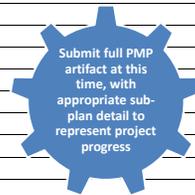


# Required Artifact Form

## Oversight Level 3

**Checkmarks indicate the documents typically needed. Other documents may be needed for the project or requested by EIS.**

Stage	Req	Documents/Artifacts	Components/Notes	
<b>Stage 1</b> Initiation	x	<b>IT Investment Form</b>		
	x	<b>Business Case</b>	<i>Executive Summary</i> <i>Overview and Background</i> <i>Measurable Objectives and Success Criteria</i> <i>Assumptions/Constraints</i> <i>Alternatives Analysis</i> <i>Recommendation</i> <i>Preliminary Budget</i> <i>Conclusions</i>	
	x	<b>Initial Complexity Assessment</b>	<i>To determine PM level</i>	
	x	<b>Charter</b>	<i>Project Name</i> <i>Project Description</i> <i>Project Objectives</i> <i>Summary Budget</i> <i>High Level Milestones</i> <i>Major Project Risks</i> <i>Stakeholders</i> <i>Steering Committee</i> <i>Project Sponsor</i> <i>Project Manager</i> <i>Sponsor Approval Signature</i>	
	<b>Stage Gate 1</b>		<b>RFP Documents/Contractor Statements of Work (Planning services such as PM and BA)</b>	<i>Required if contracting for planning services</i>
<b>Stage 2</b> Resource & Solution Analysis & Planning	x	<b>Project Management Plan</b>	<i>Scope Management Plan</i> <i>Schedule Management Plan</i> <i>Cost Management Plan</i> <i>Stakeholder Management Plan</i> <i>Resource Management Plan</i> <i>Procurement Management Plan</i> <i>Requirements Management Plan</i> <i>Communication Management Plan</i> <i>Risk and Issue Management Plan</i> <i>Change Management Plan</i> <i>Quality Management Plan</i>	
	<b>Stage Gate 1</b>		<b>RFP Documents/Contractor Statements of Work (Project management, business analysis, and independent QA)</b>	<i>Required if contracting for project management, business analysis, and/or independent QA services</i>
	x	<b>Market Research</b>	<i>May not be needed if completed before charter and outlined in the business case</i>	
	x	<b>Current, Future and Gap Analysis</b>	<i>May not be needed if completed before charter and outlined in the business case</i>	
	x	<b>Solution Analysis</b>	<i>May not be needed if completed before charter and outlined in the business case</i>	
	x	<b>Detailed Project Risk and Issue Log</b>		
	x	<b>Stakeholder Registry</b>		
	x	<b>RACI</b>		
	x	<b>Scope (± 50%)</b>	<i>Scope statement</i>	
	x	<b>Schedule (± 50%)</b>	<i>Include WBS detail: tasks, level of effort, resource names, resource allocation, duration, dependencies</i>	
	x	<b>Budget (± 50%)</b>		
	x	<b>System Security Plan</b>	<i>Engage with CSS. Complete Section 1 for cloud and on-premise solutions</i>	
			<b>Cloud Workbook</b>	<i>Required if considering cloud solutions. Engage with CSS. Complete Section A and, if required based on risk determination, Section B1.</i>
	x	<b>Requirements</b>	<i>Business, functional and non-functional. Level of detail will vary based on the type of solution (COTs, SaaS, custom, etc.)</i>	
	x	<b>Organizational Change Management Plan</b>		
x	<b>Project Status Reports &amp; Risk Logs (scope, schedule, budget, risks)</b>	<i>Submit regularly as directed throughout the project</i>		
x	<b>Independent QA/QC Deliverables</b>	<i>Required if iQMS deliverables are provided during Stage 2</i>		
<b>Stage Gate 2</b>		<b>RFP Documents/Contractor Statements of Work (software/hardware/development/configuration)</b>	<i>Required if contracting for solution(s) and/or implementation services. RFP should include cloud compliance and system security criteria as applicable and solution delivery methodology.</i>	
<b>Stage 3</b> Implementation Planning	x	<b>Baseline Project Management Plan</b>	<i>The complete plan should include the reviewed and elaborated sub-plans to establish the project baseline</i>	
	x	<b>Baseline Scope (± 10%)</b>	<i>Scope statement</i>	
	x	<b>Baseline Schedule (± 10%)</b>	<i>Include WBS detail: tasks, level of effort, resource names, resource allocation, duration, dependencies</i>	
	x	<b>Baseline Budget (± 10%)</b>		
	x	<b>Benefits Management Plan</b>		
	x	<b>Requirement Traceability Matrix</b>		
<b>Stage Gate 3</b>		<b>Cloud Workbook</b>	<i>Required if contracting for a cloud solution and based on Section A risk determination</i>	
<b>Stage Gate 3</b>		<b>LFO Readiness Assessment</b>	<i>Engage with LFO to determine requirements</i>	
<b>Stage Gate 3</b>		<b>Executed Contracts &amp; Amendments</b>	<i>Required if contracting for solution(s) and/or implementation services</i>	
<b>Stage 4 + Closing</b> Execution & Move to Operations	x	<b>Test Plan</b>	<i>Approach to test scenarios, test data collection and test performance evaluation</i>	
	x	<b>System Security Plan</b>	<i>Engage with CSS. Complete Section 2 for cloud and on-premise solution. Section 3 is required for cloud solution only. Vendor must complete Section 3 for cloud solutions in collaboration with the agency.</i>	
		<b>Updated Project Management Documents</b>	<i>Required if project baseline changes during execution</i>	
		<b>Independent QA/QC Deliverables</b>	<i>Required if project is engaged with iQMS vendor</i>	
		<b>Quarterly Quality Management Reports</b>	<i>Required if project is engaged with iQMS vendor</i>	
	x	<b>Data Dictionary</b>		
	x	<b>Disaster Recovery Plan</b>		
	x	<b>Operations and Maintenance Plan</b>		
<b>Stage Gate 4</b>		<b>Lessons Learned/Project Close Out Reports</b>		



# Required Artifact Form

## Oversight Level 2

Checkmarks indicate the documents typically needed. Other documents may be needed for the project or requested by EIS.

Stage	Req	Documents/Artifacts	Components/Notes	
Stage 1 Initiation	x	IT Investment Form		
	x	Business Case	Executive Summary Overview and Background Measurable Objectives and Success Criteria Assumptions/Constraints Alternatives Analysis Recommendation Preliminary Budget Conclusions	
	x	Initial Complexity Assessment	To determine PM level	
	x	Charter	Project Name Project Description Project Objectives Summary Budget High Level Milestones Major Project Risks Stakeholders Steering Committee Project Sponsor Project Manager Sponsor Approval Signature	
		RFP Documents/Contractor Statements of Work (Planning services such as PM and BA)	Required if contracting for planning services	
		Market Research	May not be needed if completed before charter and outlined in the business case	
		Current, Future and Gap Analysis	May not be needed if completed before charter and outlined in the business case	
		Solution Analysis	May not be needed if completed before charter and outlined in the business case	
		Detailed Project Risk and Issue Log		
		Stakeholder Registry		
Stage Gate 1		RACI		
		System Security Plan	Engage with CSS. Complete Section 1 for cloud and on-premise solutions	
	x	Requirements	Business, functional and non-functional. Level of detail will vary based on the type of solution (COTS, SaaS, custom, etc.)	
		Organizational Change Management Plan		
	x	Project Status Reports & Risk Logs (scope, schedule, budget, risks)	Submit regularly as directed throughout the project	
		RFQ/RFP Documents/Contractor Statements of Work (software/hardware/development/configuration)	Required if contracting for solution(s) and/or services. Solution RFP should include cloud compliance and system security criteria as applicable and solution delivery methodology.	
	x	Baseline Project Management Plan	Scope Management Plan Schedule Management Plan Cost Management Plan Stakeholder Management Plan Resource Management Plan Procurement Management Plan Requirements Management Plan Communication Management Plan Risk and Issue Management Plan Change Management Plan Quality Management Plan	
	x	Baseline Scope (± 10%)	Scope statement	
	x	Baseline Schedule (± 10%)	Include WBS detail: tasks, level of effort, resource names, resource allocation, duration, dependencies	
	x	Baseline Budget (± 10%)		
	x	Benefits Management Plan		
	x	Requirement Traceability Matrix		
		Cloud Workbook	Required if contracting for a cloud solution. Section A and B1 (if required based on risk determination) must be completed prior to procuring a solution if cloud solutions are under consideration. Section B2 (if required based on risk determination) must be completed prior to contract execution.	
	Stage Gate 3		Executed Contracts & Amendments	Required if contracting for solution(s) and/or implementation services
			Test Plan	Approach to test scenarios, test data collection and test performance evaluation
x		System Security Plan	Engage with CSS. Complete Section 2 for cloud and on-premise solution. Section 3 is required for cloud solution only. Vendor must complete Section 3 for cloud solutions in collaboration with the agency.	
		Updated Project Management Documents	Required if project baseline changes during execution	
		Independent QA/QC Deliverables	Required if project is engaged with iQMS vendor	
		Quarterly Quality Management Reports	Required if project is engaged with iQMS vendor	
x		Data Dictionary		
		Disaster Recovery Plan		
x		Operations and Maintenance Plan		
x		Lessons Learned/Project Close Out Reports		
Stage 4 + Closing Execution & Move to Operations				

# Required Artifact Form

## Oversight Level 1

Checkmarks indicate the documents typically needed. Other documents may be needed for the project or requested by EIS.

Stage	Req	Documents/Artifacts	Components/Notes
Stage 1 Initiation	x	IT Investment Form	
	x	Business Case	Executive Summary
			Overview and Background
			Measurable Objectives and Success Criteria
			Assumptions/Constraints
			Alternatives Analysis
			Recommendation
			Preliminary Budget
			Conclusions
	x	Initial Complexity Assessment	To determine PM level
x	Charter	Project Name	
		Project Description	
		Project Objectives	
		Summary Budget	
		High Level Milestones	
		Major Project Risks	
		Stakeholders	
		Steering Committee	
		Project Sponsor	
		Project Manager	
		Sponsor Approval Signature	
Stage Gate 1		RFP Documents/Contractor Statements of Work (Planning services such as PM and BA)	Required if contracting for planning services
Stage 2 + Stage 3 Solution Analysis & Planning Implementation Planning	x	Baseline Project Plan	Scope Statement
			Schedule
			Budget
			Risk and Issue Log
			Stakeholder Registry
			RACI
			Communication Plan
x	Solution Analysis		
	System Security Plan	Engage with CSS. Complete Section 1 for cloud and on-premise solutions	
	Requirements	Business, functional and non-functional. Level of detail will vary based on the type of solution (COTS, SaaS, custom, etc.)	
	RFP Documents/Contractor Statements of Work (software/hardware/development/configuration)	Required if contracting for solution(s) and/or implementation services. Solution RFP should include cloud compliance and system security criteria as applicable and solution delivery methodology.	
	Cloud Workbook	Required if contracting for a cloud solution. Section A and B1 (if required based on risk determination) must be completed prior to procuring a solution if cloud solutions are under consideration. Section B2 (if required based on risk determination) must be completed prior to contract execution.	
Stage Gate 3			
Stage 4 + Closing Execution & Move to Operations	x	Project Status Reports	Submit monthly throughout the project
		Executed Contracts & Amendments	Required if contracting for solution(s) and/or implementation services
		System Security Plan	Engage with CSS. Complete Section 2 for cloud and on-premise solution. Section 3 is required for cloud solution only. Vendor must complete Section 3 for cloud solutions in collaboration with the agency.
		Updated Project Plan Documents	Required if project baselines change during execution
	x	Data Dictionary	
		Disaster Recovery Plan	
	x	Operations and Maintenance Plan (unchecked)	
	x	Close Out Report	