

**DIT-T Enterprise System Development Life Cycle (SDLC)**

**Deliverables**

3/1/2021

Phase	ID	Key Deliverable	Minimum Requirement	Req'd for Audit	Audit Control	PMO		Operational	
						Enterprise (High Risk)	Lite (Medium Risk)	Non-PMO Project (Medium Risk)	Change Request (Low Risk)
Business Concept	1	Work Request		Y	ITGC03	Y	Y	Y	Y
Business Concept	2	Alternatives Analysis	If required		ITGC03	Y			
Business Concept	3	Preliminary Business Case	Min: Scope of Work, Resource Plan, Cost Plan, Start/End Dates		ITGC03	Y	Y		
Business Concept	4	Business Concept Exit Quality Review				Y	Y		
Initiation	5	Scope of Work	Min: Work Definition, Resources, Estimated Cost, Start/End Dates	Y	ITGC03	Y	Y	Y	Y
Initiation	6	Scope of Work Approval	DOT Business & DIT-T approval required	Y	ITGC03	Y	Y	Y	Y
Initiation	7	Business Case			ITGC03	Y	Y		
Initiation	8	Benefits			ITGC03	Y	Y		
Initiation	9	Business Case Quality Review				Y	Y		
Initiation	10	EPMO Business Case DP Approval	DIT EPMO & OSBM approved required			Y	Y		
Initiation	11	Cost Plan			ITGC03	Y	Y		
Initiation	12	Schedule			ITGC03	Y	Y	Y	
Initiation	13	Change Management Plan			ITGC03	Y	Y		
Initiation	14	Procurement Plan	If procuring resources, products, services		ITGC03	Y	Y		
Initiation	15	Communication Plan			ITGC03	Y	Y		
Initiation	16	Organization Chart			ITGC03	Y	Y		
Initiation	17	Quality Management Plan		Y	ITGC03	Y	Y	Y	Y
Initiation	18	Risk Assessment/Mitigation Plan			ITGC03	Y	Y		
Initiation	19	Issues Log			ITGC03	Y	Y		
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	Y	Y

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Initiation	21	Initiation Exit Quality Review			ITGC04	Y	Y		
Planning & Design	22	Project Change Request Log				Y	Y		
Planning & Design	23	Project Change Request	DIT-T and Business Approval		ITGC03	Y	Y		
Planning & Design	24	Project Change Request Quality Review				Y	Y		
Planning & Design	25	EPMO Change Request DP Approval	EPMO and/or OSBM approval (if required)			Y	Y		
Planning & Design	26	SAP Cost Exception Report				Y	Y		
Planning & Design	27	Requirements Management Plan			ITGC03	Y	Y		
Planning & Design	28	Requirements	Must be approved by Business and other stakeholders, including Architecture, Security, Infrastructure, etc.	Y	ITGC01 ITGC02 ITGC03	Y	Y	Y	Y
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	Y	Y
Planning & Design	30	Requirements Traceability Matrix				Y	Y		
Planning & Design	32	Architecture Design			ITGC01 ITGC02	Y	Y		
Planning & Design	33	Architecture DP Quality Review	If required by EPMO			Y	Y		
Planning & Design	34	EPMO Architecture DP Approval	If required by EPMO DIT Architecture Approval required		ITGC01 ITGC02	Y	Y		
Planning & Design	35	Security DP Quality Review	If required by EPMO			Y	Y		
Planning & Design	36	EPMO Security DP Approval	If required by EPMO DIT Approval Required		ITGC01 ITGC02	Y	Y		
Planning & Design	37	Architecture Exception Request	If required, complete DIT Approval Required			Y	Y	Y	
Planning & Design	38	NCID Exception Request	If required, complete DIT Approval Required		ITGC01	Y	Y	Y	

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Planning & Design	39	Security Exception Request	If required, complete DIT Approval Required		ITGC01	Y	Y	Y	
Planning & Design	40	Design Document		Y	ITGC03	Y	Y	Y	Y
Planning & Design	41	Design Approval	Business and other stakeholders approvals	Y	ITGC03	Y	Y	Y	Y
Planning & Design	42	Business Continuity Plan	If required		ITGC03	Y	Y		
Planning & Design	43	Disaster Recovery Plan	If required		ITGC03	Y	Y		
Planning & Design	44	Training Plan	If required		ITGC03	Y	Y		
Planning & Design	45	Test Plan				Y	Y	Y	
Planning & Design	46	Acceptance Process and Criteria			ITGC03	Y	Y	Y	
Planning & Design	47	Acceptance Process and Criteria Approval	Must be approved by Business and other stakeholders		ITGC03	Y	Y	Y	
Planning & Design	48	Operational Level Agreement (OLA)	Required if there are changes to the current OLA.		ITGC04	Y	Y	Y	
Planning & Design	49	Operational Level Agreement (OLA) Approval	If required Must be approved by IT Stakeholders		ITGC04	Y	Y	Y	
Planning & Design	50	Business Approval to Exit P&D			ITGC03	Y	Y		
Planning & Design	51	P&D Exit Quality Review			ITGC04	Y	Y		
Planning & Design		<b>If RFP required, complete deliverables below:</b>							
Planning & Design	52	RFP Request for Commodity/Service Form			ITGC04	Y	Y	Y	
Planning & Design	53	RFP Disaster Recovery Assessment			ITGC04	Y	Y	Y	
Planning & Design	54	RFP Sourcing Exception Request	If required for the RFP		ITGC04	Y	Y	Y	
Planning & Design	55	RFP Hosting Exception Request	If required for the RFP		ITGC04	Y	Y	Y	
Planning & Design	56	RFP and Attachments			ITGC03 ITGC04	Y	Y	Y	
Planning & Design	57	RFP Proposal Evaluation Plan			ITGC03 ITGC04	Y	Y	Y	

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

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Planning & Design	75	IFB Award Approval	Business and other stakeholders approvals required.		ITGC04	Y	Y	Y	
Planning & Design		<b>IF Request for Quote (RFQ) required, complete deliverables below:</b>							
Planning & Design	76	RFQ Request for Commodity/Service Form			ITGC03 ITGC04	Y	Y	Y	
Planning & Design	77	RFQ Disaster Recovery Assessment	If required for RFQ		ITGC03 ITGC04	Y	Y	Y	
Planning & Design	78	RFQ Sourcing Exception Request	If required for RFQ		ITGC04	Y	Y	Y	
Planning & Design	79	RFQ Hosting Exception Request	If required for RFQ		ITGC04	Y	Y	Y	
Planning & Design	80	RFQ and Attachments			ITGC03 ITGC04	Y	Y	Y	
Planning & Design	81	RFQ Market Research			ITGC03 ITGC04	Y	Y	Y	
Planning & Design	82	RFQ Estimate or Unofficial Quote			ITGC04	Y	Y	Y	
Planning & Design	83	RFQ Statement of Work			ITGC03 ITGC04	Y	Y	Y	
Planning & Design	84	RFQ Quote Review Document			ITGC03 ITGC04	Y	Y	Y	
Planning & Design	85	RFQ Award Approval	Business and other stakeholders approvals required.		ITGC04	Y	Y	Y	
Planning & Design		<b>If Contract Modifications through Amendment required, complete deliverables below:</b>							
Planning & Design	86	Amendment Request for Commodity/Service Form			ITGC03 ITGC04	Y	Y	Y	
Planning & Design	87	Amendment Disaster Recovery Assessment	May be required if change in scope of work		ITGC03 ITGC04	Y	Y	Y	
Planning & Design	88	Amendment Sourcing Exception Request	If required for Amendment		ITGC04	Y	Y	Y	

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Planning & Design	89	Amendment Hosting Exception Request	If required for Amendment		ITGC04	Y	Y	Y	
Planning & Design	90	Amendment and Attachments			ITGC03 ITGC04	Y	Y	Y	
Planning & Design	91	Amendment Market Research			ITGC03 ITGC04	Y	Y	Y	
Planning & Design	92	Amendment Estimate or Unofficial Quote			ITGC03 ITGC04	Y	Y	Y	
Planning & Design	93	Amendment Statement of Work	May be required for additional work within scope of work in existing contract		ITGC03 ITGC04	Y	Y	Y	
Planning & Design	94	Amendment Approval	Business and other stakeholders approvals required.		ITGC04	Y	Y	Y	
Planning & Design		<b>IF Request for Information (RFI), complete deliverables below:</b>							
Planning & Design	95	RFI			ITGC03 ITGC04	Y	Y	Y	
Execute & Build	31	Application Architecture Design (AAD)	DIT-T Architecture Approval Required	Y	ITGC01 ITGC02	Y	Y	Y	Y
Execute & Build	96	Code Structural Quality Analysis (CAST) Report	If required			Y	Y		
Execute & Build	97	Component Integration Test (CIT) Approved		Y	ITGC02	Y	Y	Y	Y
Execute & Build	98	System Integration Test (SIT) Approved		Y	ITGC02	Y	Y	Y	Y
Execute & Build	99	Performance Testing Approved	If required			Y	Y	Y	
Execute & Build	100	IT Testing Complete Approval		Y	ITGC02	Y	Y	Y	Y
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	Y	Y
Execute & Build	102	Sponsor Approved UAT		Y	ITGC03	Y	Y	Y	Y

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Execute & Build	103	Implementation Plan				Y	Y		
Execute & Build	104	Go Live Readiness Assessment		Y	ITGC03	Y	Y	Y	Y
Execute & Build	105	Go Live Approval	Business and other Stakeholders approval	Y	ITGC03	Y	Y	Y	Y
Execute & Build	106	Project Go Live Readiness DP Quality Review	If required			Y			
Execute & Build	107	EPMO Go Live Readiness DP Approval	If required. EPMO approval			Y			
Execute & Build	108	E&B Exit Quality Review				Y	Y		
Implementation	109	Business Approval to Close the Project			ITGC03	Y	Y		
Implementation	110	Implementation Exit Quality Review				Y	Y		
Closeout	111	SAP Commitments Reconciled				Y	Y		
Closeout	112	Lessons Learned Survey				Y	Y		
Closeout	113	EPMO Lessons Learned				Y	Y		
Closeout	114	EPMO Closeout Report				Y	Y		
Closeout	115	Closeout Quality Review				Y	Y		