Design	NCID Exception Request	Not Required
Planning & Design	39	Security Exception Request	If required, complete DIT Approval Required		ITGC01	Y		Planning & Design	Security Exception Request	Not Required
Planning & Design	40	Design Document		Y	ITGC03	Y	Y	Planning & Design	Design Document	Became a required document after project past this point.
Planning & Design	41	Design Approval	Business and other stakeholders approvals	Y	ITGC03	Y	Y	Planning & Design	Approval contained in Design Document	Became a required document after project past this point.
Planning & Design	42	Business Continuity Plan	If required		ITGC03	Y	Y	Planning & Design	Business Continuity Plan	Became a required document after project past this point.
Planning & Design	43	Disaster Recovery Plan	If required		ITGC03	Y	Y	Planning & Design	Disaster Recovery Plan	Became a required document after project past this point.
Planning & Design	44	Training Plan	If required		ITGC03	Y	Y	Planning & Design	Training Plan	Became a required document after project past this point.
Planning & Design	45	Test Plan				Y	Y	Planning & Design	Test Plan	Became a required document after project past this point.
Planning & Design	46	Acceptance Process and Criteria			ITGC03	Y	Y	Planning & Design	Acceptance Process and Criteria	Became a required document after project past this point.
Planning & Design	47	Acceptance Process and Criteria Approval	Must be approved by Business and other stakeholders		ITGC03	Y	Y	Planning & Design	Approval contained in Acceptance Process and Criteria document	Became a required document after project past this point.
Planning & Design	48	Operational Level Agreement (OLA)			ITGC04	Y	Y	Planning & Design	Operational Level Agreement (OLA)	N/A
Planning & Design	49	Operational Level Agreement (OLA) Approval	If required Must be approved by IT Stakeholders		ITGC04	Y	Y	Planning & Design	Approval contained in OLA	N/A
Planning & Design	50	Business Approval to Exit P&D			ITGC03	Y	Y	Planning & Design	Business Approval to Exit P&D	N/A
Planning & Design	51	P&D Exit Quality Review			ITGC04	Y	Y	Planning & Design	P&D Stage Exit Checklist	Review completed. Checklist became a required document after project past this point.
Planning & Design		If RFP required, deliverables below:						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	RFP Request for Commodity/Service Form	See RFP 1 and RFP 2 folders on project Procurement subsite.
Planning & Design	53	RFP Disaster Recovery Assessment			ITGC04	Y	Y	Planning & Design	RFP Disaster Recovery Assessment	See RFP 1 and RFP 2 folders on project Procurement subsite.
Planning & Design	54	RFP Sourcing Exception Request	If required for the RFP		ITGC04	Y	Y	Planning & Design	RFP Sourcing Exception Request	See RFP 1 and RFP 2 folders on project Procurement subsite.
Planning & Design	55	RFP Hosting Exception Request	If required for the RFP		ITGC04	Y	Y	Planning & Design	RFP Hosting Exception Request	See RFP 1 and RFP 2 folders on project Procurement subsite.

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Planning & Design	56	RFP and Attachments			ITGC03 ITGC04	Y	Y	Planning & Design	RFP and Attachments	See RFP 1 and RFP 2 folders on project Procurement subsite.
Planning & Design	57	RFP Proposal Evaluation Plan			ITGC03 ITGC04	Y	Y	Planning & Design	RFP Proposal Evaluation Plan	See RFP 1 and RFP 2 folders on project Procurement subsite.
Planning & Design	58	RFP Content Submission				Y	Y	Planning & Design	RFP Content Submission	Became a required document after project past this point.
Planning & Design	59	RFP Individual Evaluation Workbooks			ITGC03 ITGC04	Y	Y	Planning & Design	RFP Individual Evaluation Workbooks	See RFP 1 and RFP 2 folders on project Procurement subsite.
Planning & Design	60	RFP Oral Presentation/Demonstration Guide			ITGC03 ITGC04	Y	Y	Planning & Design	RFP Oral Presentation/Demonstration Guide	See RFP 1 and RFP 2 folders on project Procurement subsite.
Planning & Design	61	RFP Consensus Evaluation Workbook			ITGC03	Y	Y	Planning & Design	RFP Consensus Evaluation Workbook	See RFP 1 and RFP 2 folders on project Procurement subsite.
Planning & Design	62	RFP Evaluation Report with Award Recommendation			ITGC03 ITGC04	Y	Y	Planning & Design	RFP Evaluation Report with Award Recommendation	See RFP 1 and RFP 2 folders on project Procurement subsite.
Planning & Design	63	RFP Evaluation Report Approvals	Business and other stakeholders approvals required.		ITGC03 ITGC04	Y	Y	Planning & Design	RFP Evaluation Report Approvals	See RFP 1 and RFP 2 folders on project Procurement subsite.
Planning & Design	64	RFP CIO Presentation				Y	Y	Planning & Design	RFP CIO Presentation	Became a required document after project past this point.
Planning & Design	65	RFP Evaluation Review Checklist				Y	Y	Planning & Design	RFP Evaluation Review Checklist	Became a required document after project past this point.
Planning & Design	66	EPMO RFP Review DP Approval	DPMO Approval Required			Y	Y	Planning & Design	EPMO RFP Review DP Approval	
Planning & Design	67	EPMO Contract Award Review DP Approval	DPMO Approval Required			Y	Y	Planning & Design	EPMO Contract Award Review DP Approval	N/A
Planning & Design		**If Invitation for Bid (IFB) required, deliverables below:**						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	IFB Request for Commodity/Service Form	No IFB for project
Planning & Design	69	IFB Disaster Recovery Assessment	If required for IFB		ITGC03 ITGC04	Y	Y	Planning & Design	IFB Disaster Recovery Assessment	No IFB for project
Planning & Design	70	IFB Sourcing Exception Request	If required for IFB		ITGC04	Y	Y	Planning & Design	IFB Sourcing Exception Request	No IFB for project
Planning & Design	71	IFB Hosting Exception Request	If required for IFB		ITGC04	Y	Y	Planning & Design	IFB Hosting Exception Request	No IFB for project
Planning & Design	72	IFB and Attachments			ITGC03 ITGC04	Y	Y	Planning & Design	IFB and Attachments	No IFB for project
Planning & Design	73	IFB Statement of Work	May be required for Extensive Services		ITGC03 ITGC04	Y	Y	Planning & Design	IFB Statement of Work	No IFB for project
Planning & Design	74	IFB Bid Review Checklist				Y	Y	Planning & Design	IFB Bid Review Checklist	No IFB for project
Planning & Design	75	IFB Award Approval	Business and other stakeholders approvals required.		ITGC04	Y	Y	Planning & Design	IFB Award Approval	No IFB for project
Planning & Design		**IF Request for Quote (RFQ) required, deliverables below:**						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	Planning & Design	RFQ Request for Commodity/Service Form	No RFQ for project
Planning & Design	77	RFQ Disaster Recovery Assessment	If required for RFQ		ITGC03			Planning & Design	RFQ Disaster Recovery Assessment	No RFQ for project
Planning & Design	78	RFQ Sourcing Exception Request	If required for RFQ		ITGC04	Y	Y	Planning & Design	RFQ Sourcing Exception Request	No RFQ for project
Planning & Design	79	RFQ Hosting Exception Request	If required for RFQ		ITGC04	Y	Y	Planning & Design	RFQ Hosting Exception Request	No RFQ for project
Planning & Design	80	RFQ and Attachments			ITGC03 ITGC04	Y	Y	Planning & Design	RFQ and Attachments	No RFQ for project
Planning & Design	81	RFQ Market Research			ITGC03 ITGC04	Y	Y	Planning & Design	RFQ Market Research	No RFQ for project
Planning & Design	82	RFQ Estimate or Unofficial Quote			ITGC04	Y	Y	Planning & Design	RFQ Estimate or Unofficial Quote	No RFQ for project
Planning & Design	83	RFQ Statement of Work			ITGC03 ITGC04	Y	Y	Planning & Design	RFQ Statement of Work	No RFQ for project
Planning & Design	84	RFQ Quote Review Document			ITGC03 ITGC04	Y	Y	Planning & Design	RFQ Quote Review Document	No RFQ for project
Planning & Design	85	RFQ Award Approval	Business and other stakeholders approvals required.		ITGC04	Y	Y	Planning & Design	RFQ Award Approval	No RFQ for project
Planning & Design		**If Contract Modifications through Amendment required, deliverables below:**						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	Planning & Design	Amendment Request for Commodity/Service Form	See Procurement Subsite
Planning & Design	87	Amendment Disaster Recovery Assessment	May be required if change in scope of work		ITGC03 ITGC04	Y	Y	Planning & Design	Amendment Disaster Recovery Assessment	See Procurement Subsite
Planning & Design	88	Amendment Sourcing Exception Request	If required for Amendment		ITGC04	Y	Y	Planning & Design	Amendment Sourcing Exception Request	See Procurement Subsite
Planning & Design	89	Amendment Hosting Exception Request	If required for Amendment		ITGC04	Y	Y	Planning & Design	Amendment Hosting Exception Request	See Procurement Subsite
Planning & Design	90	Amendment and Attachments			ITGC03 ITGC04	Y	Y	Planning & Design	Amendment and Attachments	N/A
Planning & Design	91	Amendment Market Research			ITGC03 ITGC04	Y	Y	Planning & Design	Amendment Market Research	See Procurement Subsite
Planning & Design	92	Amendment Estimate or Unofficial Quote			ITGC03 ITGC04	Y	Y	Planning & Design	Amendment Estimate or Unofficial Quote	N/A
Planning & Design	93	Amendment Statement of Work	May be required for additional work within scope of work in existing contract		ITGC03 ITGC04	Y	Y	Planning & Design	Amendment Statement of Work	See Procurement Subsite
Planning & Design	94	Amendment Approval	Business and other stakeholders approvals required.		ITGC04	Y	Y	Planning & Design	Amendment Approval	See Procurement Subsite
Planning & Design		**IF Request for Information (RFI), deliverables below:**						Planning & Design	**IF Request for Information (RFI), deliverables below:**	**IF Request for Information (RFI), deliverables below:**

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Planning & Design	95	RFI			ITGC03 ITGC04	Y	Y	Execute & Build	RFI	No RFI for project
Execute & Build	96	Code Structural Quality Analysis (CAST) Report	If required			Y	Y	Execute & Build	Code Structural Quality Analysis (CAST) Report	Not required for project
Execute & Build	97	Component Integration Test (CIT) Approved		Y	ITGC02	Y	Y	Execute & Build	Component Integration Test (CIT) Approved	Became a required document after project past this point.
Execute & Build	98	System Integration Test (SIT) Approved		Y	ITGC02	Y	Y	Execute & Build	System Integration Test (SIT) Approved	Became a required document after project past this point.
Execute & Build	99	Performance Testing Approved	If required			Y	Y	Execute & Build	Performance Testing Approved	Became a required document after project past this point.
Execute & Build	100	IT Testing Complete Approval		Y	ITGC02	Y	Y	Execute & Build	IT Testing Complete Approval	Became a required document after project past this point.
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	Execute & Build	User Acceptance Plan and Script	N/A
Execute & Build	102	Sponsor Approved UAT		Y	ITGC03	Y	Y	Execute & Build	Sponsor Approved UAT	N/A
Execute & Build	103	Implementation Plan				Y	Y	Execute & Build	Implementation Plan	Became a required document after project past this point.
Execute & Build	104	Go Live Readiness Assessment		Y	ITGC03	Y	Y	Execute & Build	Project Go Live Readiness Assessment	N/A
Execute & Build	105	Go Live Approval	Business and other Stakeholders approval	Y	ITGC03	Y	Y	Execute & Build	Project Go Live Approval	Included in Project Go Live Readiness Assessment
Execute & Build	106	Project Go Live Readiness DP Quality Review	If required			Y	Y	Execute & Build	Project Go Live Readiness DP Checklist	EPMO did not require on this project.
Execute & Build	107	EPMO Go Live Readiness DP Approval	If required. EPMO approval			Y	Y	Execute & Build	EPMO Go Live Readiness DP Approval	EPMO did not require on this project.
Execute & Build	108	E&B Exit Quality Review				Y	Y	Execute & Build	E&B Stage Exit Checklist	N/A
Implementation	109	Business Approval to Close the Project			ITGC03	Y	Y	Implementation	Business Approval to Close the Project	N/A
Implementation	110	Implementation Exit Quality Review				Y	Y	Implementation	Implementation Stage Exit Checklist	N/A
Closeout	111	SAP Commitments Reconciled				Y	Y	Closeout	SAP Commitments Reconciled	
Closeout	112	Lessons Learned Survey				Y	Y	Closeout	Lessons Learned Survey	N/A
Closeout	113	EPMO Lessons Learned				Y	Y	Closeout	In EPMO Lessons Learned Database	
Closeout	114	EPMO Closeout Report				Y	Y	Closeout	EPMO Closeout Report	
Closeout	115	Closeout Quality Review				Y	Y	Closeout	Closeout Stage Exit Checklist	