

5 FAH-5 H-320 SYSTEM DEVELOPMENT PROJECTS

(TL:ITS-1; 02-13-2002)

5 FAH-5 H-321 GENERAL LIFE CYCLE VALUE

(TL:ITS-1; 02-13-2002)

- a. Data administration supports IT development, integration, and modification projects with a projected life cycle cost in excess of \$750,000, or any system initiative with a projected life cycle cost over \$250,000. Project managers must work with data administration to ensure that data management is consistent with the Department's Enterprise Data Model (EDM) (see Table 5 FAH-5 H-313 (1)).
- b. Customers requiring support must contact IRM/OPS/SIO/API/DA and request a meeting prior to submitting the IT Change Control Board request form. DA will facilitate the meeting to cover:
 - (1) Environment;
 - (2) Office mission;
 - (3) Specific task requirements;
 - (4) Existing documentation;
 - (5) Process models available;
 - (6) Data models available; and
 - (7) Goals, objectives and expectations for the effort.
- c. The data administration program office will generate a project plan outlining their support to the effort. Upon the approval of all parties, this project plan will serve as the memorandum of understanding for data administration support.

5 FAH-5 H-322 APPROVAL PROCESS

(TL:ITS-1; 02-13-2002)

- a. Data administration support has its own associated costs, which must be included in the project funding request. When requests for support are received, data administration identifies a liaison to the specific project involved and meets with the customer to determine the type of support required, the level of effort involved, and the availability of resources. The requirement is articulated as a component of the project plan submitted to the IT Change Control Board.
- b. The support project plan identifies the work breakdown structure, staffing, specific tasking and etc. The project plan being submitted to the IT Change Control Board, the MRAGs/TRAGs and the Program Board articulates the number of dollars the program intends to provide data administration for support.

5 FAH-5 Table H-322 Project Initiation Checklist

Project Initiation Checklist		
1. Is this a development or integration project with an estimated life-cycle cost in excess of \$750,000, or a system initiative with an estimated life-cycle cost in excess of \$250,000?	Yes	No
2. Has a benefit and/or analysis been prepared for the project?	Yes	No
3. Name of the Diplomatic Security liaison to the project.		
4. Name of the data administration liaison to the project.		
5. Other "stakeholder" offices and their liaisons.		
6. Data Administration project plan sign date		

5 FAH-5 H-323 LIFE CYCLE PHASES

(TL:ITS-1; 02-13-2002)

- a. As described in 5 FAH-5 H-200 and depicted in 5 FAH-5 Table H-323, the "Managing State Projects" methodology is based on three activity periods made up of two or more phases. Data administration may contribute to each of the phases of a project as a partner providing experience and perspective; data administration makes specific contributions to the user requirements definition phase, the system specification phase, the implementation phase and the operation and maintenance phase. For more information, see 5 FAH-5 H-200.

- b. Data administration staff may participate in these phases as partners in the development effort, with specific activities associated with the project cycle indicated in the work breakdown structure for the effort. Such activities will be agreed in the data administration project plan (see 5 FAH-5 H-321 c) and described in the project plan for the initiative.

5 FAH-5 Table H-323 Managing State Projects, Project Periods and Phases

Study Period	Acquisition Period	Operations
Concept definition phase	Source selection phase	Deployment phase
Acquisition planning phase		Deactivation phase

5 FAH-5 H-324 USER REQUIREMENTS DEFINITION

(TL:ITS-1; 02-13-2002)

- a. Data administration participates in the user requirements definition phase particularly to facilitate identification of data sources and requirements.
- b. Specific data administration services applicable to this phase of the project include process modeling, business rule collection, interface identification and requirements definition. Especially, data administration helps identify how the information involved in the project relates to the enterprise data model, and to existing standard data elements.
- c. Data administration provides input to the system requirements specification document in the areas of data sources, business rules, and interfaces and data requirements.

5 FAH-5 Table H-324 Process Modeling Checklist

Process Modeling Checklist		
1. Does the organization presently have process models?	Yes	No
2. Are they up-to-date?	Yes	No
3. What are the organization's goal and objectives?		
4. What documentation exists describing how the organization does business?		

5. What documentation exists describing the systems that support the business process?	
6. What information is used to perform the business process?	
7. What guides or regulates performance of the business process?	
8. What resources are used to perform the business process?	
9. What does the business process produce?	
10. Who are the customers that use the product(s) of the business process?	
11. What current bottlenecks exist, if any?	

5 FAH-5 H-325 SYSTEM SPECIFICATION

(TL:ITS-1; 02-13-2002)

- a. Data administration participates in the system specification phase, particularly to identify data requirements and data management for the effort.
- b. Specific data administration services applicable to this phase of the project include data modeling of the existing data sources, interface elements and required data for the effort; data mapping of required data re-formatting; data access evaluation and data quality analysis in support of system testing. Specifically, data administration seeks to ensure that data management for the system design is consistent with the enterprise data model and the standard data elements. Where new data is identified for the system, data administration will facilitate that data being standardized and being integrated into the enterprise data model as standard data elements.
- c. Data administration provides input to the system specification document, the interface specification and the system verification plan.

5 FAH-5 Table 325 Data Modeling Checklist

1. Does the project sponsor organization presently have data models?	Yes	No
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2. Is there a need to examine existing processes to clarify how the proposed system and/or integration will benefit the organization?	Yes	No
3. Is a commercial off-the-shelf solution being proposed?	Yes	No
If yes, does the product include process and data models with the documentation?	Yes	No
If no, can these be acquired from the vendor?	Yes	No
4. Does an existing system fulfill a similar function to the proposed development and/or integration?	Yes	No
If so, is it possible that data from the existing system may support the current requirement?	Yes	No

5 FAH-5 H-326 IMPLEMENTATION

(TL:ITS-1; 02-13-2002)

- a. Data administration participates in the implementation phase to facilitate required data conversion between systems, especially historical data conversion from a legacy environment.
- b. The specific data administration services applicable to this phase of the project is data conversion, using the existing enterprise data model as the standard for conversion.
- c. Data administration provides input to the implementation plan and to testing reports in this phase.

5 FAH-5 H-327 MAINTENANCE

(TL:ITS-1; 02-13-2002)

- a. The operations and maintenance phase of the life cycle involves monitoring and managing the system once it has been implemented. Data administration typically has little role in operations. Maintenance activities, especially modification of a system while it remains in an operational area, may benefit from data administration analysis and support. If the scope of incremental changes becomes significant, a separate system development project may be required to effect the

change.

- b. Specific data administration services applicable to this phase of the project can include one, some or all of the services offered by the program. Data administration provides specific expertise in data management, especially in the context of the enterprise data model and existing standard data elements.
- c. Data administration provides input to operations and maintenance documentation in this phase.

5 FAH-5 H-328 AND H-329 UNASSIGNED