

# Project Initiation



**ProPath**

**Office of Information and Technology**

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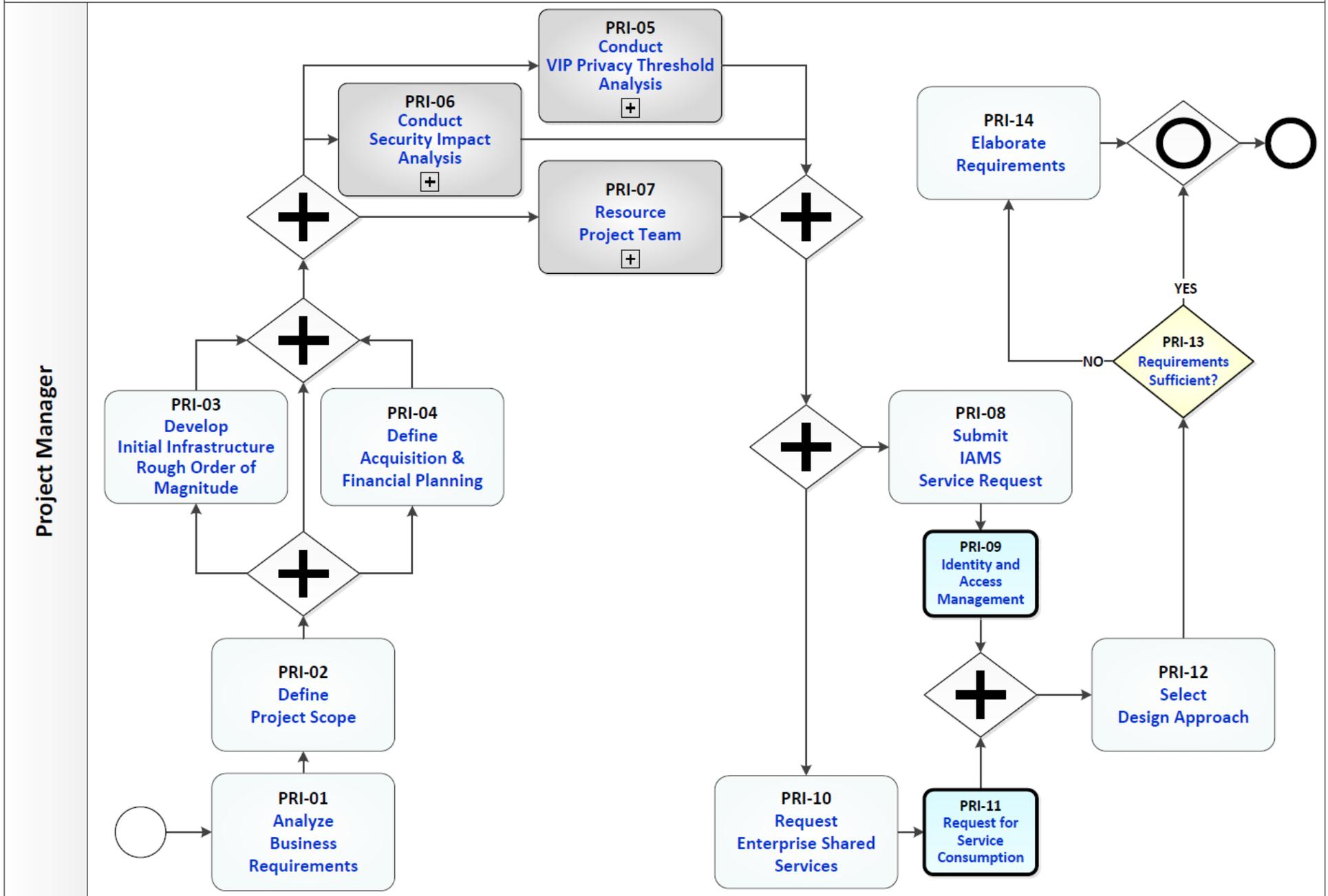
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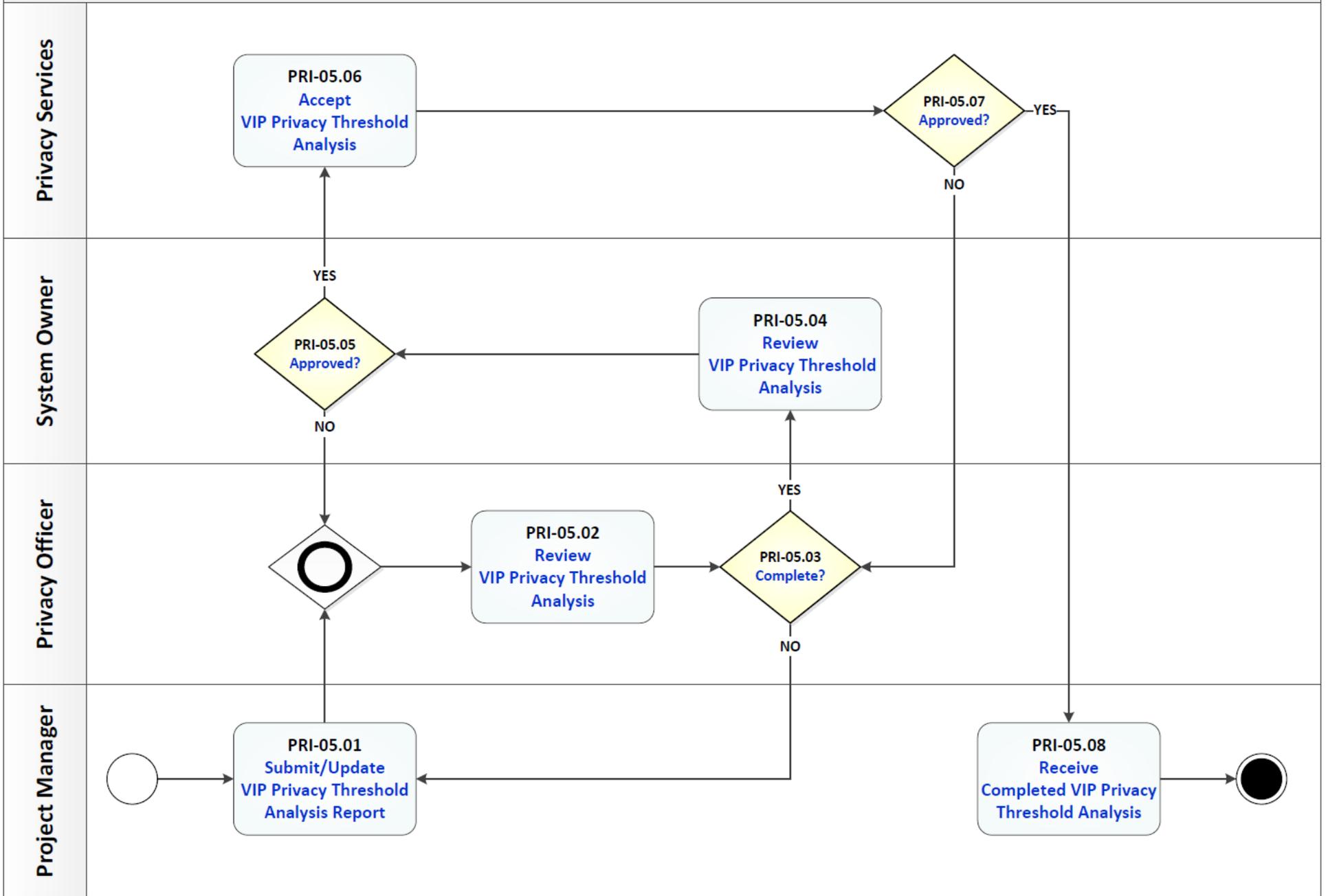
# Project Initiation Process Maps

## Project Initiation (PRI)

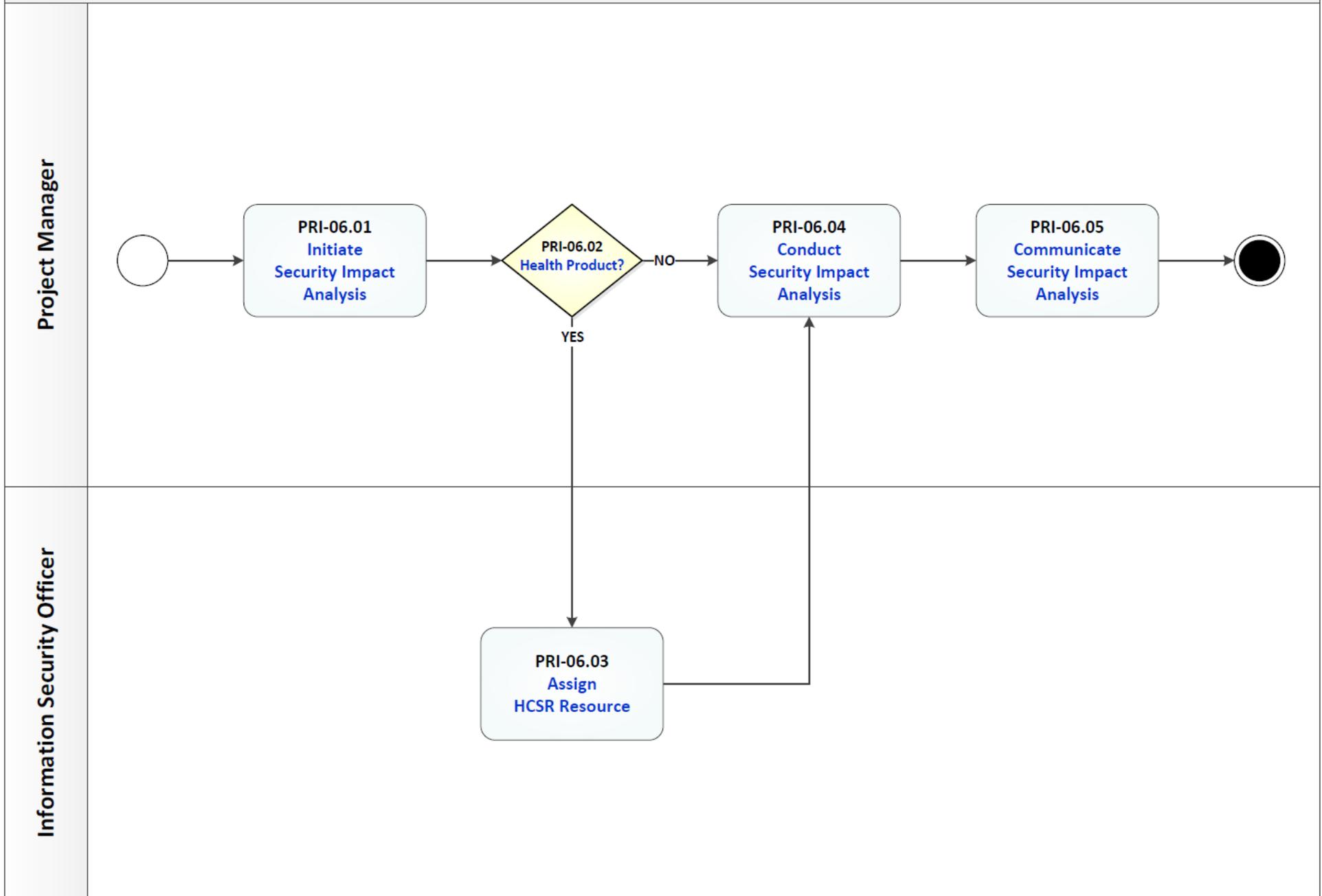
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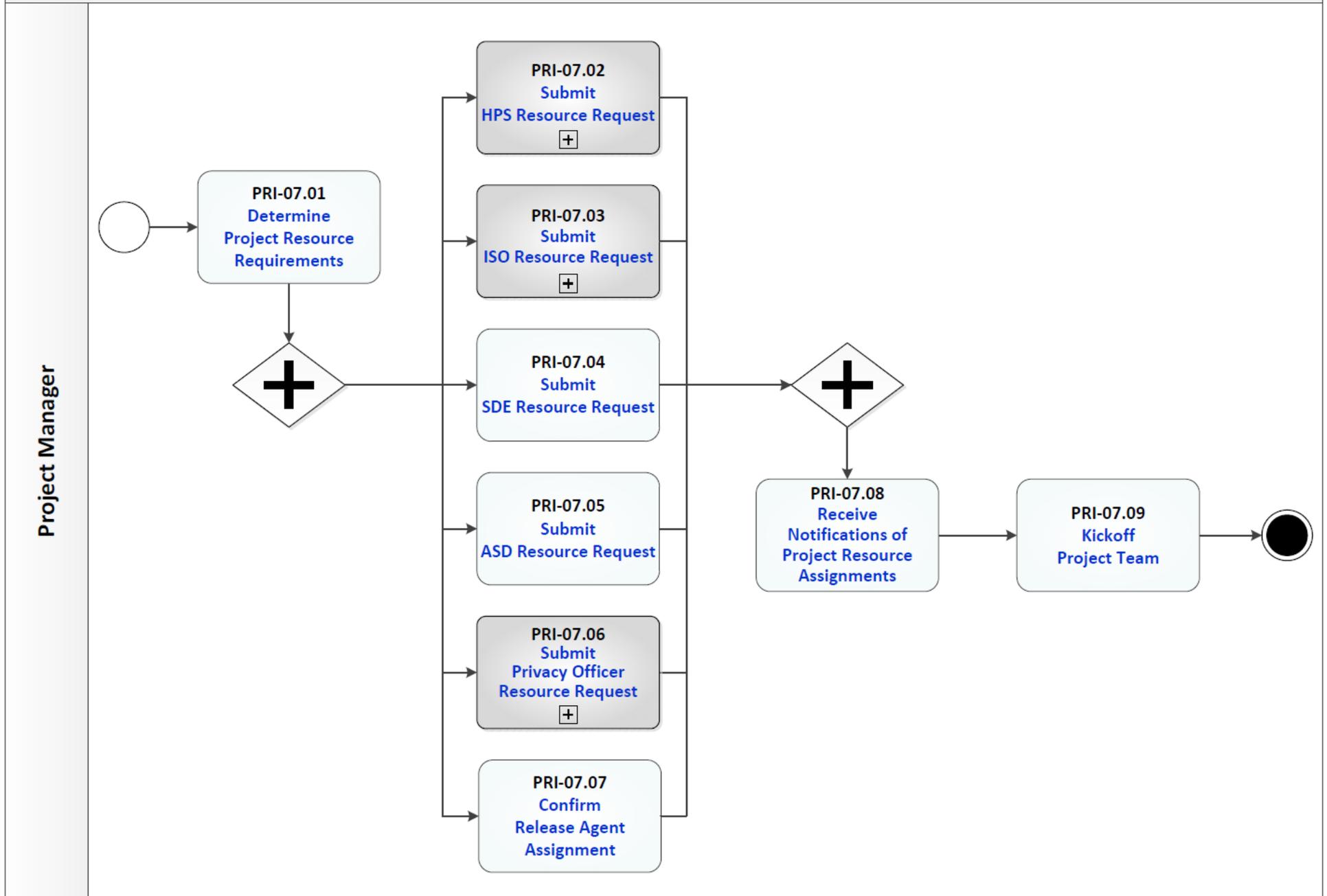
# Project Initiation: PRI-05 Conduct VIP Privacy Threshold Analysis



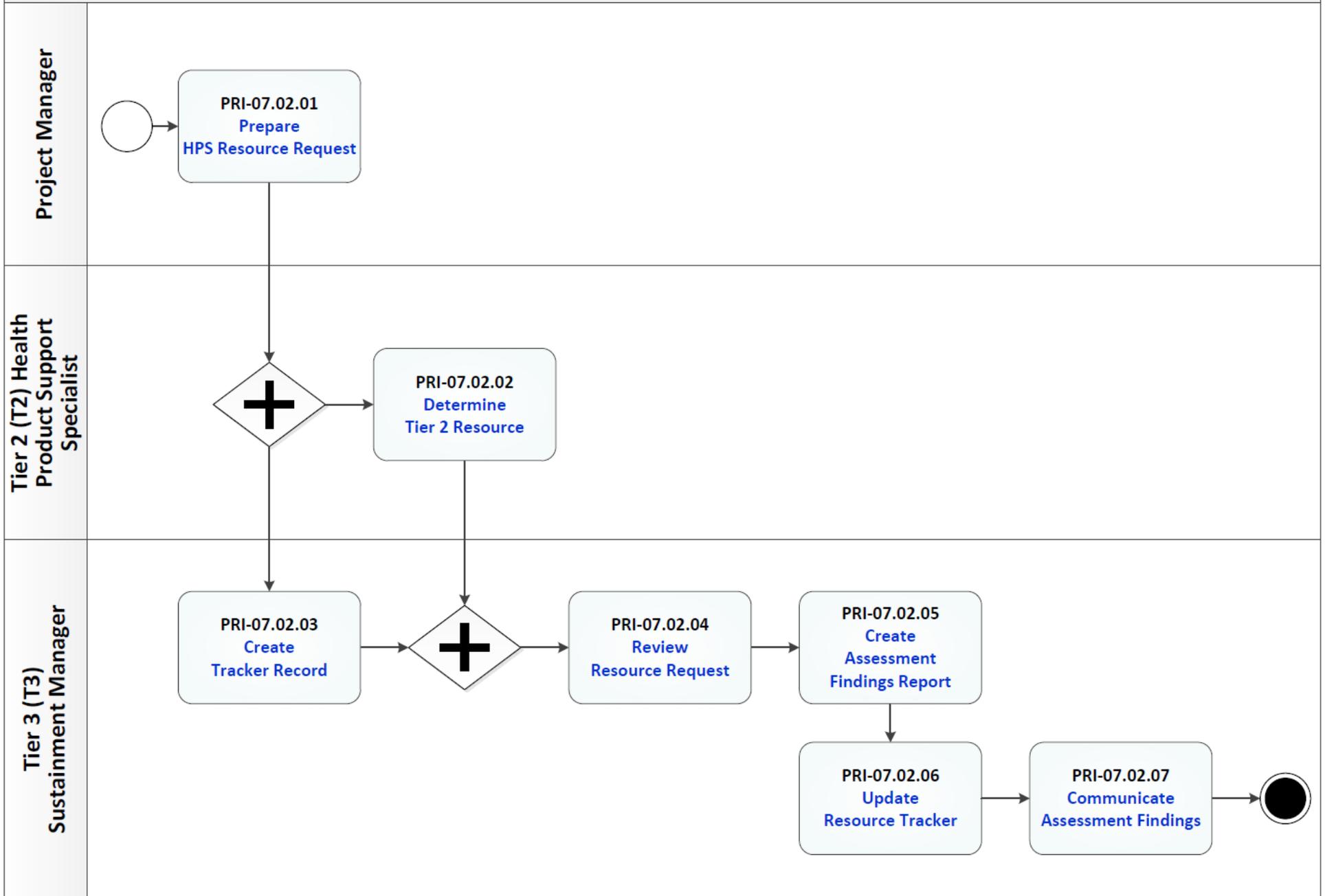
# Project Initiation: PRI-06 Conduct Security Impact Analysis



# Project Initiation: PRI-07 Resource Project Team

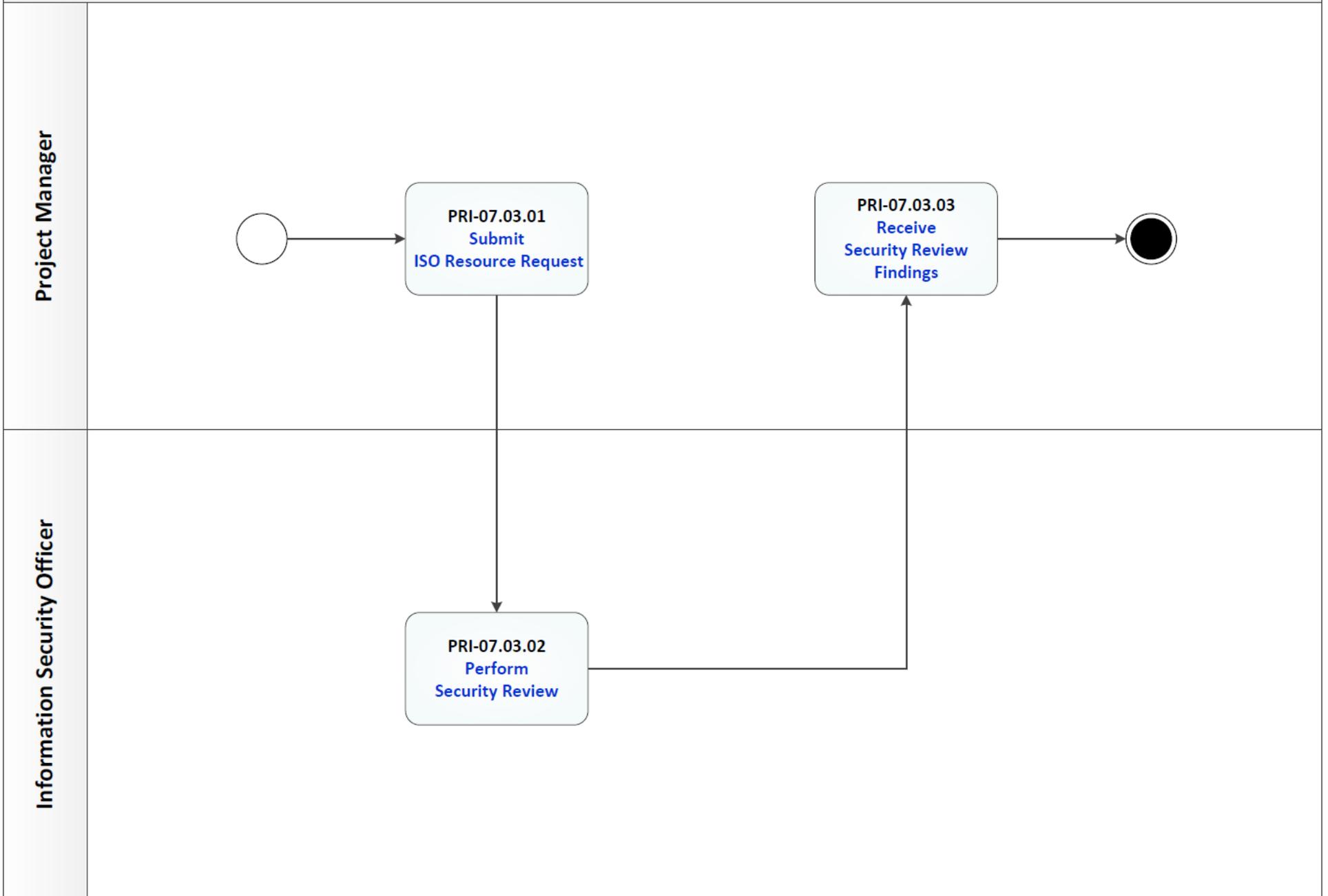


# Project Initiation: PRI-07.02 Submit HPS Intake Form

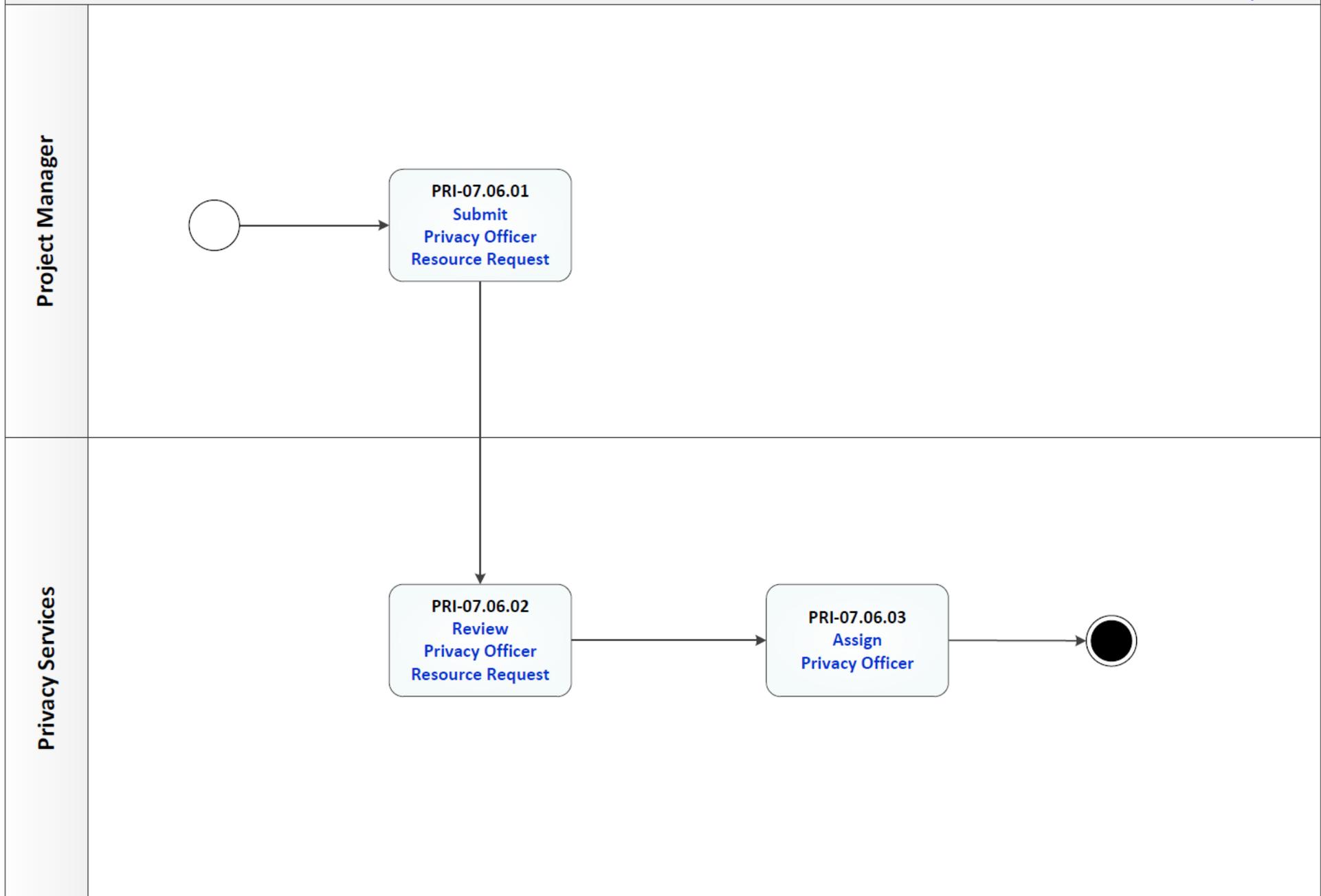


# Project Initiation: PRI-07.03 Submit ISO Resource Request

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# Project Initiation: PRI-07.06 Submit Privacy Officer Resource Request



# Process: Project Initiation

Overview: The process map for Project Initiation cycles through the following process and review activities:

- PRI-01 Analyze Business Requirements
- PRI-02 Define Project Scope
- PRI-03 Develop Initial Infrastructure Rough Order of Magnitude
- PRI-04 Define Acquisition & Financial Planning
- PRI-05 Conduct VIP Privacy Threshold Analysis
  - PRI-05.01 Submit/Update VIP Privacy Threshold Analysis Report
  - PRI-05.02 Review VIP Privacy Threshold Analysis
  - PRI-05.03 Complete?
  - PRI-05.04 Review VIP Privacy Threshold Analysis Request
  - PRI-05.05 Approved?
  - PRI-05.06 Accept VIP Privacy Threshold Analysis
  - PRI-05.07 Approved?
  - PRI-05.08 Receive Completed VIP Privacy Threshold Analysis
- PRI-06 Conduct Security Impact Analysis
  - PRI-06.01 Initiate Security Impact Analysis
  - PRI-06.02 Health Product?
  - PRI-06.03 Assign HCSR Resource
  - PRI-06.04 Conduct Security Impact Analysis
  - PRI-06.05 Communicate Security Impact Analysis
- PRI-07 Resource Project Team
  - PRI-07.01 Determine Project Resource Requirements
  - PRI-07.02 Submit HPS Intake Form
    - PRI-07.02.01 Prepare HPS Resource Request
    - PRI-07.02.02 Determine Tier 2 Resource
    - PRI-07.02.03 Create Tracker Record
    - PRI-07.02.04 Review Resource Request
    - PRI-07.02.05 Create Assessment Findings Report
    - PRI-07.02.06 Update Resource Tracker
    - PRI-07.02.07 Communicate Assessment Findings
  - PRI-07.03 Submit ISO Resource Request
    - PRI-07.03.01 Submit Request for ISO Support Form
    - PRI-07.03.02 Perform Security Review
    - PRI-07.03.03 Receive Security Review Findings
  - PRI-07.04 Submit ITOPS Resource Request
  - PRI-07.05 Submit ASD Project Support Request
  - PRI-07.06 Submit Privacy Officer Resource Request
    - PRI-07.06.01 Submit Privacy Officer Resource Request
    - PRI-07.06.02 Review Privacy Officer Resource Request
    - PRI-07.06.03 Assign Privacy Officer
  - PRI-07.07 Confirm Assignment of Release Agent
  - PRI-07.08 Receive Notifications of Project Resource Assignments
  - PRI-07.09 Kickoff Project Team

PRI-08 Submit IAMS Service Request  
PRI-09 Identity and Access Management  
PRI-10 Request Enterprise Shared Services  
PRI-11 Request For Service Consumption  
PRI-12 Select Design Approach  
PRI-13 Requirements Sufficient?  
PRI-14 Elaborate Requirements

# Project Initiation Description and Goals

## Description

Project Initiation is the process by which a project is established in accordance with the Veteran-Focused Integration Process (VIP) Guide and transitions from the Project Management Institute (PMI) Project Management Body of Knowledge (PMBOK) Initiation Phase into the Planning Phase. At this point requirements have been analyzed, project scope defined, privacy issues evaluated, project team resources identified and assigned, identity and access issues addressed, the need for shared services addressed and the project team is ready to begin planning the project.

## Goals

The Goals of Project Initiation are as follows:

- To determine if the business requirements are sufficient
- To determine if the service level requirements are sufficient
- To create a high level spend plan
- To identify the project team
- To ensure privacy requirements are determined
- To ensure identity and access management requirements are determined
- To ensure security and if needed, Compliance, Advising and Security Engineering (CASE) management requirements are determined
- To ensure design pattern guidance is reviewed for the project's development activity types when determining the overall design approach
- To determine if the project is ready for the planning state

## **Project Initiation RACI Information**

The following describes the RACI information for this process:

### **PRI-01 Analyze Business Requirements**

Responsible Role: Project Manager

Accountable Role: Portfolio Manager

Consulted Role: IT Account Manager; Program Manager; Project Team

Informed Role: Project Manager; Stakeholder(s)

### **PRI-02 Define Project Scope**

Responsible Role: Project Manager

Accountable Role: Portfolio Manager

Consulted Role: Business Sponsor; Program Manager; IT Account Manager

Informed Role: Stakeholder(s); Project Team

### **PRI-03 Develop Initial Infrastructure Rough Order of Magnitude**

Responsible Role: Project Manager

Accountable Role: Portfolio Manager

Consulted Role: Enterprise Operations Storage Management

Informed Role: Stakeholder(s)

### **PRI-04 Define Acquisition & Financial Planning**

Responsible Role: Project Manager

Accountable Role: Portfolio Manager

Consulted Role: Office of Responsibility; Project Team; Enterprise Program Management Office; IT Account Manager

Informed Role: Stakeholder(s)

### **PRI-05.01 Submit/Update VIP Privacy Threshold Analysis Report**

Responsible Role: Project Manager  
Accountable Role: Portfolio Manager  
Consulted Role: Privacy Officer  
Informed Role: Stakeholder(s)

### **PRI-05.02 Review VIP Privacy Threshold Analysis**

Responsible Role: Privacy Officer  
Accountable Role: Director, Office of Cyber Security  
Consulted Role: Project Manager  
Informed Role: Program Manager

### **PRI-05.03 Complete?**

Responsible Role: Privacy Officer  
Accountable Role: Director, Office of Cyber Security  
Consulted Role: Project Manager  
Informed Role: Project Manager; Stakeholder(s); System Owner

### **PRI-05.04 Review VIP Privacy Threshold Analysis Request**

Responsible Role: System Owner  
Accountable Role: System Owner  
Consulted Role: Privacy Officer  
Informed Role: Project Manager; Stakeholder(s)

### **PRI-05.05 Approved?**

Responsible Role: System Owner  
Accountable Role: Portfolio Manager  
Consulted Role: Privacy Officer; Project Manager  
Informed Role: Stakeholder(s)

### **PRI-05.06 Accept VIP Privacy Threshold Analysis**

Responsible Role: Privacy Services

Accountable Role: Director, Office of Cyber Security

Consulted Role: Privacy Officer

Informed Role: Project Manager; Stakeholder(s); Portfolio Manager

### **PRI-05.07 Approved?**

Responsible Role: Privacy Services

Accountable Role: Director, Office of Cyber Security

Consulted Role: Privacy Officer

Informed Role: Project Manager

### **PRI-05.08 Receive Completed VIP Privacy Threshold Analysis**

Responsible Role: Project Manager

Accountable Role: Portfolio Manager

Consulted Role: Privacy Officer

Informed Role: Stakeholder(s); System Owner

### **PRI-06.01 Initiate Security Impact Analysis**

Responsible Role: Project Manager

Accountable Role: Portfolio Manager

Consulted Role: Information Security Officer; Privacy Officer; Privacy Services

Informed Role: None Listed

### **PRI-06.02 Health Product?**

Responsible Role: Project Manager

Accountable Role: Portfolio Manager

Consulted Role: None Listed

Informed Role: None Listed

### **PRI-06.03 Assign HCSR Resource**

Responsible Role: Director, Health Care Security Requirements

Accountable Role: Project Manager

Consulted Role: Information Security Officer; Privacy Officer

Informed Role: Health Care Security Requirements (HCSR) Security Specialist

### **PRI-06.04 Conduct Security Impact Analysis**

Responsible Role: Project Manager

Accountable Role: Director, Office of Cyber Security

Consulted Role: Health Care Security Requirements (HCSR) Security Specialist; Information Security Officer; Privacy Officer

Informed Role: None Listed

### **PRI-06.05 Communicate Security Impact Analysis**

Responsible Role: Project Manager

Accountable Role: Portfolio Manager

Consulted Role: Information Security Officer; Privacy Officer; Privacy Services

Informed Role: Health Care Security Requirements (HCSR) Security Specialist; Stakeholder(s)

### **PRI-07.01 Determine Project Resource Requirements**

Responsible Role: Project Manager

Accountable Role: Portfolio Manager

Consulted Role: None Listed

Informed Role: Stakeholder(s)

### **PRI-07.02.01 Prepare HPS Resource Request**

Responsible Role: Project Manager

Accountable Role: Portfolio Manager

Consulted Role: None Listed

Informed Role: Health Product Support Release Coordinator

### **PRI-07.02.02 Determine Tier 2 Resource**

Responsible Role: Tier 2 (T2) Health Product Support Specialist

Accountable Role: Tier 2 (T2) Health Product Support Division Director

Consulted Role: None Listed

Informed Role: Tier 2 (T2) Health Product Support Specialist

### **PRI-07.02.03 Create Tracker Record**

Responsible Role: Tier 3 (T3) Sustainment Manager

Accountable Role: Director, Health Product Support

Consulted Role: None Listed

Informed Role: None Listed

### **PRI-07.02.04 Review Resource Request**

Responsible Role: Tier 3 (T3) Sustainment Manager

Accountable Role: Director, Health Product Support

Consulted Role: None Listed

Informed Role: None Listed

### **PRI-07.02.05 Create Assessment Findings Report**

Responsible Role: Tier 3 (T3) Sustainment Manager

Accountable Role: Director, Health Product Support

Consulted Role: None Listed

Informed Role: None Listed

### **PRI-07.02.06 Update Resource Tracker**

Responsible Role: Tier 3 (T3) Sustainment Manager

Accountable Role: Director, Health Product Support

Consulted Role: None Listed

Informed Role: None Listed

### **PRI-07.02.07 Communicate Assessment Findings**

Responsible Role: Tier 3 (T3) Sustainment Manager

Accountable Role: Director, Health Product Support

Consulted Role: Project Manager

Informed Role: Project Manager

### **PRI-07.03.01 Submit Request for ISO Support Form**

Responsible Role: Project Manager

Accountable Role: Portfolio Manager

Consulted Role: None Listed

Informed Role: Information Security Officer

### **PRI-07.03.02 Perform Security Review**

Responsible Role: Information Security Officer

Accountable Role: Director, Office of Cyber Security

Consulted Role: None Listed

Informed Role: Project Manager; Stakeholder(s)

### **PRI-07.03.03 Receive Security Review Findings**

Responsible Role: Project Manager

Accountable Role: Portfolio Manager

Consulted Role: None Listed

Informed Role: Project Team; Stakeholder(s)

### **PRI-07.04 Submit ITOPS Resource Request**

Responsible Role: Project Manager  
Accountable Role: Portfolio Manager  
Consulted Role: None Listed  
Informed Role: None Listed

#### **PRI-07.05 Submit ASD Project Support Request**

Responsible Role: Project Manager  
Accountable Role: Portfolio Manager  
Consulted Role: None Listed  
Informed Role: None Listed

#### **PRI-07.06.01 Submit Privacy Officer Resource Request**

Responsible Role: Project Manager  
Accountable Role: Portfolio Manager  
Consulted Role: Administrations and Staff Offices Leadership  
Informed Role: Privacy Officer; Stakeholder(s)

#### **PRI-07.06.02 Review Privacy Officer Resource Request**

Responsible Role: Director, Office of Privacy and Records Management  
Accountable Role: Portfolio Manager  
Consulted Role: None Listed  
Informed Role: None Listed

#### **PRI-07.06.03 Assign Privacy Officer**

Responsible Role: Director, Office of Privacy and Records Management  
Accountable Role: Portfolio Manager  
Consulted Role: None Listed  
Informed Role: Project Manager; Privacy Officer; Stakeholder(s)

### **PRI-07.07 Confirm Assignment of Release Agent**

Responsible Role: Project Manager

Accountable Role: Program Manager

Consulted Role: Release Manager

Informed Role: Project Team

### **PRI-07.08 Receive Notifications of Project Resource Assignments**

Responsible Role: Project Manager

Accountable Role: Portfolio Manager

Consulted Role: None Listed

Informed Role: Stakeholder(s)

### **PRI-07.09 Kickoff Project Team**

Responsible Role: Project Manager

Accountable Role: Portfolio Manager

Consulted Role: Stakeholder(s)

Informed Role: None Listed

### **PRI-08 Submit IAMS Service Request**

Responsible Role: Project Manager

Accountable Role: Portfolio Manager

Consulted Role: None Listed

Informed Role: None Listed

### **PRI-09 Identity and Access Management**

Responsible Role: Project Manager

Accountable Role: Portfolio Manager

Consulted Role: IAM Governance Reviewers

Informed Role: Stakeholder(s)

## **PRI-10 Request Enterprise Shared Services**

Responsible Role: Project Manager

Accountable Role: Portfolio Manager

Consulted Role: None Listed

Informed Role: Stakeholder(s)

## **PRI-11 Request For Service Consumption**

Responsible Role: Project Manager

Accountable Role: Portfolio Manager

Consulted Role: Enterprise Operations Storage Management Team

Informed Role: Stakeholder(s)

## **PRI-12 Select Design Approach**

Responsible Role: Project Manager

Accountable Role: Portfolio Manager

Consulted Role: None Listed

Informed Role: None Listed

## **PRI-13 Requirements Sufficient?**

Responsible Role: Project Manager

Accountable Role: Portfolio Manager

Consulted Role: None Listed

Informed Role: None Listed

## **PRI-14 Elaborate Requirements**

Responsible Role: Project Manager

Accountable Role: Portfolio Manager

Consulted Role: Project Manager; IT Account Manager; Business Analyst; Director, Health Care Security Requirements

Informed Role: Stakeholder(s)

## **Project Initiation Associated Artifacts Information**

Associated Artifacts information (including hyperlinks) for this process includes:

Acquisition and Financial Management Plan Template with QUAD

Business Epic

Business Sub-epic

Business User Story

Compliance Epic

Compliance Sub-epic

Compliance User Story

Health Product Support Intake Assessment Form

ITOPS Project Intake Request Template

Privacy Impact Assessment Template

Project Management Plan (PMP) Template

Project Team Kick-Off Meeting and Minutes Template

Request for Information Security Officer Support Form Template

Requirements Elaboration Document (RED) Template

Security Impact Analysis Template

VIP Privacy Threshold Analysis Template

## **Project Initiation Tools and Web Sites Information**

The Tools and Web Sites associated with this process (including hyperlinks) include:

Budget Tracking Tool (BTT)

Business Reference Model

CA Service Desk Manager

Communications Services

Enterprise Design Patterns, Design Pattern Library

Enterprise Messaging Infrastructure (eMI) New Customer Intake Process

Enterprise Messaging Infrastructure (eMI) WIKI Home

Enterprise Project Structure

Enterprise Systems Engineering Project Team Drop Box

FedRAMP

Government-Hosted Cloud/Shared Infrastructure

Health Care Security Requirements (HCSR) Website

Health Product Support (HPS) SharePoint Site  
IBM Rational ClearCase  
IBM Rational RequisitePro  
Identity and Access Management (IAM) Central: Submit IAM Service Request  
ISO Locator List  
IT Operations and Services (ITOPS) Intake Support Site  
MyVA Elevated Privileges  
Office of Cyber Security (OCS) Portal  
OneVA EA Business Architecture  
PAO Project Artifacts Page  
Primavera P6 Enterprise Portfolio Project Management (Primavera P6 EPPM), Project Management  
Primavera Progress Reporter  
Privacy Impact Assessments Portal  
Privacy Officers Portal  
Rational Performance Tester  
Rational Requirements DOORS Next Generation  
Rational Team Concert (Change/Configuration Management)  
Rational Tools Home Page  
Rational Tools Training Portal  
Release Request Process Site  
Requirements Development and Management New Service Request Database (NSRD)  
Security Impact Analysis Web Site  
Service Reference Model  
Service Registry Dashboard  
VA EA Home  
VA Systems Inventory  
VIP Dashboard  
Work Information Tracking System (WITS)

## **Project Initiation Standards Information**

Standards associated with this process (including hyperlinks) include:

Business Requirements & Architecture Management Plan  
CAE Cost Estimating Process Guide

Change Control Process Guide

Digital Signature Guide

GAO Cost Estimating and Assessment Guide

Health Product Support Release of Products and Patches Guide

How to Import and Extract Requirements from RDNG Work Instructions

How to Use Team Areas RDNG

IBM Rational Implementation - Rational DOORS

Identity and Access Management Access Services Integration Patterns

Identity and Access Management Service Catalog

Integrated Project Team (IPT) Guide v2.0 (VAIQ 7150532)

ISO PO Locator - Privacy Officers

M-03-22, OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002

NIST Special Publication 800-122, Guide to Protecting the Confidentiality of Personally Identifiable Information (PII)

NIST Special Publication 800-137 - Information Security Continuous Monitoring (ISCM) for Federal Information Systems and Organizations

NIST Special Publication 800-18 - Guide for Developing Security Plans for Federal Information Systems

NIST Special Publication 800-30, Guide for Conducting Risk Assessments

NIST Special Publication 800-53 Rev. 4 - Security and Privacy Controls for Federal Information Systems and Organizations

NIST Special Publication 800-53A Rev. 4 - Assessing Security and Privacy Controls in Federal Information Systems and Organizations: Building Effective Assessment Plans

OMB Memorandum (M-03-22), Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002

Public Law 107 - 347 E-Government Act of 2002

Quality Assurance Standard

Rational Doors Next Generation Permissions Matrix

Rational Jazz: New Application Server Addresses for BROWSER Access

Rational Quality Manager (RQM) 4.0.7, Project Properties

Rational Team Concert (RTC) How to Use Diagram Editor RDNG Work Instructions

Release Requirements User Stories Decision Tree

Requirement Level Guide

Requirements Composer Standard Schema Description Document

Security Impact Analysis User Guide  
Systems Engineering and Design Review Process  
VA Acquisition Regulation (VAAR)  
VA Cost Estimating Guide  
VA Directive 6051, Enterprise Architecture  
VA Directive 6508, Privacy Impact Assessments  
VA Directive 6509, Duties of Privacy Officers  
VA Directive 6551, Enterprise Design Patterns  
VA EA Enterprise Technical Architecture (ETA) Compliance Criteria  
VA Handbook 6500.5, Incorporating Security and Privacy into the System Development Life Cycle  
VA Identify Management Policy (VAIQ 7011145)  
Veteran Focused Integration Process (VIP) Guide  
Veteran-focused Integration Process (VIP) Release Process Guide  
Work Instruction - How to Use Modules in RDNG  
Work Instructions - How to Manage Requirements in RM  
Work Instructions - How to Use Cross Project Links in RM

# Project Initiation Process

## Process Activity Name: PRI-01 Analyze Business Requirements

### Previous Activities

Process Begins

### Next Activities

PRI-02 Define Project Scope

### Description

The Project Manager reviews and analyzes the business requirements to ensure current understanding and accomplish additional elaboration if needed for complete understanding.

### Input

Business Case Document

Business Epic

Business Sub-epic

Business User Story

Compliance Epic

Compliance Sub-epic Story

Compliance User Story

### Output

Updated Business Epic

Updated Business Sub-epic

Updated Business User Story

Updated Compliance Epic

Updated Compliance Sub-epic Story

Updated Compliance User Story

### Associated Artifacts

Compliance Epic

Compliance Sub-epic

Compliance User Story

Business Epic

Business Sub-epic

Business User Story

**Responsible Role**

Project Manager

**Accountable Role**

Portfolio Manager

**Consulted Role**

IT Account Manager; Program Manager; Project Team

**Informed Role**

Project Manager; Stakeholder(s)

**Tools and Websites**

Rational Requirements DOORS Next Generation

Rational Tools Home Page

Rational Tools Training Portal

CA Service Desk Manager

**Standards**

Rational Doors Next Generation Permissions Matrix

Work Instruction - How to Use Modules in RDNG

Work Instructions - How to Manage Requirements in RM

Work Instructions - How to Use Cross Project Links in RM

Health Product Support Release of Products and Patches Guide

**More Info**

None Listed

**Process Activity Name: PRI-02 Define Project Scope****Previous Activities**

PRI-01 Analyze Business Requirements

**Next Activities**

PRI-03 Develop Initial Infrastructure Rough Order of Magnitude

And

PRI-04 Define Acquisition & Financial Planning

**Description**

The Project Manager defines or updates the project scope (including goals and objectives) within the Project Management Plan.

**Input**

Rational DOORS Next Generation (Requirements Management) Project File

**Output**

Project Management Plan

Updated Project Management Plan

**Associated Artifacts**

Project Management Plan (PMP) Template

**Responsible Role**

Project Manager

**Accountable Role**

Portfolio Manager

**Consulted Role**

Business Sponsor; Program Manager; IT Account Manager

**Informed Role**

Stakeholder(s); Project Team

**Tools and Websites**

Rational Requirements DOORS Next Generation

**Standards**

VA EA Enterprise Technical Architecture (ETA) Compliance Criteria

Veteran Focused Integration Process (VIP) Guide

**More Info**

The scope of the project was formerly contained in the Project Charter Template. The Enterprise Program Management Office consolidated the Project Charter into the Project Management Plan Template. The new Project Management Plan Template can be found hosted on the VIP Business Office SharePoint site at the Assessment and Reporting link.

**Process Activity Name: PRI-03 Develop Initial Infrastructure Rough Order of Magnitude****Concurrent Activities**

PRI-04 Define Acquisition & Financial Planning

**Previous Activities**

PRI-02 Define Project Scope

**Next Activities**

PRI-05 Conduct VIP Privacy Threshold Analysis

And

PRI-06 Conduct Security Impact Analysis

And

PRI-07 Resource Project Team

## **Description**

The Project Manager develops a rough order of magnitude (ROM) infrastructure and sustainment cost estimate for budget request purposes using the Government-Hosted Cloud/Shared Infrastructure Estimating Tool as necessary. The new ROM is used to create a high level spend plan. The ROM estimates are not binding. Precise infrastructure and sustainment cost information are formulated by Enterprise Operations when the requisite project artifacts are completed later in the system development life cycle. To request an architected solution, email a request to VAITSDEEOIntakeArchitecturalServicesAllStaff.

## **Input**

Acquisition and Financial Management Plan

Rational DOORS Next Generation Project File

## **Output**

Corporate Data Center Operations (CDCO) Pricing Matrix, if used

Infrastructure ROM

Updated Acquisition and Financial Management Plan

## **Associated Artifacts**

Acquisition and Financial Management Plan Template with QUAD

## **Responsible Role**

Project Manager

## **Accountable Role**

Portfolio Manager

## **Consulted Role**

Enterprise Operations Storage Management

## **Informed Role**

Stakeholder(s)

## **Tools and Websites**

Government-Hosted Cloud/Shared Infrastructure

## **Standards**

CAE Cost Estimating Process Guide

GAO Cost Estimating and Assessment Guide

VA Cost Estimating Guide

Release Requirements User Stories Decision Tree

## **More Info**

When the Acquisition and Financial Management Plan is updated, also update the Compliance User Stories contained in the project/product instance of the Rational Requirements Management repository.

## **Process Activity Name: PRI-04 Define Acquisition & Financial Planning**

### **Concurrent Activities**

PRI-03 Develop Initial Infrastructure Rough Order of Magnitude

### **Previous Activities**

PRI-02 Define Project Scope

### **Next Activities**

PRI-05 Conduct VIP Privacy Threshold Analysis

And

PRI-06 Conduct Security Impact Analysis

And

PRI-07 Resource Project Team

### **Description**

The Project Manager collaborates with the Enterprise Program Management Office to complete the Acquisition and Financial Management Plan which addresses all technical, financial, business, management, and other significant considerations to inform the strategy for the acquisition of goods and services for the lifecycle of a project. It summarizes the acquisition planning deliberations and identifies milestones in the acquisition process.

### **Input**

Project Management Plan

### **Output**

Acquisition and Financial Management Plan Template with QUAD Chart

Updated Project Management Plan

### **Associated Artifacts**

Acquisition and Financial Management Plan Template with QUAD

Project Management Plan (PMP) Template

### **Responsible Role**

Project Manager

### **Accountable Role**

Portfolio Manager

## **Consulted Role**

Office of Responsibility; Project Team; Enterprise Program Management Office; IT Account Manager

## **Informed Role**

Stakeholder(s)

## **Tools and Websites**

VIP Dashboard

Enterprise Project Structure

Rational Requirements DOORS Next Generation

## **Standards**

Veteran Focused Integration Process (VIP) Guide

GAO Cost Estimating and Assessment Guide

NIST Special Publication 800-30, Guide for Conducting Risk Assessments

Rational Doors Next Generation Permissions Matrix

VA Acquisition Regulation (VAAR)

VA Cost Estimating Guide

Release Requirements User Stories Decision Tree

## **More Info**

When the Acquisition and Financial Management Plan is updated, also update the Compliance User Stories contained in the project/product instance of the Rational Requirements Management repository.

## **Process Activity Name: PRI-05 Conduct VIP Privacy Threshold Analysis**

### **Concurrent Activities**

PRI-06 Conduct Security Impact Analysis

And

PRI-07 Resource Project Team

### **Previous Activities**

PRI-03 Develop Initial Infrastructure Rough Order of Magnitude

Or

PRI-04 Define Acquisition & Financial Planning

### **Next Activities**

PRI-05.01 Submit/Update VIP Privacy Threshold Analysis Report

## **Description**

The sub-process Conduct VIP Privacy Threshold Analysis cycles through the following dependent activities:

- Submit/Update VIP Privacy Threshold Analysis Report
- Review VIP Privacy Threshold Analysis Report
- Accept VIP Privacy Threshold Analysis
- Accept VIP Privacy Threshold Analysis
- Receive Completed VIP Privacy Threshold Analysis

## **Process Activity Name: PRI-05.01 Submit/Update VIP Privacy Threshold Analysis Report**

### **Previous Activities**

PRI-05 Conduct VIP Privacy Threshold Analysis

### **Next Activities**

PRI-05.02 Review VIP Privacy Threshold Analysis

## **Description**

The Project Manager determines if the project is a change or upgrade to an existing IT system/program or a completely new IT system/program/technology. If a change or upgrade to an existing IT system/program, the Project Manager obtains the existing Privacy documentation, i.e. Privacy Threshold Analysis (PTA) and Privacy Impact Assessment (PIA) for the IT system/program and updates those documents with the prospective changes and submits to the assigned Privacy Officer for initial review and submits to VA Privacy Services via the PIASUPPORT@VA.GOV email account for official determination. (VA Privacy Services reviews and approves only privacy documentation that is associated with FISMA reportable IT systems) For all other VIP projects that are new or adding new IT systems or technologies, the Project Manager completes a VIP PTA and submits to the assigned Business Sponsor's Privacy Officer for review and determination if a PIA is needed.

The Privacy Threshold Analysis (PTA) is used by Privacy Officers, IT System Owners, Project Managers and by other members of the project team at every stage within the VIP process to identify potential privacy issues and whether personally identifiable information (PII) exists and determines the following:

- Whether a Privacy Impact Assessment (PIA) is required under the E-Government Act of 2002
- Whether a Privacy Officer is needed to attend project meetings regularly
- The associated project has been reviewed for privacy implications in the development stage.

## **Input**

Rational Requirements DOORS Next Generation Project File

## **Output**

VIP Privacy Threshold Analysis Report

## **Associated Artifacts**

VIP Privacy Threshold Analysis Template

Privacy Impact Assessment Template

## **Responsible Role**

Project Manager

## **Accountable Role**

Portfolio Manager

## **Consulted Role**

Privacy Officer

## **Informed Role**

Stakeholder(s)

## **Tools and Websites**

Privacy Impact Assessments Portal

Rational Requirements DOORS Next Generation

## **Standards**

M-03-22, OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002

NIST Special Publication 800-122, Guide to Protecting the Confidentiality of Personally Identifiable Information (PII)

Public Law 107 - 347 E-Government Act of 2002

VA Directive 6508, Privacy Impact Assessments

VA Directive 6509, Duties of Privacy Officers

## **More Info**

For projects, complete a VIP PTA for each release. Templates are available at the Privacy Services website listed in Tools and Websites Section.

## **Process Activity Name: PRI-05.02 Review VIP Privacy Threshold Analysis**

### **Previous Activities**

PRI-05.01 Submit/Update VIP Privacy Threshold Analysis Report

Or

PRI-05.05 Approved?

### **Next Activities**

PRI-05.03 Complete?

## **Description**

The Privacy Officer reviews the VIP Privacy Threshold Analysis (PTA) for completeness and accuracy and assists the Project Manager with completing/updating a new/existing Privacy Impact Assessment (PIA) and System of Records Notice (SORN) if applicable.

## **Input**

VIP Privacy Threshold Analysis Request

## **Output**

VIP Privacy Threshold Analysis Request (signed)

Privacy Impact Assessment (if necessary)

System of Records Notice (if applicable)

## **Associated Artifacts**

VIP Privacy Threshold Analysis Template

Privacy Impact Assessment Template

## **Responsible Role**

Privacy Officer

## **Accountable Role**

Director, Office of Cyber Security

## **Consulted Role**

Project Manager

## **Informed Role**

Program Manager

## **Tools and Websites**

Privacy Impact Assessments Portal

## **Standards**

M-03-22, OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002

NIST Special Publication 800-122, Guide to Protecting the Confidentiality of Personally Identifiable Information (PII)

Public Law 107 - 347 E-Government Act of 2002

VA Directive 6508, Privacy Impact Assessments

VA Directive 6509, Duties of Privacy Officers

## **More Info**

None Listed

## **Process Activity Name: PRI-05.03 Complete?**

### **Previous Activities**

PRI-05.02 Review VIP Privacy Threshold Analysis

Or

PRI-05.07 Approved?

### **Next Activities**

If "Yes":

PRI-05.04 Review VIP Privacy Threshold Analysis Request

Or

If "No":

PRI-05.01 Submit/Update VIP Privacy Threshold Analysis Report

### **Description**

The Privacy Officer determines if the VIP Privacy Threshold Analysis Request is complete (Yes) or not complete (No).

### **Responsible Role**

Privacy Officer

### **Accountable Role**

Director, Office of Cyber Security

### **Consulted Role**

Project Manager

### **Informed Role**

Project Manager; Stakeholder(s); System Owner

## **Process Activity Name: PRI-05.04 Review VIP Privacy Threshold Analysis Request**

### **Previous Activities**

PRI-05.03 Complete?

### **Next Activities**

PRI-05.05 Approved?

### **Description**

The System Owner approves the VIP Privacy Threshold Analysis (VIP PTA) then signs the VIP PTA and submits to Privacy Services.

### **Input**

Privacy Impact Assessment

Privacy Threshold Analysis Request

System of Records Notice

**Output**

VIP Privacy Threshold Analysis Report (Signed or Rejected)

**Associated Artifacts**

VIP Privacy Threshold Analysis Template

**Responsible Role**

System Owner

**Accountable Role**

System Owner

**Consulted Role**

Privacy Officer

**Informed Role**

Project Manager; Stakeholder(s)

**Tools and Websites**

VIP Dashboard

**Standards**

M-03-22, OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002

NIST Special Publication 800-122, Guide to Protecting the Confidentiality of Personally Identifiable Information (PII)

Public Law 107 - 347 E-Government Act of 2002

VA Directive 6508, Privacy Impact Assessments

VA Directive 6509, Duties of Privacy Officers

**More Info**

None Listed

**Process Activity Name: PRI-05.05 Approved?**

**Previous Activities**

PRI-05.04 Review VIP Privacy Threshold Analysis Request

**Next Activities**

If "Yes":

PRI-05.06 Accept VIP Privacy Threshold Analysis

Or

If "No":

PRI-05.02 Review VIP Privacy Threshold Analysis

**Description**

The System Owner determines if the VIP Privacy Threshold Report is approved (Yes) or not approved (No).

**Responsible Role**

System Owner

**Accountable Role**

Portfolio Manager

**Consulted Role**

Privacy Officer; Project Manager

**Informed Role**

Stakeholder(s)

**Process Activity Name: PRI-05.06 Accept VIP Privacy Threshold Analysis**

**Previous Activities**

PRI-05.05 Approved?

**Next Activities**

PRI-05.07 Approved?

**Description**

Privacy Services reviews the VIP Privacy Threshold Analysis (VIP PTA) for acceptance.

**Input**

VIP Privacy Threshold Analysis Report

Privacy Impact Assessment

System of Records Notice

**Output**

VIP Privacy Threshold Analysis Report (Signed or Rejected)

**Associated Artifacts**

VIP Privacy Threshold Analysis Template

**Responsible Role**

Privacy Services

**Accountable Role**

Director, Office of Cyber Security

**Consulted Role**

Privacy Officer

**Informed Role**

Project Manager; Stakeholder(s); Portfolio Manager

**Tools and Websites**

Privacy Impact Assessments Portal

**Standards**

M-03-22, OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002

NIST Special Publication 800-122, Guide to Protecting the Confidentiality of Personally Identifiable Information (PII)

Public Law 107 - 347 E-Government Act of 2002

VA Directive 6508, Privacy Impact Assessments

VA Directive 6509, Duties of Privacy Officers

**More Info**

Privacy Services will email the completed PTA Request form directly to the individual submitting the PTA Request.

**Process Activity Name: PRI-05.07 Approved?****Previous Activities**

PRI-05.06 Accept VIP Privacy Threshold Analysis

**Next Activities**

If "Yes":

PRI-05.08 Receive Completed VIP Privacy Threshold Analysis

Or

If "No":

PRI-05.03 Complete?

**Description**

Privacy Services determines if the VIP Privacy Threshold Analysis is complete and acceptable (Yes) or not (No).

**Responsible Role**

Privacy Services

**Accountable Role**

Director, Office of Cyber Security

**Consulted Role**

Privacy Officer

**Informed Role**

Project Manager

**Process Activity Name: PRI-05.08 Receive Completed VIP Privacy Threshold Analysis****Previous Activities**

PRI-05.07 Approved?

**Next Activities**

PRI-08 Submit IAMS Service Request

And

PRI-10 Request Enterprise Shared Services

**Description**

The Project Manager receives the VIP Privacy Threshold Analysis (VIP PTA) Report indicating if there is continued need for Privacy Officer participation as a project team resource.

**Input**

Project Schedule

VIP Privacy Threshold Analysis Report

**Output**

Updated Project Dashboard

Updated Project Schedule

**Associated Artifacts**

None Listed

**Responsible Role**

Project Manager

**Accountable Role**

Portfolio Manager

**Consulted Role**

Privacy Officer

**Informed Role**

Stakeholder(s); System Owner

**Tools and Websites**

VIP Dashboard

## **Standards**

VA Directive 6509, Duties of Privacy Officers

## **More Info**

None Listed

## **Process Activity Name: PRI-06 Conduct Security Impact Analysis**

### **Concurrent Activities**

PRI-05 Conduct VIP Privacy Threshold Analysis

And

PRI-07 Resource Project Team

### **Previous Activities**

PRI-04 Define Acquisition & Financial Planning

### **Next Activities**

PRI-06.01 Initiate Security Impact Analysis

### **Description**

The sub-process Conduct Security Impact Analysis cycles through the following dependent activities:

- Initiate Security Impact Analysis
- Health Product?
- Assign HCSR Resource
- Conduct Security Impact Analysis
- Communicate Security Impact Analysis

## **Process Activity Name: PRI-06.01 Initiate Security Impact Analysis**

### **Previous Activities**

PRI-06 Conduct Security Impact Analysis

### **Next Activities**

PRI-06.02 Health Product?

### **Description**

The Project Manager, in collaboration with the Information Security Officer (ISO), and Privacy Officer (PO), creates the Security Impact Analysis (SIA), (NIST SP 800-53 CM-4 Security Impact Analysis) using the on line template form.

If the system is a health care product, the Project Manager submits the SIA to the VHA10P2OIAHCSRREQUESTS@va.gov mail group for health related projects for review.

Health Products include: development efforts involving electronic protected health information (EPHI), health care delivery services, or health care applications and systems.

### **Input**

Business Case Document

Exhibit 300A: IT Capital Assessment Summary

Project Management Plan

### **Output**

Security Impact Analysis

### **Associated Artifacts**

Security Impact Analysis Template

### **Responsible Role**

Project Manager

### **Accountable Role**

Portfolio Manager

### **Consulted Role**

Information Security Officer; Privacy Officer; Privacy Services

### **Informed Role**

None Listed

### **Tools and Websites**

Health Care Security Requirements (HCSR) Website

Office of Cyber Security (OCS) Portal

### **Standards**

Security Impact Analysis User Guide

VA Directive 6509, Duties of Privacy Officers

VA Handbook 6500.5, Incorporating Security and Privacy into the System Development Life Cycle

### **More Info**

The template for the SIA is available from the Health Care Security Requirements (HCSR) website on the Tools and Resources link.

The SIA assists with establishing expectations for the necessary level of security work; ensures security stakeholder representation early in the development process; tracks security analysis performed during the Project Management Life Cycle (PMLC); assists the transfer of information between groups; and identifies potential security impacts prior to implementation.

The Project Manager will begin to populate the SIA tool.

## **Process Activity Name: PRI-06.02 Health Product?**

### **Previous Activities**

PRI-06.01 Initiate Security Impact Analysis

### **Next Activities**

If "Yes":

PRI-06.03 Assign HCSR Resource

Or

If "No":

PRI-06.04 Conduct Security Impact Analysis

### **Description**

The Project Manager determines if the project is a health product related project (Yes) or not (No).

### **Responsible Role**

Project Manager

### **Accountable Role**

Portfolio Manager

### **Consulted Role**

None Listed

### **Informed Role**

None Listed

## **Process Activity Name: PRI-06.03 Assign HCSR Resource**

### **Previous Activities**

PRI-06.02 Health Product?

### **Next Activities**

PRI-06.04 Conduct Security Impact Analysis

### **Description**

The Health Care Security Requirements (HCSR) office receives the request for a HCSR Security Specialist. A HCSR Security Specialist is assigned to the project.

### **Input**

Business Case Document

HCSR Security Specialist Request Email

Rational Requirements DOORS Next Generation Project File

Security Impact Analysis (SIA)

**Output**

HCSR Security Specialist Assignment Email

**Associated Artifacts**

None Listed

**Responsible Role**

Director, Health Care Security Requirements

**Accountable Role**

Project Manager

**Consulted Role**

Information Security Officer; Privacy Officer

**Informed Role**

Health Care Security Requirements (HCSR) Security Specialist

**Tools and Websites**

None Listed

**Standards**

VA Directive 6509, Duties of Privacy Officers

**More Info**

None Listed

**Process Activity Name: PRI-06.04 Conduct Security Impact Analysis**

**Previous Activities**

PRI-06.02 Health Product?

Or

PRI-06.03 Assign HCSR Resource

**Next Activities**

PRI-06.05 Communicate Security Impact Analysis

**Description**

The Project Manager, in collaboration with the Information Security Officer (ISO), and Privacy Officer (PO) completes the Security Impact Analysis. If a health product, the Health Care Security Requirements (HCSR) Security Specialist should be included and consulted.

**Input**

Business Case Document

Rational Requirements DOORS Next Generation Project File

Security Impact Analysis

**Output**

Recommended Security Categorization

Updated Security Impact Analysis

**Associated Artifacts**

Security Impact Analysis Template

**Responsible Role**

Project Manager

**Accountable Role**

Director, Office of Cyber Security

**Consulted Role**

Health Care Security Requirements (HCSR) Security Specialist; Information Security Officer; Privacy Officer

**Informed Role**

None Listed

**Tools and Websites**

None Listed

**Standards**

VA Directive 6509, Duties of Privacy Officers

**More Info**

None Listed

**Process Activity Name: PRI-06.05 Communicate Security Impact Analysis**

**Previous Activities**

PRI-06.04 Conduct Security Impact Analysis

**Next Activities**

PRI-08 Submit IAMS Service Request

And

PRI-10 Request Enterprise Shared Services

**Description**

The Project Manager, if the project is for an existing product, communicates the results based on the Security Impact Analysis (SIA) to the respective Change Control Board and appends the SIA to the existing project file in Rational Team Concert (Change/Configuration Management) repository. The updated configuration management data, with the new or updated Security

Impact Analysis (SIA), is uploaded into Rational Team Concert (Change/Configuration Management) repository project file.

### **Input**

Email Security Impact Analysis Response

Project File in Rational Team Concert (Change/Configuration Management)

Security Impact Analysis

### **Output**

Email Notification to Change Control Board

Updated Project File in Rational Team Concert (Change/Configuration Management)

### **Associated Artifacts**

None Listed

### **Responsible Role**

Project Manager

### **Accountable Role**

Portfolio Manager

### **Consulted Role**

Information Security Officer; Privacy Officer; Privacy Services

### **Informed Role**

Health Care Security Requirements (HCSR) Security Specialist; Stakeholder(s)

### **Tools and Websites**

Rational Team Concert (Change/Configuration Management)

### **Standards**

NIST Special Publication 800-137 - Information Security Continuous Monitoring (ISCM) for Federal Information Systems and Organizations

NIST Special Publication 800-18 - Guide for Developing Security Plans for Federal Information Systems

NIST Special Publication 800-53 Rev. 4 - Security and Privacy Controls for Federal Information Systems and Organizations

NIST Special Publication 800-53A Rev. 4 - Assessing Security and Privacy Controls in Federal Information Systems and Organizations: Building Effective Assessment Plans

VA Directive 6509, Duties of Privacy Officers

### **More Info**

None Listed

## **Process Activity Name: PRI-07 Resource Project Team**

### **Concurrent Activities**

PRI-05 Conduct VIP Privacy Threshold Analysis

And

PRI-06 Conduct Security Impact Analysis

### **Previous Activities**

PRI-03 Develop Initial Infrastructure Rough Order of Magnitude

Or

PRI-04 Define Acquisition & Financial Planning

### **Next Activities**

PRI-07.01 Determine Project Resource Requirements

### **Description**

The sub-process Establish and Resource IPT cycles through the following dependent activities:

- Determine Project Resource Requirements
- Submit HPS Resource Request
- Submit ISO Resource Request
- Submit ITOPS Resource Request
- Submit ASD Resource Request
- Submit Privacy Officer Resource Request
- Receive Notifications of Project Resource Assignments
- Kickoff Project Team

## **Process Activity Name: PRI-07.01 Determine Project Resource Requirements**

### **Concurrent Activities**

PRI-05 Conduct VIP Privacy Threshold Analysis

And

PRI-06 Conduct Security Impact Analysis

### **Previous Activities**

PRI-07 Resource Project Team

### **Next Activities**

PRI-07.02 Submit HPS Intake Form

And

PRI-07.03 Submit ISO Resource Request

And

PRI-07.04 Submit ITOPS Resource Request

And

PRI-07.05 Submit ASD Project Support Request

And

PRI-07.06 Submit Privacy Officer Resource Request

And

PRI-07.07 Confirm Assignment of Release Agent

### **Description**

The Project Manager establishes the Project Team after determining the required skill sets and referring to the Veteran-Focused Integration Process Guide for general guidance. The project team is composed of people with complementary skills and expertise who collaborate and commit to a timely delivery of specified work products.

### **Input**

Business Case Document

List of VA Staff Resources

Project Schedule

### **Output**

Updated Project Schedule

Project Team Kick-Off Meeting Agenda and Minutes

### **Associated Artifacts**

Project Team Kick-Off Meeting and Minutes Template

### **Responsible Role**

Project Manager

### **Accountable Role**

Portfolio Manager

### **Consulted Role**

None Listed

### **Informed Role**

Stakeholder(s)

### **Tools and Websites**

Primavera Progress Reporter

VIP Dashboard

## **Standards**

Veteran Focused Integration Process (VIP) Guide

## **More Info**

None Listed

## **Process Activity Name: PRI-07.02 Submit HPS Intake Form**

### **Concurrent Activities**

PRI-07.03 Submit ISO Resource Request

And

PRI-07.04 Submit ITOPS Resource Request

And

PRI-07.05 Submit ASD Project Support Request

And

PRI-07.06 Submit Privacy Officer Resource Request

And

PRI-07.07 Confirm Assignment of Release Agent

### **Previous Activities**

PRI-07.01 Determine Project Resource Requirements

### **Next Activities**

PRI-07.02.01 Prepare HPS Resource Request

### **Description**

The sub-process Submit HPS Intake Form cycles through the following dependent activities:

- Prepare HPS Resource Request
- Determine Tier 2 Resource
- Create Tracker Record
- Review Resource Request
- Create Assessment Findings Report
- Update Resource Tracker
- Communicate Assessment Findings

## **Process Activity Name: PRI-07.02.01 Prepare HPS Resource Request**

### **Previous Activities**

PRI-07.02 Submit HPS Intake Form

## **Next Activities**

PRI-07.02.02 Determine Tier 2 Resource

And

PRI-07.02.03 Create Tracker Record

## **Description**

The Project Manager uses the business requirements (Epics) from the Rational Requirements DOORS Next Generation Project File and the project scope (Project Management Plan) to complete and submit the Health Product Support Intake Assessment Form.

## **Input**

Business Case Document

Project Management Plan

Rational Requirements DOORS Next Generation Project File

## **Output**

Health Product Support Intake Assessment Form

## **Associated Artifacts**

Health Product Support Intake Assessment Form

## **Responsible Role**

Project Manager

## **Accountable Role**

Portfolio Manager

## **Consulted Role**

None Listed

## **Informed Role**

Health Product Support Release Coordinator

## **Tools and Websites**

Health Product Support (HPS) SharePoint Site

Rational Requirements DOORS Next Generation

## **Standards**

None Listed

## **More Info**

To populate the Intake Form, click the “Form Templates” link in the quick launch bar on top left of the HPS Main Page.

To submit the Intake Form, click the "Submit Intake Assessment" link in the quick launch bar on top left of the HPS Main Page

## **Process Activity Name: PRI-07.02.02 Determine Tier 2 Resource**

### **Concurrent Activities**

PRI-07.02.03 Create Tracker Record

### **Previous Activities**

PRI-07.02.01 Prepare HPS Resource Request

### **Next Activities**

PRI-07.02.04 Review Resource Request

### **Description**

The lead Tier 2 (T2) Health Product Support Specialist receives the Health Product Support Intake Assessment Form and determines the Tier 2 Health Product Support Specialist to assign to the project team.

### **Input**

Health Product Support Intake Assessment Form

### **Output**

Tier 2 IPT Membership Assignment Email

### **Associated Artifacts**

None Listed

### **Responsible Role**

Tier 2 (T2) Health Product Support Specialist

### **Accountable Role**

Tier 2 (T2) Health Product Support Division Director

### **Consulted Role**

None Listed

### **Informed Role**

Tier 2 (T2) Health Product Support Specialist

### **Tools and Websites**

None Listed

### **Standards**

None Listed

### **More Info**

None Listed

## **Process Activity Name: PRI-07.02.03 Create Tracker Record**

### **Concurrent Activities**

PRI-07.02.02 Determine Tier 2 Resource

### **Previous Activities**

PRI-07.02.01 Prepare HPS Resource Request

### **Next Activities**

PRI-07.02.04 Review Resource Request

### **Description**

The Tier 3 (T3) Sustainment Manager creates the Health Product Support Intake Tracker Record for the Project.

### **Input**

Health Product Support Intake Assessment Form

### **Output**

Health Product Support Intake Tracker Record

### **Associated Artifacts**

None Listed

### **Responsible Role**

Tier 3 (T3) Sustainment Manager

### **Accountable Role**

Director, Health Product Support

### **Consulted Role**

None Listed

### **Informed Role**

None Listed

### **Tools and Websites**

None Listed

### **Standards**

None Listed

### **More Info**

None Listed

## **Process Activity Name: PRI-07.02.04 Review Resource Request**

### **Previous Activities**

PRI-07.02.02 Determine Tier 2 Resource

AND

PRI-07.02.03 Create Tracker Record

**Next Activities**

PRI-07.02.05 Create Assessment Findings Report

**Description**

The Tier 3 (T3) Sustainment Manager receives and reviews the Health Product Support Intake Assessment Form.

**Input**

Health Product Support Intake Assessment Form

**Output**

Intake Analysis

**Associated Artifacts**

None Listed

**Responsible Role**

Tier 3 (T3) Sustainment Manager

**Accountable Role**

Director, Health Product Support

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

None Listed

**Standards**

None Listed

**More Info**

None Listed

**Process Activity Name: PRI-07.02.05 Create Assessment Findings Report**

**Previous Activities**

PRI-07.02.04 Review Resource Request

**Next Activities**

PRI-07.02.06 Update Resource Tracker

## **Description**

The Tier 3 (T3) Sustainment Manager creates the Intake Assessment Finding Report after analysis of the information provided.

## **Input**

Health Product Support Intake Assessment Form

Intake Analysis

## **Output**

Intake Assessment Findings Report

## **Associated Artifacts**

None Listed

## **Responsible Role**

Tier 3 (T3) Sustainment Manager

## **Accountable Role**

Director, Health Product Support

## **Consulted Role**

None Listed

## **Informed Role**

None Listed

## **Tools and Websites**

None Listed

## **Standards**

None Listed

## **More Info**

None Listed

## **Process Activity Name: PRI-07.02.06 Update Resource Tracker**

### **Previous Activities**

PRI-07.02.05 Create Assessment Findings Report

### **Next Activities**

PRI-07.02.07 Communicate Assessment Findings

## **Description**

The Tier 3 (T3) Sustainment Manager updates the Health Product Support Intake Tracker with any necessary information contained in the Intake Assessment Findings Report.

**Input**

Intake Assessment Findings Report

Health Product Support Intake Tracker Record

**Output**

Updated Health Product Support Intake Tracker Record

**Associated Artifacts**

None Listed

**Responsible Role**

Tier 3 (T3) Sustainment Manager

**Accountable Role**

Director, Health Product Support

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

None Listed

**Standards**

None Listed

**More Info**

None Listed

**Process Activity Name: PRI-07.02.07 Communicate Assessment Findings****Previous Activities**

PRI-07.02.06 Update Resource Tracker

**Next Activities**

PRI-07.07 Confirm Assignment of Release Agent

**Description**

The Tier 3 (T3) Sustainment Manager communicates the Intake Assessment Findings to the Project Manager.

**Input**

Intake Assessment Findings

**Output**

Email Notice with Intake Assessment Findings attached

**Associated Artifacts**

None Listed

**Responsible Role**

Tier 3 (T3) Sustainment Manager

**Accountable Role**

Director, Health Product Support

**Consulted Role**

Project Manager

**Informed Role**

Project Manager

**Tools and Websites**

None Listed

**Standards**

None Listed

**More Info**

None Listed

**Process Activity Name: PRI-07.03 Submit ISO Resource Request****Concurrent Activities**

PRI-07.02 Submit HPS Intake Form

And

PRI-07.04 Submit ITOPS Resource Request

And

PRI-07.05 Submit ASD Project Support Request

And

PRI-07.06 Submit Privacy Officer Resource Request

And

PRI-07.07 Confirm Assignment of Release Agent

**Previous Activities**

PRI-07.01 Determine Project Resource Requirements

## **Next Activities**

PRI-07.03.01 Submit Request for ISO Support Form

## **Description**

The sub-process Submit Request for ISO Support cycles through the following dependent activities and decisions:

- Submit ISO Support Request
- Perform Security Review
- Receive Security Review Findings

## **Process Activity Name: PRI-07.03.01 Submit Request for ISO Support Form**

## **Previous Activities**

PRI-07.03 Submit ISO Resource Request

## **Next Activities**

PRI-07.03.02 Perform Security Review

## **Description**

The Project Manager submits the Request for Information Security Officer (ISO) Support Form to the VA FSS ISO Requests mail group.

## **Input**

Business Case Document

Exhibit 300A: IT Capital Asset Summary

Project Management Plan

## **Output**

Request for Information Security Officer Support

## **Associated Artifacts**

Request for Information Security Officer Support Form Template

## **Responsible Role**

Project Manager

## **Accountable Role**

Portfolio Manager

## **Consulted Role**

None Listed

## **Informed Role**

Information Security Officer

## **Tools and Websites**

Office of Cyber Security (OCS) Portal

## **Standards**

VA Handbook 6500.5, Incorporating Security and Privacy into the System Development Life Cycle

## **More Info**

ISOs serve as principal security advisors to System Owners regarding security considerations in applications, systems, procurement, development, implementation, operation, maintenance, and disposal activities (i.e., SDLC management). The ISO should be involved as early as the Kick-off Meeting to incrementally review the project security-related documentation as it is being developed.

## **Process Activity Name: PRI-07.03.02 Perform Security Review**

### **Previous Activities**

PRI-07.03.01 Submit Request for ISO Support Form

### **Next Activities**

PRI-07.03.03 Receive Security Review Findings

### **Description**

The Information Security Officer (ISO) performs a security review based on the scope and business needs of the project using the Initial System/Application Description (ISAD).

### **Input**

Initial System/Application Description (ISAD)

### **Output**

Information Security Officer Assignment Email

### **Associated Artifacts**

None Listed

### **Responsible Role**

Information Security Officer

### **Accountable Role**

Director, Office of Cyber Security

### **Consulted Role**

None Listed

### **Informed Role**

Project Manager; Stakeholder(s)

## **Tools and Websites**

Office of Cyber Security (OCS) Portal

## **Standards**

None Listed

## **More Info**

None Listed

## **Process Activity Name: PRI-07.03.03 Receive Security Review Findings**

### **Previous Activities**

PRI-07.03.02 Perform Security Review

### **Next Activities**

PRI-07.07 Confirm Assignment of Release Agent

### **Description**

The Project Manager receives the Information Security Officer Assignment Email indicating if there is continued need for Information Security Officer involvement in the Project Team.

### **Input**

Acquisition and Financial Management Plan

Information Security Officer Assignment Email

Project Management Plan

### **Output**

Updated Acquisition and Financial Management Plan

Updated Project Management Plan

### **Associated Artifacts**

Acquisition and Financial Management Plan Template with QUAD

Project Management Plan (PMP) Template

### **Responsible Role**

Project Manager

### **Accountable Role**

Portfolio Manager

### **Consulted Role**

None Listed

### **Informed Role**

Project Team; Stakeholder(s)

## **Tools and Websites**

None Listed

## **Standards**

Release Requirements User Stories Decision Tree

## **More Info**

When the Acquisition and Financial Management Plan is updated, also update the Compliance User Stories contained in the project/product instance of the Rational Requirements Management repository.

## **Process Activity Name: PRI-07.04 Submit ITOPS Resource Request**

### **Concurrent Activities**

PRI-07.02 Submit HPS Intake Form

And

PRI-07.03 Submit ISO Resource Request

And

PRI-07.05 Submit ASD Project Support Request

And

PRI-07.06 Submit Privacy Officer Resource Request

And

PRI-07.07 Confirm Assignment of Release Agent

### **Previous Activities**

PRI-07.01 Determine Project Resource Requirements

### **Next Activities**

PRI-07.08 Receive Notifications of Project Resource Assignments

### **Description**

The Project Manager submits the ITOPS Resource Request Form. This form is used to request (1) that a new project be managed by ITOPS or (2) a sub-project be managed by ITOPS. The requestor should complete the form, save, and email to the VA IT ITOPS Requests mail group. The Project Manager receives a meeting invitation from the ITOPS Intake team to review and finalize the Resource Request form in preparation for leadership review and approval. The status of the request is posted on the ITOPS Project Initiation Request Log.

### **Input**

Any information specified by the business sponsor that can support the population of the request form such as the VIPR request, Original Requestor, Program Office or person endorsing the request (Sponsor), Proposed Project Name, Overall Project Scope and Objectives, Scope of Deliverables, Business Values/Drivers, Major Initiative Association, and Proposed Project Timeframe.

**Output**

ITOPS Resource Request Form

**Associated Artifacts**

ITOPS Project Intake Request Template

**Responsible Role**

Project Manager

**Accountable Role**

Portfolio Manager

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

PAO Project Artifacts Page

IT Operations and Services (ITOPS) Intake Support Site

**Standards**

None Listed

**More Info**

The ITOPS Resource Request Form is accessed through the ITOPS Intake Support Web site. The requestor can find additional support on the ITOPS Intake Support Web site including the ability to submit an email directly to ITOPS. Processes, procedures, helpful links, and contact information are available on the site.

**Process Activity Name: PRI-07.05 Submit ASD Project Support Request****Concurrent Activities**

PRI-07.02 Submit HPS Intake Form

And

PRI-07.03 Submit ISO Resource Request

And

PRI-07.04 Submit ITOPS Resource Request

And

PRI-07.06 Submit Privacy Officer Resource Request

And

PRI-07.07 Confirm Assignment of Release Agent

**Previous Activities**

PRI-07.01 Determine Project Resource Requirements

**Next Activities**

PRI-07.08 Receive Notifications of Project Resource Assignments

**Description**

The Project Manager submits a request for Architecture, Strategy and Design (ASD) support to the mail group VA ASD PPM IPT Support at ASDPPMIPTSupport@va.gov describing the effort.

**Input**

Business Case Document

Project Management Plan

**Output**

Request for ASD Project Support

**Associated Artifacts**

None Listed

**Responsible Role**

Project Manager

**Accountable Role**

Portfolio Manager

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

VA EA Home

**Standards**

None Listed

**More Info**

None Listed

## **Process Activity Name: PRI-07.06 Submit Privacy Officer Resource Request**

### **Concurrent Activities**

PRI-07.02 Submit HPS Intake Form

And

PRI-07.03 Submit ISO Resource Request

And

PRI-07.04 Submit ITOPS Resource Request

And

PRI-07.05 Submit ASD Project Support Request

And

PRI-07.07 Confirm Assignment of Release Agent

### **Previous Activities**

PRI-07.01 Determine Project Resource Requirements

### **Next Activities**

PRI-07.06.01 Submit Privacy Officer Resource Request

### **Description**

Note: The sub-process Submit Privacy Officer Support Request cycles through the following dependent activities:

- Submit Privacy Officer Resource Request
- Review Privacy Officer Resource Request
- Assign Privacy Officer

## **Process Activity Name: PRI-07.06.01 Submit Privacy Officer Resource Request**

### **Previous Activities**

PRI-07.06 Submit Privacy Officer Resource Request

### **Next Activities**

PRI-07.06.02 Review Privacy Officer Resource Request

### **Description**

The Project Manager submits an email request to designate a Privacy Officer to Privacy Services at [privacyservices@va.gov](mailto:privacyservices@va.gov) mail group.

### **Input**

Business Case Document

Project Management Plan

Rational Requirements DOORS Next Generation Project File

**Output**

Privacy Officer Assignment Request email

**Associated Artifacts**

None Listed

**Responsible Role**

Project Manager

**Accountable Role**

Portfolio Manager

**Consulted Role**

Administrations and Staff Offices Leadership

**Informed Role**

Privacy Officer; Stakeholder(s)

**Tools and Websites**

Privacy Officers Portal

**Standards**

VA Directive 6509, Duties of Privacy Officers

**More Info**

None Listed

**Process Activity Name: PRI-07.06.02 Review Privacy Officer Resource Request**

**Previous Activities**

PRI-07.06.01 Submit Privacy Officer Resource Request

**Next Activities**

PRI-07.06.03 Assign Privacy Officer

**Description**

The Director Privacy Services receives, reviews and approves the Privacy Officer Resource Request Email

**Input**

Project Management Plan

Privacy Officer Resource Request Email

**Output**

Privacy Officer Assignment Notification

**Associated Artifacts**

None Listed

**Responsible Role**

Director, Office of Privacy and Records Management

**Accountable Role**

Portfolio Manager

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

None Listed

**Standards**

VA Directive 6509, Duties of Privacy Officers

**More Info**

None Listed

**Process Activity Name: PRI-07.06.03 Assign Privacy Officer****Previous Activities**

PRI-07.06.02 Review Privacy Officer Resource Request

**Next Activities**

PRI-07.07 Confirm Assignment of Release Agent

**Description**

The Director Privacy Services assigns a specific Privacy Officer and notifies both the Privacy Officer and the Project Manager by email of the assignment

**Input**

Privacy Officer Resource Request

Project Management Plan

**Output**

Privacy Officer Assignment Email

**Associated Artifacts**

None Listed

**Responsible Role**

Director, Office of Privacy and Records Management

**Accountable Role**

Portfolio Manager

**Consulted Role**

None Listed

**Informed Role**

Project Manager; Privacy Officer; Stakeholder(s)

**Tools and Websites**

None Listed

**Standards**

VA Directive 6509, Duties of Privacy Officers

**More Info**

None Listed

**Process Activity Name: PRI-07.07 Confirm Assignment of Release Agent****Concurrent Activities**

PRI-07.01 Determine Project Resource Requirements

And

PRI-07.02 Submit HPS Intake Form

And

PRI-07.03 Submit ISO Resource Request

And

PRI-07.04 Submit ITOPS Resource Request

And

PRI-07.05 Submit ASD Project Support Request

**Previous Activities**

PRI-07.01 Determine Project Resource Requirements

**Next Activities**

PRI-07.08 Receive Notifications of Project Resource Assignments

**Description**

The Project Manager working with Release Management ensures assignment of a Release Agent.

**Input**

Business Case Document  
Project Management Plan  
VIPR

**Output**

Release Agent Assignment

**Associated Artifacts**

None Listed

**Responsible Role**

Project Manager

**Accountable Role**

Program Manager

**Consulted Role**

Release Manager

**Informed Role**

Project Team

**Tools and Websites**

Release Request Process Site

**Standards**

Veteran Focused Integration Process (VIP) Guide  
Veteran-focused Integration Process (VIP) Release Process Guide

**More Info**

None Listed

**Process Activity Name: PRI-07.08 Receive Notifications of Project Resource Assignments****Previous Activities**

PRI-07.02 Submit HPS Intake Form

Or

PRI-07.03 Submit ISO Resource Request

Or

PRI-07.04 Submit ITOPS Resource Request

Or

PRI-07.05 Submit ASD Project Support Request

Or

PRI-07.06 Submit Privacy Officer Resource Request

Or

PRI-07.07 Confirm Assignment of Release Agent

**Next Activities**

PRI-07.09 Kickoff Project Team

**Description**

The Project Manager receives notifications from Stakeholder organization of specific membership assignments to the project team.

**Input**

Membership Notifications

**Output**

Project Team Roster

**Associated Artifacts**

None Listed

**Responsible Role**

Project Manager

**Accountable Role**

Portfolio Manager

**Consulted Role**

None Listed

**Informed Role**

Stakeholder(s)

**Tools and Websites**

None Listed

**Standards**

None Listed

**More Info**

None Listed

**Process Activity Name: PRI-07.09 Kickoff Project Team**

**Previous Activities**

PRI-07.08 Receive Notifications of Project Resource Assignments

**Next Activities**

PRI-08 Submit IAMS Service Request

And

PRI-10 Request Enterprise Shared Services

**Description**

The Project Manager, in conjunction with the Stakeholder designated Project Team Membership, updates the Project Management Plan and obtains Sponsor and Member signatures as required.

**Input**

Business Case Document

Project Management Plan

**Output**

Updated Project Management Plan

**Associated Artifacts**

Project Management Plan (PMP) Template

**Responsible Role**

Project Manager

**Accountable Role**

Portfolio Manager

**Consulted Role**

Stakeholder(s)

**Informed Role**

None Listed

**Tools and Websites**

None Listed

**Standards**

None Listed

**More Info**

None Listed

**Process Activity Name: PRI-08 Submit IAMS Service Request****Concurrent Activities**

PRI-10 Request Enterprise Shared Services

**Previous Activities**

PRI-05.08 Receive Completed VIP Privacy Threshold Analysis

Or

PRI-06.05 Communicate Security Impact Analysis

Or

PRI-07.08 Receive Notifications of Project Resource Assignments

### **Next Activities**

PRI-09 Identity and Access Management

### **Description**

The Project Manager submits the Identity and Access Management (IAM) Service Request following the guidance available in the IAM Service Request Submission User Guide. The IAM Service Request, the Business Case Document, and the Business Flow Diagrams are submitted together as the IAM Service Request Package. The Business Case Document and Business Flow Diagrams must accompany the submitted service request. Within the attached BCD, highlight the business requirements sections applicable to the IAM request, and note the sections in the IAM Service Request online tool. For requests linked to an existing BCD, ensure the functionality within the BCD describes:

- As is state
- To be state
- Expected benefits

### **Input**

Business Case Document

Business Flow Diagrams

### **Output**

Updated Business Flow Diagrams

IAMS Service Request

### **Associated Artifacts**

None Listed

### **Responsible Role**

Project Manager

### **Accountable Role**

Portfolio Manager

### **Consulted Role**

None Listed

**Informed Role**

None Listed

**Tools and Websites**

Identity and Access Management (IAM) Central: Submit IAM Service Request

**Standards**

Identity and Access Management Service Catalog

Identity and Access Management Access Services Integration Patterns

**More Info**

None Listed

**Process Activity Name: PRI-09 Identity and Access Management****Previous Activities**

PRI-08 Submit IAMS Service Request

**Next Activities**

If "Go to IAMS":

Identity and Access Management Services Process

Or

If "Remain in PRI":

PRI-12 Select Design Approach

**Description**

The Project Manager transitions to the Identity and Access Management (IAMS) Process, completes the activities there, then returns to the Project Initiation Process (PRI) to continue completing that process.

**Input**

None Listed

**Output**

None Listed

**Associated Artifacts**

None Listed

**Responsible Role**

Project Manager

**Accountable Role**

Portfolio Manager

**Consulted Role**

IAM Governance Reviewers

**Informed Role**

Stakeholder(s)

**Tools and Websites**

None Listed

**Standards**

None Listed

**More Info**

None Listed

**Process Activity Name: PRI-10 Request Enterprise Shared Services****Concurrent Activities**

PRI-08 Submit IAMS Service Request

**Previous Activities**

PRI-05.08 Receive Completed VIP Privacy Threshold Analysis

Or

PRI-06.05 Communicate Security Impact Analysis

Or

PRI-07.08 Receive Notifications of Project Resource Assignments

**Next Activities**

PRI-11 Request For Service Consumption

**Description**

The Project Manager determines if additional Enterprise Shared Services are required to support the project. If additional enterprise shared services are needed, the Project Manager proceeds to the Request for Service Consumption process.

**Input**

Business Case Document

Rational Requirements DOORS Next Generation Project File

**Output**

Identified Service(s)

**Associated Artifacts**

None Listed

**Responsible Role**

Project Manager

**Accountable Role**

Portfolio Manager

**Consulted Role**

None Listed

**Informed Role**

Stakeholder(s)

**Tools and Websites**

Enterprise Messaging Infrastructure (eMI) New Customer Intake Process

Enterprise Messaging Infrastructure (eMI) WIKI Home

Service Registry Dashboard

Rational Team Concert (Change/Configuration Management)

Rational Requirements DOORS Next Generation

Rational Performance Tester

**Standards**

None Listed

**More Info**

None Listed

**Process Activity Name: PRI-11 Request For Service Consumption****Previous Activities**

PRI-10 Request Enterprise Shared Services

**Next Activities**

If "Go to RFSC":

Request for Service Consumption Process

Or

If "Remain in PRI":

PRI-12 Select Design Approach

**Description**

The Project Manager transitions to the Request for Services Consumption (RFSC) Process, completes the activities there, then returns to the Project Initiation (PRI) Process and completes the activities there.

**Input**

None Listed

**Output**

None Listed

**Associated Artifacts**

None Listed

**Responsible Role**

Project Manager

**Accountable Role**

Portfolio Manager

**Consulted Role**

Enterprise Operations Storage Management Team

**Informed Role**

Stakeholder(s)

**Tools and Websites**

None Listed

**Standards**

None Listed

**More Info**

None Listed

**Process Activity Name: PRI-12 Select Design Approach****Previous Activities**

PRI-09 Identity and Access Management

Or

PRI-11 Request For Service Consumption

**Next Activities**

PRI-13 Requirements Sufficient?

**Description**

The Project Manager identifies the types of development activities to be undertaken to accomplish the business requirements. The types include: new “Green Field” application development, an enhancement and modernization to an existing production system, the selection of a suitable application, e.g., Commercial Off The Shelf (COTS), or the development for interagency information sharing. The Project Manager selects the high level design approach

after reviewing the appropriate Architecture and Design Patterns. Upon completion, the design approach is forwarded for concurrence by the Business Owner.

### **Input**

Rational Requirements DOORS Next Generation Project File

### **Output**

Selected Design Approach

### **Associated Artifacts**

None Listed

### **Responsible Role**

Project Manager

### **Accountable Role**

Portfolio Manager

### **Consulted Role**

None Listed

### **Informed Role**

None Listed

### **Tools and Websites**

Enterprise Design Patterns, Design Pattern Library

Requirements Development and Management New Service Request Database (NSRD)

VA Systems Inventory

### **Standards**

VA EA Enterprise Technical Architecture (ETA) Compliance Criteria

VA Directive 6051, Enterprise Architecture

VA Directive 6551, Enterprise Design Patterns

### **More Info**

None Listed

## **Process Activity Name: PRI-13 Requirements Sufficient?**

### **Previous Activities**

PRI-12 Select Design Approach

### **Next Activities**

If "Yes":

Process Ends

Or

If "No":

PRI-14 Elaborate Requirements

**Description**

The Project Manager determines if the requirements are sufficient (Yes) or not sufficient (No) and further requirements elaboration is required.

**Responsible Role**

Project Manager

**Accountable Role**

Portfolio Manager

**Consulted Role**

None Listed

**Informed Role**

None Listed

**Process Activity Name: PRI-14 Elaborate Requirements**

**Previous Activities**

PRI-13 Requirements Sufficient?

**Next Activities**

Process Ends

**Description**

The Project Manager reviews existing business needs and requirements and collaborates with the Business stakeholders, technical subject matter experts and other resources to articulate the detailed requirements. Individual business processes are defined and modeled. Upon completion, all requirements and models are prepared, finalized, and forwarded for approval by the Business Owner.

**Input**

Business Case Document

Business Epic

Business Sub-epic

Business User Story

Business Process Models

Compliance Epic

Compliance Sub-epic Story

Compliance User Story

## **Output**

Updated Business Epic

Updated Business Sub-epic

Updated Business User Story

Updated Business Process Models

Updated Compliance Epic

Updated Compliance Sub-epic Story

Updated Compliance User Story

## **Associated Artifacts**

Requirements Elaboration Document (RED) Template

Business Epic

Business Sub-epic

Business User Story

Compliance Epic

Compliance Sub-epic

Compliance User Story

## **Responsible Role**

Project Manager

## **Accountable Role**

Portfolio Manager

## **Consulted Role**

Project Manager; IT Account Manager; Business Analyst; Director, Health Care Security Requirements

## **Informed Role**

Stakeholder(s)

## **Tools and Websites**

VA Systems Inventory

Rational Requirements DOORS Next Generation

CA Service Desk Manager

## **Standards**

Veteran Focused Integration Process (VIP) Guide

Veteran-focused Integration Process (VIP) Release Process Guide

Rational Doors Next Generation Permissions Matrix

Rational Jazz: New Application Server Addresses for BROWSER Access

Work Instruction - How to Use Modules in RDNG

Work Instructions - How to Manage Requirements in RM

Work Instructions - How to Use Cross Project Links in RM

Health Product Support Release of Products and Patches Guide

**More Info**

The Feedback section of the VA Systems Inventory can be used to provide update for existing system or Register new system.

END OF PROCESS