

IT Investment Schedule Status Report						
PROJECT TITLE:						
PROJECT NUMBER:						
PROJ MANAGER:						
PHONE NUMBER:						
	WBS	Task Name	Planned Start Date	Planned Finish Date	Actual Start Date	Actual Finish Date
	A1.0	SELECT PHASE				
	A1.1	IT Clearinghouse Review Stage				
	A1.1 .1	Access & Review Clearing House				
	A1.1 .2	Conduct Project Screening Analysis				
	A1.1 .3	Obtain Sponsor Approval				
	A1.1 .4	Enter Project in Clearinghouse				
	A1.1 .5	Issue Clearinghouse Registration Memo				
	A1.2	Investment Proposal Stage				
	A1.2 .1	Develop Investment Proposal				
	A1.2 .2	Obtain Sponsor Approval				
	A1.2 .3	Submit Investment Proposal to SCO				
	A1.2 .4	Conduct Investment Proposal Review				
	A1.2 .5	Develop Findings & Recommendations				
	A1.2 .6	Submit Investment Proposal to ITIB				
	A1.2 .7	Obtain ITIB Approval				
	A1.2 .8	Issue Investment Proposal Decision Memo				
	A1.2 .9	Select Project Manager				
	A1.2 .10	Obtain Project Number				
	A1.3	Business Case Development Stage				
	A1.3 .1	Develop Business Case				
	A1.3 .2	Conduct Business Case Review				
	A1.3 .3	Develop Findings & Recommendations				

A1.3 .4	Conduct Closeout with Proponent/Project Mgr				
A1.3 .5	Conduct Closeout with Sponsor (optional)				
A1.3 .6	Obtain CIO Review and Approval to Proceed				
A1.3 .7	Present Business Case to ITIB for Review				
A1.3 .8	Obtain ITIB Approval				
A1.3 .9	Document ITIB Decision with Stipulations				
A1.3 .10	Issue Business Case Decision Memo				
A1.4	Acquisition Plan Development Stage				
A1.4 .1	Develop Acquisition Plan				
A1.4 .2	Conduct Acquisition Plan Review				
A1.4 .3	Obtain Contracting Officer Approval				
A1.4 .4	Issue Acquisition Plan Approval Memo				
A1.5	Project Plan Development & Review Stage				
A1.5 .1	Develop Project Plan				
A1.5 .2	Conduct Project Plan Reviews				
A1.5 .3	Conduct Closeout with Project Manager & Sponsor				
A1.5 .4	Provide Sponsor with SCO Recommendations				
A1.5 .5	Issue Project Authorization Memo				
A1.5 .6	Obtain ITIB Approval (Outside BC, Scope, Schedule, Budget)				
A2.0	CONTROL PHASE				
A2.1	Project Definition Stage				
A2.1 .1	Develop Functional/User Requirements				
A2.1 .2	Conduct Functional/User Requirement Review				
A2.1 .2	Issue Requirements Certification Memo				
A2.1 .3	Develop Data Management Plan				
A2.1 .4	Develop Security Deliverables				
A2.1 .4 .1	Develop Security Plan				
A2.1 .4 .2	Develop Security Risk Assessment				
A2.1 .4 .3	Develop Security Test Plan				
A2.1 .4 .4	Develop Trusted Facilities Manual				
A2.1 .4 .5	Develop Disaster Recovery/Contingency Plan				
A2.1 .5	Develop Training Plan				
A2.1 .6	Develop Test Plan				
A2.1 .7	Develop Quality Assurance Plan				
A2.1 .8	Develop Configuration Management Plan				

	A2.1 .9	Develop Draft Transition/Deployment Plan				
	A2.1 .10	Update Project Plan				
	A2.1 .11	Issue Proj. Definition Completion Review Memo				
	A2.2	System and/or Service Acquisition Stage				
	A2.2 .1	Select Contract(s)				
	A2.2 .2	Review Proposal(s)				
	A2.2 .3	Award Contracts				
	A2.3	System Design Stage				
	A2.3 .1	Develop System Design Document				
	A2.3 .2	Update Test Plan				
	A2.3 .3	Update Security Plan				
	A2.3 .4	Update Project Plan				
	A2.3 .5	Conduct Critical Design Review				
	A2.3 .6	Issue Critical Design Review Memo				
	A2.4	Development/Construction Stage				
	A2.4 .1	Establish Development Environment				
	A2.4 .2	Write Code				
	A2.4 .3	Conduct Unit Testing				
	A2.4 .4	Conduct Integration Testing				
	A2.4 .5	Develop Computer System Operation Manual				
	A2.4 .6	Update Project Plan				
	A2.4 .7	Conduct Test Readiness Review				
	A2.4 .8	Issue Test Readiness Review Memo				
	A2.5	Acceptance Testing Stage				
	A2.5 .1	Develop Turnover Package				
	A2.5 .2	Conduct Acceptance Testing				
	A2.5 .3	Conduct Security Test				
	A2.5 .4	Certify System Certified				
	A2.5 .5	Develop User Documentation				
	A2.5 .6	Develop Training Materials				
	A2.5 .7	Update Project Plan				
	A2.5 .8	Conduct Deployment Readiness Review				
	A2.5 .9	Obtain ITIB Approval to Deploy				
	A2.5 .10	Issue Deployment Readiness Review Memo				
	A2.6	Transition/Deployment Stage				

	A2.6 .1	Conduct User Training				
	A2.6 .2	Update Project Plan				
	A2.6 .3	Deploy Software				
	A2.6 .4	Document Lessons Learned				
	A2.6 .5	Conduct Operational Readiness Review				
	A2.6 .6	Issue Operational Readiness Review Memo				
	A2.6 .7	Notify ITIB of Transition to O&M				
	A2.6 .8	Begin Project Closeout				
	A3.0	EVALUATE PHASE				
	A3.1	Operations and Maintenance Stage				
	A3.1 .1	Establish O&M Processes				
	A3.1 .2	Monitor System Performance				
	A3.1 .3	Monitor User Satisfaction				
	A3.1 .4	Report System Status				
	A3.2	Post Development Review Stage				
	A3.2 .1	Conduct User Satisfaction Survey				
	A3.2 .2	Conduct ITIM/PM Process Evaluation				
	A3.2 .2	System Re-engineer/Replace/Retire Decision Memo				