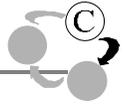


**APPENDIX M  
IPR CHECKLIST AND REPORT FORMAT**

<b>In Process Review Checklist</b>	
<b>Phases</b>	<b>Comments</b>
<b>PHASE 1 – PLANNING <sup>1</sup></b>	
1. Collect documentation a. Capital Investment Proposal b. Statement of Work (SOW) c. Pilot/prototype documented data d. Customer Surveys	Necessary for establishing a baseline for measuring success or failure—Much of this information will be available from either the IT Capital Investment Proposal package or the IT Acquisition Request Application package on file with IRMPAS
2. Develop review plan 3. Develop initial review questions, based on the focus elements of the review	
<b>PHASE 2 – COORDINATION</b>	
1. Notify and schedule a meeting with the program/project office	
2. Identify site a. Obtain site POC b. Coordinate and schedule site visit	Site selection is not a requirement for every IPR
OR	In the event that site selection was not necessary
2. Identify Interviewees	
3. Finalize with Management the review plan, schedule and agenda	
<b>PHASE 3– REVIEW EXECUTION</b>	
1. Conduct entrance briefing	This applies to site visits. A brief entrance interview should be provided to site management and each interviewee
2. Conduct interview(s)	These can be conducted telephonically as well as in person
3. Obtain pilot/prototype application demonstration	If this is an element of the review
4. Consolidate notes after each site or interview	If the review team has several members
5. Conduct exit briefing	Only relates to site visits
*****OR*****	
1. Conduct interviews	In the event that site selection was not necessary
2. Consolidate notes after each interview	If the review team has several members

<sup>1</sup> The assumption for this table is that senior VA management has already selected an IT initiative for review, and a review team has already been selected.



**APPENDIX M (IPR CHECKLIST AND REPORT FORMAT (CONTINUED))**

Phases	Comments
<b>PHASE 4- REPORT GENERATION</b>	
1. Finalize and consolidate all notes	
2. Write draft report	
3. Distribute draft report for comments	To both the program/project and to the staff requesting the review
4. Finalize report	
5. Brief appropriate staffs	
6. Distribute final report	Not only to the program/project office, but to the staff requesting the report

**IPR Report Format**

**1. Cover Page**

- a. VA LOGO - Upper left corner
- b. Month year in the upper right corner, i.e., March 2000 (FONT 14)
- c. Type & Name of review set in the middle of the page. (FONT 20), i.e.,  
First Line – IN-PROCESS REVIEW
- d. Second Line – Name of IT investment
- e. Bottom of the Page:  
  - Department of Veterans Affairs
  - Office of Information and Technology (005)
  - Office of Policy and Program Assistance (045A)
  - (ALL FONT 12)

**2. Report Body (FONT 12 - TIMES NEW ROMAN)**

**Executive Summary**

**Table of Contents**

**1.0 Introduction**

- 1.1 Background
- 1.2 Scope and Methodology
- 1.3 Project Cost and Schedule (Verbal description w/ Appendix)
- 1.4 IT Architecture (Description with schematic if appropriate)

**2.0. Findings & Recommendations (Sub-sectioned by focus element)**

- 2.1 Mission Alignment
- 2.2 IT Architecture and Telecommunications Infrastructure
- 2.3 etc, etc

**3.0 Conclusion**

