DEPARTMENT OF HEALTH AND HUMAN SERVICES
ENTERPRISE PERFORMANCE LIFE CYCLE FRAMEWORK

<OPDIV Logo>

CHECKLIST
PROJECT PROCESS AGREEMENT

Issue Date: <mm/dd/yyyy>
Revision Date: <mm/dd/yyyy>

Document Purpose

This checklist is a brief document listing the items to be noted, checked, remembered, and delivered when completing the accompanying template and/or project management practice.

Activities Checklist

	Does the Project Process Agreement adequately explain how the project is deviating from the EPLC Framework?
	Does the Project Process Agreement clearly identify the specific modifications to EPLC deliverables, stage gate reviews, and other investment management processes that have been approved?
	Has the business need been fully indentified?
	Are functional and non-functional requirements correctly, clearly and adequately documented?
	Will the processes selected ensure that the system will be able to operate within the as-is and /or target enterprise architecture?
	Will there be adequate IT Solutions testing, including adequate testing for COTS?
	Will there be appropriate operations and maintenance documentation?
	Does the Project Process Agreement provide sufficient justification supporting the tailoring decisions?
	Does the Project Process Agreement provide adequate reassurance that any associated risk will be mitigated?
	Has the Project Process Agreement been signed by the appropriate parties?
	Has the Project Process Agreement been approved by the IT governance organization?
	Will critical partners and IT governance organization be able to quickly and easily determine how this project's lifecycle has been tailored by looking at this Project Process Agreement?
	Is this a revision to a previously approved Project Process Agreement?
	Has this updated version go through the appropriate change management process?
	Has this updated version been approved by the IT governance organization?
	Will the Project Process Agreement be accessible to the Project Team as they move forward with developing other project deliverables?
	Is this Project Process Agreement consistent with other previously developed/approved Project deliverables (e.g., Business Case, Business Needs Statement)?