



## PRACTICES GUIDE

### PROJECT ARCHIVES

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## Document Purpose

This Practices Guide is a brief document that provides an overview describing the best practices, activities, attributes, and related templates, tools, information, and key terminology of industry-leading project management practices and their accompanying project management templates.

## Background

The Department of Health and Human Services (HHS) Enterprise Performance Life Cycle (EPLC) is a framework to enhance Information Technology (IT) governance through rigorous application of sound investment and project management principles, and industry best practices. The EPLC provides the context for the governance process and describes interdependencies between its project management, investment management, and capital planning components. The EPLC framework establishes an environment in which HHS IT investments and projects consistently achieve successful outcomes that align with Department and Operating Division goals and objectives.

The HHS Enterprise Performance Life Cycle (EPLC) defines Project Archives as the repository that preserves vital information, including both documentation of project execution and the data from the production system.

## Practices Overview

During the Disposition Phase, the operation of an automated system/application or other IT solution is formally ended in accordance with organization needs and pertinent laws and regulations. The automated system/application or other IT solution is retired or disposed of based on the formal Disposition Plan approved during the Operations & Maintenance Phase. The disposition activities ensure the orderly termination of the automated system/application and preserve vital information about the system so that some or all of the information may be reactivated in the future if necessary.

Particular emphasis is given to proper preservation of the data processed by the system/application, so that the data is effectively migrated to another system/application or archived in accordance with applicable records management regulations and policies for potential future access.

Project Archives include the system data, software, and documentation designated for archiving in the Disposition Plan. The data from the old system are migrated into the new system or archived. The documentation that resulted from the development of the application or system needs to be archived, where it can be referenced, if needed, at a later date.

A Disposition Review is conducted to ensure that a system/application or other IT situation has been completely and appropriately disposed, thereby ending the lifecycle of the IT project. This phase-end review shall be conducted again within six months after retirement of the system. The Disposition Review Report also documents the lessons learned from the shutdown and archiving of the terminated system.

## Best Practices

The following approaches are recommended best practice for Project Archives:

- **Review and understand the Disposition Plan** – The Disposition Plan should document all project and IT Business Product archiving requirements.
- **Involve appropriate stakeholders** – Work with designated technical and security staff to identify and appropriately archive all data.

- **Use a Checklist** - Review the Project Archives Checklist to make sure all key items have been completed.
- **Include Lessons Learned** - Convene a lessons learned session to promote the success of future dispositions and save data as specified in the Disposition Plan.
- **Archive Data in a Central Repository** - Archive data in a central repository. Include best practices, lessons learned, and any other relevant disposition documentation. Formal data archives should be stored in compliance with US National Archives and Records Administration (NARA) regulations.

## Practice Activities

- Verify that a Disposition Plan was produced at the end of the O&M phase that documents roles and responsibilities for actions related to the close down and archive of the system and documents which Business Product data should be archived.
- Work with the Data Administrator to identify and prepare for archiving the data.
- Confirm that the Operations staff is prepared to assist Technical Support, Security Managers, and Data Administrators with the actual archive process.
- Following the completion of the archive process, have the Security Manager verify that the data has been securely archived.
- Perform a final verification that the Project Archives now include all system data, software, and documentation designated for archiving in the Disposition Plan.