



DE FACTS II

Deliverable Expectation Document (DED)

Document Control Information

The following table describes the key document control information relating to this Deliverable as well as a summary of changes made during the feedback process.

Table 1: Document Control

File Name:	Delaware_FACTSII_DED_Communication_Approach_V1 0		
Project Name:	FACTS II		
Client:	State of Delaware		
Author:	Sanjay Shah		
Status:	Draft		
Date Released:	03/10/16		
Version Control			
Version No.	Date	Summary of Changes	Revised By
1.0	03/10/16	Initial DED Creation	Sanjay Shah

Deliverable Expectation Document (DED)

1. Introduction

1.1. Purpose

The objective of this deliverable is to develop a Communication Approach for the Project.

1.2. References

DE FACTSII RASCI Mapping – Exhibit C

2. Deliverable Description

The following table identifies Deliverable specific information such as: due date, review timeline, format, and submission method.

Table 2: Deliverable Description

Deliverable Name:	Communication Approach
File Name:	Delaware_FACTSII_DED_Communication_Approach_V1 0
Submission Date:	TBD on project start date – Sprint 0
Deliverable Description:	This is the Communication Approach for the Project
State Review Timeline:	N/A
Deliverable Format:	MS Excel
Submission Method:	Electronic submission to Executive Product Owner for approval

3. Acceptance Criteria

The following detailed checklist outlines the specific requirements the deliverable will fulfill. The deliverable is considered complete when the content below is accurate and all related questions have been satisfied as agreed upon by the State and Deloitte.

Table 3: Acceptance Criteria

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
1	1.0	Background		
		The document provides a background of the Delaware FACTSII product.		
2	2.0	Overview		
		The Overview section provides the general purpose of the Delaware FACTSII product and the scope of the deliverable.		
3	3.0	References and Documentation		
		The section provides the relevant references to the artifacts utilized as an input to building out the Communication Approach.		
4	4.0	Assumptions		
		The document lists the assumptions for the Delaware FACTSII product as it pertains to the Communication Approach deliverable.		
5	5.0	Communication Approach Details		
		Details around the Communication Approach are available		
6	5.1	Communications Network approach		

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
		The specific Communication Groups and Type & Level of Communications have been identified		
7	5.2	Communications Methods		
		The appropriate communication methods (e.g. Project Status Meetings, emails etc.) have been identified		
8	5.3	Communication Channels		
		The appropriate communication methods (What, When, How, Who, Responsible Party, Objective) have been identified		
9	5.4	Communication Tools		
		The appropriate communication tools that will facilitate communication and access to information on the project have been identified		
10	6.0	Outstanding Issues Pending Clarification		
		The document lists the issues that are pending further clarification or are outstanding at the end of the Communication Approach creation.		

Document Control Information

The following table describes the key document control information relating to this Deliverable as well as a summary of changes made during the feedback process.

Table 1: Document Control

File Name:	Delaware_FACTSII_DED_Conceptual_Data_Model_V1 0		
Project Name:	FACTS II		
Client:	State of Delaware		
Author:	Sanjay Shah		
Status:	Draft		
Date Released:	03/10/16		
Version Control Summary			
Version No.	Date	Summary of Changes	Revised By
1.0	03/10/16	Initial DED Creation	Sanjay Shah

Deliverable Expectation Document (DED)

1. Introduction

1.1. Purpose

The objective of this deliverable is to develop a Conceptual Data Model for the Project.

1.2. References

DE FACTSII RASCI Mapping – Exhibit C

2. Deliverable Description

The following table identifies Deliverable specific information such as: due date, review timeline, format, and submission method.

Table 2: Deliverable Description

Deliverable Name:	Conceptual Data Model
File Name:	Delaware_FACTSII_DED_Conceptual_Data_Model_V1 0
Submission Date:	TBD on project start date – Sprint 0
Deliverable Description:	This is the Conceptual Data Model for the project
State Review Timeline:	N/A
Deliverable Format:	MS Excel PDF
Submission Method:	Electronic submission to Executive Product Owner for approval

3. Acceptance Criteria

The following detailed checklist outlines the specific requirements the deliverable will fulfill. The deliverable is considered complete when the content below is accurate and all related questions have been satisfied as agreed upon by the State and Deloitte.

Table 3: Acceptance Criteria

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
1	1.0	Background		
		The document provides a background of the Delaware FACTSII product.		
2	2.0	Overview		
		The Overview section provides the general purpose of the Delaware FACTSII product and the scope of the deliverable.		
3	3.0	References and Documentation		
		The section provides the relevant references to the artifacts utilized for identifying the Themes and Epics that were an input to building out the Conceptual Data Model.		
4	4.0	Assumptions		
		The document lists the assumptions for the Delaware FACTSII product as it pertains to the Conceptual Data Model deliverable.		
5	5.0	Conceptual Data Model Details		
		Details around the Conceptual Data Model are available.		
6	5.1	Entities		

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
		Entities that will be used to store the collected data have been identified (e.g. Individual, Case, Assessment etc.)		
7	5.2	Relationships		
		Relationships between Entities has been identified (Master-Detail, Many-to-Many, Lookup)		
8	6.0	Outstanding Issues Pending Clarification		
		The document lists the issues that are pending further clarification or are outstanding at the end of the Conceptual Data Model creation.		

Document Control Information

The following table describes the key document control information relating to this Deliverable as well as a summary of changes made during the feedback process.

Table 1: Document Control

File Name:	Delaware_FACTSII_DED_Configuration_Mgmt_Plan_V1 0		
Project Name:	FACTS II		
Client:	State of Delaware		
Author:	Richard Marsden		
Status:	Draft		
Date Released:	03/08/16		
Version No.	Date	Summary of Changes	Revised By
1.0	03/08/16	Initial DED Creation	Richard Marsden

Deliverable Expectation Document (DED)

1. Introduction

1.1. Purpose

The objective of this deliverable is to develop a document outlining the common structure for implementing consistent and effective documentation repositories, software management systems, and data management mechanisms within a project.

1.2. References

DE FACTSII RASCI Mapping – Exhibit C

2. Deliverable Description

The following table identifies Deliverable specific information such as: due date, review timeline, format, and submission method.

Table 2: Deliverable Description

Deliverable Name:	Configuration Management Plan
File Name:	Delaware_FACTSII_DED_Configuration_Mgmt_Plan_V1 0
Submission Date:	TBD on project start date – Sprint 0
Deliverable Description:	This is a document outlining the common structure for implementing consistent and effective documentation repositories, software management systems, and data management mechanisms within a project.
State Review Timeline:	5 Days
Deliverable Format:	MS Word
Submission Method:	Electronic submission to DSCYF Project Management for approval

3. Acceptance Criteria

The following detailed checklist outlines the specific requirements the deliverable will fulfill. The deliverable is considered complete when the content below is accurate and all related questions have been satisfied as agreed upon by the State and Deloitte.

Table 3: Acceptance Criteria

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
1	1.0	Background		
		The document provides a background of the Delaware FACTSII product.		
2	2.0	Overview		
		The Overview section provides the general purpose of the Delaware FACTSII product and the scope of the deliverable.		
3	3.0	References and Documentation		
		The section provides the relevant references to the artifacts that were an input to building out the Configuration Management Plan.		
4	4.0	Assumptions		
		The document lists the assumptions for the Delaware FACTSII product as it pertains to the Configuration Management Plan deliverable.		
5	5.0	Configuration Management Plan Details		
		This section will describe the strategy and planned activities to accomplish the setup and		

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
		management of project environments		
6	5.1	Configurable Items		
		This section will describe the degree of control the project will apply to each class and type of configuration items.		
7	5.2	Configuration Management Systems		
		This section will contain information on the documentation repositories and technical environments identified for the project.		
8	6.0	Outstanding Issues Pending Clarification		
		The document lists the issues that are pending further clarification or are outstanding at the end of the Configuration Management Plan creation.		

Document Control Information

The following table describes the key document control information relating to this Deliverable as well as a summary of changes made during the feedback process.

Table 1: Document Control

File Name:	Delaware_FACTSII_DED_Data_Conversion_Approach_V1 0		
Project Name:	FACTS II		
Client:	State of Delaware		
Author:	Sanjay Shah		
Status:	Draft		
Date Released:	03/10/16		
Version Control Summary			
Version No.	Date	Summary of Changes	Revised By
1.0	03/10/16	Initial DED Creation	Sanjay Shah

Deliverable Expectation Document (DED)

1. Introduction

1.1. Purpose

The objective of this deliverable is to develop a Data Conversion Approach for the Project.

1.2. References

DE FACTSII RASCI Mapping – Exhibit C

2. Deliverable Description

The following table identifies Deliverable specific information such as: due date, review timeline, format, and submission method.

Table 2: Deliverable Description

Deliverable Name:	Data Conversion Approach
File Name:	Delaware_FACTSII_DED_Data_Conversion_Approach_V1 0
Submission Date:	TBD on project start date – Sprint 0
Deliverable Description:	This is the Data Conversion Approach for the project
State Review Timeline:	N/A
Deliverable Format:	MS Excel PDF
Submission Method:	Electronic submission to Executive Product Owner for approval

3. Acceptance Criteria

The following detailed checklist outlines the specific requirements the deliverable will fulfill. The deliverable is considered complete when the content below is accurate and all related questions have been satisfied as agreed upon by the State and Deloitte.

Table 3: Acceptance Criteria

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
1	1.0	Background		
		The document provides a background of the Delaware FACTSII product.		
2	2.0	Overview		
		The Overview section provides the general purpose of the Delaware FACTSII product and the scope of the deliverable.		
3	3.0	References and Documentation		
		The section provides the relevant references to the artifacts utilized for identifying the Themes and Epics that were an input to building out the Data Conversion Approach.		
4	4.0	Assumptions		
		The document lists the assumptions for the Delaware FACTSII product as it pertains to the Data Conversion Approach deliverable.		
5	5.0	Data Conversion Approach Details		
		Details around the Data Conversion Approach are available.		
6	5.1	Data Conversion Sources		

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
		<p>The following items for each legacy data source have been identified:</p> <ul style="list-style-type: none"> • Legacy system to be converted • Conversion requirements for the legacy system • Assumptions and constraints • Scope for the legacy system • Implementation considerations 		
7	5.3	Data Conversion Roadmap		
		<p>The following items for Data Conversion have been identified:</p> <ul style="list-style-type: none"> • High level tasks needed to convert data from the legacy systems • Data Conversion Specification and Mapping • Data Conversion Test Plan • High level schedule 		
8	5.4	Data Cleanup Requirements		
		<p>The State responsibilities for Data Cleanup have been identified</p>		
9	5.5	Data Elements Gap Analysis		
		<p>The approach to default or derive the values for data elements that are not mapped from Legacy data sources has been identified.</p>		
10	5.6	Mock Conversion Process		

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
		The details around the Mock Conversion Process have been identified		
11	6.0	Outstanding Issues Pending Clarification		
		The document lists the issues that are pending further clarification or are outstanding at the end of the Data Conversion Approach creation.		

Document Control Information

The following table describes the key document control information relating to this Deliverable as well as a summary of changes made during the feedback process.

Table 1: Document Control

File Name:	Delaware_FACTSII_DED_Defined_User_Stories_V1 0		
Project Name:	FACTS II		
Client:	State of Delaware		
Author:	Richard Marsden		
Status:	Draft		
Date Released:	03/10/16		
Version Control			
Version No.	Date	Summary of Changes	Revised By
1.0	03/10/16	Initial DED Creation	Richard Marsden

Deliverable Expectation Document (DED)

1. Introduction

1.1. Purpose

The objective of this deliverable is to develop the user stories out, per the agreed format, so they meet the definition of ready and can be taken into a sprint for completion. This deliverable is driven by the product owners under the direction of the executive product owner.

1.2. References

DE FACTSII RASCI Mapping – Exhibit C

2. Deliverable Description

The following table identifies Deliverable specific information such as: due date, review timeline, format, and submission method.

Table 2: Deliverable Description

Deliverable Name:	Defined User Stories
File Name:	Delaware_FACTSII_DED_Defined_User_Stories_V1 0
Submission Date:	TBD on project start date – Sprint 0
Deliverable Description:	This is a documented list of initial user stories that is used to create the Product Backlog
State Review Timeline:	N/A
Deliverable Format:	MS Word (Overarching Document) PowerPoint (User Stories)
Submission Method:	Electronic submission to Executive Product Owner for approval

3. Acceptance Criteria

The following detailed checklist outlines the specific requirements the deliverable will fulfill. The deliverable is considered complete when the content below is accurate and all related questions have been satisfied as agreed upon by the State and Deloitte.

Table 3: Acceptance Criteria

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
1	1.0	Background		
		The document provides a background of the Delaware FACTSII product.		
2	2.0	Overview		
		The Overview section provides the general purpose of the Delaware FACTSII product and the scope of the deliverable.		
3	3.0	References and Documentation		
		The section provides the relevant references to the artifacts utilized for identifying the Themes and Epics that were an input to building out the user stories.		
4	4.0	Assumptions		
		The document lists the assumptions for the Delaware FACTSII product as it pertains to the user stories deliverable.		
5	5.0	User Stories Details		
		This section lists down the details of the User Story		
6	5.1	Theme/Features Identification		
		Themes or features that are used to organize stories into		

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
		Sprint releases. (Theme relationship will be denoted)		
7	5.2	Epic Identification		
		Epics are identified by working with the product owner and indicate high level requirements (Epic relationship will be denoted)		
8	5.3	User Story Number Identification		
		User Story Numbers are identified which helps relate stories as backlogs get larger and more complex		
9	5.4	User Story Title Identification		
		A quick and memorable explanation of the story has been identified.		
10	5.5	Story Points Identification		
		The teams agreed upon relative size of the effort has been identified.		
11	5.6	Subject Area		
		The business and/or reporting project subject areas has been identified.		
12	5.7	User Story		
		A narrative explanation of who wants what feature for what benefit has been identified.		
13	5.8	Acceptance Criteria		

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
		A checklist of criteria that must be met to consider the story satisfied has been identified.		
14	6.0	Outstanding Issues Pending Clarification		
		The document lists the issues that are pending further clarification or are outstanding at the end of the user stories creation.		

Document Control Information

The following table describes the key document control information relating to this Deliverable as well as a summary of changes made during the feedback process.

Table 1: Document Control

File Name:	Delaware_FACTSII_DED_DTI_Standards_Analysis_V1 0		
Project Name:	FACTS II		
Client:	State of Delaware		
Author:	Richard Marsden		
Status:	Draft		
Date Released:	03/10/16		
Version No.	Date	Summary of Changes	Revised By
1.0	03/10/16	Initial DED Creation	Richard Marsden

Deliverable Expectation Document (DED)

1. Introduction

1.1. Purpose

The objective of this deliverable is to analyze the current DTI standards (at project start date) and outline how they can be met with the FACTSII solution.

1.2. References

DE FACTSII RASCI Mapping – Exhibit C

2. Deliverable Description

The following table identifies Deliverable specific information such as: due date, review timeline, format, and submission method.

Table 2: Deliverable Description

Deliverable Name:	Workflow Strategy
File Name:	Delaware_FACTSII_DED_DTI_Standards_Analysis_V1 0
Submission Date:	TBD on project start date – Sprint 0
Deliverable Description:	This is the Workflow Strategy for the Project
State Review Timeline:	N/A
Deliverable Format:	MS Excel
Submission Method:	Electronic submission to Executive Product Owner for approval

3. Acceptance Criteria

The following detailed checklist outlines the specific requirements the deliverable will fulfill. The deliverable is considered complete when the content below is accurate and all related questions have been satisfied as agreed upon by the State and Deloitte.

Table 3: Acceptance Criteria

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
1	1.0	Background		
		The document provides a background of the Delaware FACTSII product.		
2	2.0	Overview		
		The Overview section provides the general purpose of the Delaware FACTSII product and the scope of the deliverable.		
3	3.0	References and Documentation		
		The section provides the relevant references to the artifacts utilized for identifying the Themes and Epics that were an input to building out the Workflow Strategy.		
4	4.0	Assumptions		
		The document lists the assumptions for the Delaware FACTSII product as it pertains to the Workflow Strategy deliverable.		
5	5.0	Workflow Strategy Details		
		Details around the planned Workflow Strategy are available.		
6	5.1	Standards Categories		

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
		A category that is assigned for each of the standard (Security, infrastructure, Integration, etc)		
7	5.2	Standard Analysis		
		Understanding of the DTI Standard		
8	5.3	Standard Compliance		
		Determination of how the standard will be met		
9	5.4	Compliance Ownership		
		Overall ownership of meeting the standard (Salesforce, DTI, Deloitte, other TBD)		
9	6.0	Outstanding Issues Pending Clarification		
		The document lists the issues that are pending further clarification or are outstanding at the end of the Workflow Strategy creation.		

Document Control Information

The following table describes the key document control information relating to this Deliverable as well as a summary of changes made during the feedback process.

Table 1: Document Control

File Name:	Delaware_FACTSII_DED_Estimation_Confirmation_V1 0		
Project Name:	FACTS II		
Client:	State of Delaware		
Author:	Richard Marsden		
Status:	Draft		
Date Released:	03/08/16		
Version Control			
Version No.	Date	Summary of Changes	Revised By
1.0	03/08/16	Initial DED Creation	Richard Marsden

Deliverable Expectation Document (DED)

1. Introduction

1.1. Purpose

The objective of this deliverable is to outline confirmation of Estimates of Velocity and Capacity based on the Product backlog. The same is developed early in the project and refined as sprints are completed.

1.2. References

DE FACTSII RASCI Mapping – Exhibit C

2. Deliverable Description

The following table identifies Deliverable specific information such as: due date, review timeline, format, and submission method.

Table 2: Deliverable Description

Deliverable Name:	Estimation Confirmation (Velocity and Capacity)
File Name:	Delaware_FACTSII_DED_Estimation_Confirmation_V1 0
Submission Date:	TBD on project start date – Sprint 0
Deliverable Description:	Confirmation of Estimates of Velocity and Capacity based on the Product backlog
State Review Timeline:	2 Days
Deliverable Format:	MS Word
Submission Method:	Electronic submission to DCYFS Project Management for approval

3. Acceptance Criteria

The following detailed checklist outlines the specific requirements the deliverable will fulfill. The deliverable is considered complete when the content below is accurate and all related questions have been satisfied as agreed upon by the State and Deloitte.

Table 3: Acceptance Criteria

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
1	1.0	Background		
		The document provides a background of the Delaware FACTSII product.		
2	2.0	Overview		
		The Overview section provides the general purpose of the Delaware FACTSII product and the scope of the deliverable.		
3	3.0	References and Documentation		
		The section provides the relevant references to the artifacts that were an input to building out the Estimation Confirmation.		
4	4.0	Assumptions		
		The document lists the assumptions for the Delaware FACTSII product as it pertains to the Estimation Confirmation deliverable.		
5	5.0	Estimation Confirmation Details		
		This section describes the details about Estimation Confirmation		
6	5.1	Estimation Strategy		

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
		The section lists the strategy used during creation of the Estimates.		
7	5.2	Estimation Method		
		The document lists the Method used during creation of the estimate.		
8	5.3	Estimate Capacity - Define project resources/Capacity		
		Define project resources or full-time equivalents (FTEs) by resource type and project phase and Capacity		
9	5.4	Estimate Velocity		
		This section will capture the details around the targeted sprint velocity after the estimation.		
10	5.5	Epic and Initial User Story Estimation		
		This lists the mapping of epics to user stories and associated estimate		
12	6.0	Outstanding Issues Pending Clarification		
		The document lists the issues that are pending further clarification or are outstanding at the end of the Estimation Confirmation creation.		

Document Control Information

The following table describes the key document control information relating to this Deliverable as well as a summary of changes made during the feedback process.

Table 1: Document Control

File Name:	Delaware_FACTSII_DED_Initial_Product_Backlog_V1 0		
Project Name:	FACTS II		
Client:	State of Delaware		
Author:	Sanjay Shah		
Status:	Draft		
Date Released:	03/10/16		
Version Control Summary			
Version No.	Date	Summary of Changes	Revised By
1.0	03/10/16	Initial DED Creation	Sanjay Shah

Deliverable Expectation Document (DED)

1. Introduction

1.1. Purpose

The objective of this deliverable is to develop an Initial Product Backlog for the Project.

1.2. References

DE FACTSII RASCI Mapping – Exhibit C

2. Deliverable Description

The following table identifies Deliverable specific information such as: due date, review timeline, format, and submission method.

Table 2: Deliverable Description

Deliverable Name:	Initial Product Backlog
File Name:	Delaware_FACTSII_DED_Initial_Product_Backlog_V1 0
Submission Date:	TBD on project start date – Sprint 0
Deliverable Description:	This is the Initial Product Backlog for the Project
State Review Timeline:	N/A
Deliverable Format:	MS Excel
Submission Method:	Electronic submission to Executive Product Owner for approval

3. Acceptance Criteria

The following detailed checklist outlines the specific requirements the deliverable will fulfill. The deliverable is considered complete when the content below is accurate and all related questions have been satisfied as agreed upon by the State and Deloitte.

Table 3: Acceptance Criteria

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
1	1.0	Background		
		The document provides a background of the Delaware FACTSII product.		
2	2.0	Overview		
		The Overview section provides the general purpose of the Delaware FACTSII product and the scope of the deliverable.		
3	3.0	References and Documentation		
		The section provides the relevant references to the artifacts utilized for identifying the Themes and Epics that were an input to building out the Initial Product Backlog.		
4	4.0	Assumptions		
		The document lists the assumptions for the Delaware FACTSII product as it pertains to the Initial Product Backlog deliverable.		
5	5.0	Product Backlog Details		
		Details around the planned product backlog are available		
6	5.1	Theme/Features Identification		

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
		Themes or features that are used to organize stories into Sprint releases.		
7	5.2	Epic Identification		
		Epics are identified by working with the product owner and indicate high level requirements.		
8	5.3	User Story Status		
		Indicates whether the specific user story is Planned/Ongoing/Removed		
9	5.4	User Story Size		
		The relative size of the user story has been identified		
10	5.5	Planned Sprint		
		The sprint where the user story is planned to be completed has been identified		
11	5.6	Priority		
		The Priority of the specific user story has been identified		
12	6.0	Outstanding Issues Pending Clarification		
		The document lists the issues that are pending further clarification or are outstanding at the end of the Initial Product Backlog creation.		

Document Control Information

The following table describes the key document control information relating to this Deliverable as well as a summary of changes made during the feedback process.

Table 1: Document Control

File Name:	Delaware_FACTSII_DED_Integration_Strategy_V1 0		
Project Name:	FACTS II		
Client:	State of Delaware		
Author:	Richard Marsden		
Status:	Draft		
Date Released:	03/08/16		
Version No.	Date	Summary of Changes	Revised By
1.0	03/08/16	Initial DED Creation	Richard Marsden

Deliverable Expectation Document (DED)

1. Introduction

1.1. Purpose

The objective of this deliverable is to develop a strategy for internal system, an external system and vendor package integration (a. Definitive process for known application interfaces (e.g., MCI, AWW, PHRST, FSF, ESchool and others))

1.2. References

DE FACTSII RASCI Mapping – Exhibit C

2. Deliverable Description

The following table identifies Deliverable specific information such as: due date, review timeline, format, and submission method.

Table 2: Deliverable Description

Deliverable Name:	Integration Strategy
File Name:	Delaware_FACTSII_DED_Integration_Strategy_V1 0
Submission Date:	TBD on project start date – Sprint 0
Deliverable Description:	This document outlines a strategy for internal system, an external system and vendor package integration.
State Review Timeline:	5 Days
Deliverable Format:	MS Word
Submission Method:	Electronic submission to DTI Management for approval

3. Acceptance Criteria

The following detailed checklist outlines the specific requirements the deliverable will fulfill. The deliverable is considered complete when the content below is accurate and all related questions have been satisfied as agreed upon by the State and Deloitte.

Table 3: Acceptance Criteria

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
1	1.0	Background		
		The section provides a background of the Delaware FACTSII product.		
2	2.0	Overview		
		The Overview section provides the general purpose of the Delaware FACTSII product and the scope of the deliverable.		
3	3.0	References and Documentation		
		The section provides the relevant references to the artifacts that were an input to building out the Integration Strategy.		
4	4.0	Assumptions		
		This section lists the assumptions for the Delaware FACTSII product as it pertains to the Integration Strategy deliverable.		
5	5.0	Integration Strategy Details		
		This section describes the integration strategy details		
6	5.1	Integration Architecture		
		This section will provide an overview of all integrations planned for this Release.		

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
7	5.2	Integration Architecture Components		
		This section will provide details around the individual components in the overall architecture.		
8	5.3	Real Time and Batch Integrations		
		This section will provide information about our approach towards Real time interface and Batch interfaces.		
9	5.4	General Integration Standards		
		This section will contain information about industry standards that will be followed in the implementation of Interfaces		
10	5.5	Exception Handling Strategy		
		This section will contain the classification of Integration Exceptions, Framework for identifying potential points of failures, details of Salesforce exception handling etc.		
11	5.6	Key Design Considerations		
		This section will provide information about the key software selection decisions pertaining to the interface design and architecture.		
12	5.7	Risk Considerations		
		This section captures the risks associated.		

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
13	6.0	Outstanding Issues Pending Clarification		
		The section lists the issues that are pending further clarification or are outstanding at the end of the Integration Strategy creation.		

Document Control Information

The following table describes the key document control information relating to this Deliverable as well as a summary of changes made during the feedback process.

Table 1: Document Control

File Name:	Delaware_FACTSII_DED_Journey_Maps_V1 0		
Project Name:	FACTS II		
Client:	State of Delaware		
Author:	Sanjay Shah		
Status:	Draft		
Date Released:	03/10/16		
Version Control			
Version No.	Date	Summary of Changes	Revised By
1.0	03/10/16	Initial DED Creation	Sanjay Shah

Deliverable Expectation Document (DED)

1. Introduction

1.1. Purpose

The objective of this deliverable is to develop Journey Maps for the Project.

1.2. References

DE FACTSII RASCI Mapping – Exhibit C

2. Deliverable Description

The following table identifies Deliverable specific information such as: due date, review timeline, format, and submission method.

Table 2: Deliverable Description

Deliverable Name:	Journey Maps
File Name:	Delaware_FACTSII_DED_Journey_Maps_V1 0
Submission Date:	TBD on project start date – Sprint 0
Deliverable Description:	These are the Journey Maps for the System
State Review Timeline:	N/A
Deliverable Format:	MS Excel
Submission Method:	Electronic submission to Executive Product Owner for approval

3. Acceptance Criteria

The following detailed checklist outlines the specific requirements the deliverable will fulfill. The deliverable is considered complete when the content below is accurate and all related questions have been satisfied as agreed upon by the State and Deloitte.

Table 3: Acceptance Criteria

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
1	1.0	Background		
		The document provides a background of the Delaware FACTSII product.		
2	2.0	Overview		
		The Overview section provides the general purpose of the Delaware FACTSII product and the scope of the deliverable.		
3	3.0	References and Documentation		
		The section provides the relevant references to the artifacts utilized as an input to building out the Journey Maps.		
4	4.0	Assumptions		
		The document lists the assumptions for the Delaware FACTSII product as it pertains to the Journey Maps deliverable.		
5	5.0	Journey Maps Details		
		<p>Details around the Journey Maps are available. The following attributes have been considered while creating the Personas:</p> <ul style="list-style-type: none"> Visualize relationships and points of intersection 		

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
		<ul style="list-style-type: none"> • Serve as an abstract narrative, using the personas as characters • Identify emotional aspects of the journey, related to user and client satisfaction • Help visualize complex processes 		
6	6.0	Outstanding Issues Pending Clarification		
		The document lists the issues that are pending further clarification or are outstanding at the end of the Journey Maps creation.		

Document Control Information

The following table describes the key document control information relating to this Deliverable as well as a summary of changes made during the feedback process.

Table 1: Document Control

File Name:	Delaware_FACTSII_DED_Maintenance_Support_Plan_V1 0		
Project Name:	FACTS II		
Client:	State of Delaware		
Author:	Richard Marsden		
Status:	Draft		
Date Released:	03/10/16		
Version Control			
Version No.	Date	Summary of Changes	Revised By
1.0	03/10/16	Initial DED Creation	Richard Marsden

Deliverable Expectation Document (DED)

1. Introduction

1.1. Purpose

The objective of this deliverable is to develop an outline of the transition process to maintenance and support and the processes leveraged during this period. The Maintenance Support Plan is developed early in the project and refined as sprints are completed.

1.2. References

DE FACTSII RASCI Mapping – Exhibit C

2. Deliverable Description

The following table identifies Deliverable specific information such as: due date, review timeline, format, and submission method.

Table 2: Deliverable Description

Deliverable Name:	Maintenance Support Plan
File Name:	Delaware_FACTSII_DED_Maintenance_Support_Plan_V1 0
Submission Date:	TBD on project start date – Sprint 0
Deliverable Description:	The document provides an outline of the transition process to maintenance and support and the processes leveraged during this period.
State Review Timeline:	5 Days
Deliverable Format:	MS Word
Submission Method:	Electronic submission to Executive Product Owner for approval

3. Acceptance Criteria

The following detailed checklist outlines the specific requirements the deliverable will fulfill. The deliverable is considered complete when the content below is accurate and all related questions have been satisfied as agreed upon by the State and Deloitte.

Table 3: Acceptance Criteria

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
1	1.0	Background		
		The document provides a background of the Delaware FACTSII product.		
2	2.0	Overview		
		The Overview section provides the general purpose of the Delaware FACTSII product and the scope of the deliverable.		
3	3.0	References and Documentation		
		The section provides the relevant references to the artifacts utilized for identifying the Themes and Epics that were an input to building out the Maintenance and Support Plan.		
4	4.0	Assumptions		
		The document lists the assumptions for the Delaware FACTSII product as it pertains to the Maintenance and Support Plan deliverable.		
5	5.0	Maintenance and Support Plan Details		
		This section lists down the details on M&S plan.		
6	5.1	Transition Objectives		

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
		The Transition objectives are defined.		
7	5.2	Transition Project Plan		
		The Transition Approach and Project Plan have been prepared.		
8	5.3	Base Services		
		This section covers General Base Services, Level 2 Support, Level 3 Support and Scheduled Maintenance and Other Services.		
9	5.4	Enhancement Services		
		This covers implementing and delivering Enhancements.		
10	5.5	Ad Hoc Services		
		The performance of Ad Hoc Services are in addition to the Base Services and Enhancement Services.		
11	5.6	Warranty Services		
		This sections covers the Services to the extent necessary to comply with the warranty obligations.		
12	5.7	Hours of Support		
		The response time has been captured in this section to be followed by the support team.		
13	5.8	Notification and Classification		
		The notification will include a description of the Incident, the Province’s determination as to		

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
		its Priority Level. The Province will have the right to categorize or re-categorize an Incident.		
14	5.9	Diagnosis and Resolution		
		This section revolves around resolving Incidents in accordance with the applicable Service Levels		
15	5.10	Reporting		
		This section covers the tracking and reporting of status tickets to the Province personnel.		
16	5.11	Ticket Priority Level Categorization Criteria		
		This section outlines the criteria for the categorization of Incidents by level of severity.		
17	5.12	Ticket Management Tool Requirements		
		This section outlines the details regarding the ticket management tool used for tracking and reporting.		
18	6.0	Outstanding Issues Pending Clarification		
		The document lists the issues that are pending further clarification or are outstanding at the end of the Maintenance and Support plan creation.		

Document Control Information

The following table describes the key document control information relating to this Deliverable as well as a summary of changes made during the feedback process.

Table 1: Document Control

File Name:	Delaware_FACTSII_DED_Project_Mgmt_Plan_Tools_V1 0		
Project Name:	FACTS II		
Client:	State of Delaware		
Author:	Richard Marsden		
Status:	Draft		
Date Released:	03/10/16		
Version Control Summary			
Version No.	Date	Summary of Changes	Revised By
1.0	03/10/16	Initial DED Creation	Richard Marsden

Deliverable Expectation Document (DED)

1. Introduction

1.1. Purpose

The objective of this deliverable is to develop a list of the tools used to create/track Status Report, Impediment Lists, Risks log, Change Control Log and Deliverables Log.

1.2. References

DE FACTSII RASCI Mapping – Exhibit C

2. Deliverable Description

The following table identifies Deliverable specific information such as: due date, review timeline, format, and submission method.

Table 2: Deliverable Description

Deliverable Name:	Project Management Plan and Tools
File Name:	Delaware_FACTSII_DED_Project_Mgmt_Plan_Tools_V1 0
Submission Date:	TBD on project start date – Sprint 0
Deliverable Description:	The document lists the tools used to create/track Status Report, Impediment Lists, Risks log, Change Control Log and Deliverables Log.
State Review Timeline:	2 Days
Deliverable Format:	MS Word/PowerPoint
Submission Method:	Electronic submission to DCYFS Project Management for approval

3. Acceptance Criteria

The following detailed checklist outlines the specific requirements the deliverable will fulfill. The deliverable is considered complete when the content below is accurate and all related questions have been satisfied as agreed upon by the State and Deloitte.

Table 3: Acceptance Criteria

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
1	1.0	Background		
		The document provides a background of the Delaware FACTSII product.		
2	2.0	Overview		
		The Overview section provides the general purpose of the Delaware FACTSII product and the scope of the deliverable.		
3	3.0	References and Documentation		
		The section provides the relevant references to the artifacts utilized for creating this document.		
4	4.0	Assumptions		
		The document lists the assumptions for the Delaware FACTSII product as it pertains to this deliverable.		
5	5.0	Project Management Plan and Tools Details		
		This section describes the details on project management plan and tools.		
6	5.1	Project Organization and Governance		

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
		The project governance and project team management structure has been outlined.		
7	5.2	Project Work Plan Definition		
		Standard Project Work Breakdown Structure has been outlined.		
8	5.3	Project Deliverable Management Plan		
		This section outlines the processes, assets, and protocols to develop and manage project deliverables through client acceptance.		
9	5.4	Project Controls Plan		
		This section describes the applicable project controls (template includes risks, issues, action items, decisions, and change requests).		
10	5.5	Project Document Management Plan		
		The purpose of this section is to establish and maintain control over a project's documents.		
11	5.6	Project Resource Plan		
		This section identifies appropriate individuals, skill requirements, trainings needs and defines critical support systems and programs.		
12	5.7	Project Tools Plan		

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
		This section summarizes the tools that will be used to support the successful planning, execution, monitor and control, and delivery of the project.		
13	5.8	Project Status and Stakeholder Communications Plan		
		This section addresses Project Communications Plan, Project Meeting, Communications Schedule and Stakeholder Engagement		
14	6.0	Outstanding Issues Pending Clarification		
		The document lists the issues that are pending further clarification or are outstanding at the end of this document creation.		

Document Control Information

The following table describes the key document control information relating to this Deliverable as well as a summary of changes made during the feedback process.

Table 1: Document Control

File Name:	Delaware_FACTSII_DED_Project_Plan_V1 0		
Project Name:	FACTS II		
Client:	State of Delaware		
Author:	Richard Marsden		
Status:	Draft		
Date Released:	03/10/16		
Version Control Summary			
Version No.	Date	Summary of Changes	Revised By
1.0	03/10/16	Initial DED Creation	Richard Marsden

Deliverable Expectation Document (DED)

1. Introduction

1.1. Purpose

The objective of this deliverable is to develop an overarching project plan that details out the tasks with duration and ownership that can be tracked for reporting out progress across the entire project.

1.2. References

DE FACTSII RASCI Mapping – Exhibit C

2. Deliverable Description

The following table identifies Deliverable specific information such as: due date, review timeline, format, and submission method.

Table 2: Deliverable Description

Deliverable Name:	Project Plan
File Name:	Delaware_FACTSII_DED_Project_Plan_V1 0
Submission Date:	TBD on project start date – Sprint 0
Deliverable Description:	An overarching project plan that details out the tasks with duration and ownership, that can be tracked for reporting out progress across the entire project.
State Review Timeline:	5 Days
Deliverable Format:	MS Excel/Project
Submission Method:	Electronic submission to DCYFS Project Management for approval

3. Acceptance Criteria

The following detailed checklist outlines the specific requirements the deliverable will fulfill. The deliverable is considered complete when the content below is accurate and all related questions have been satisfied as agreed upon by the State and Deloitte.

Table 3: Acceptance Criteria

No.	REFEREN CE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
1	1.0	Background		
		The document provides a background of the Delaware FACTSII product.		
2	2.0	Overview		
		The Overview section provides the general purpose of the Delaware FACTSII product and the scope of the deliverable.		
3	3.0	References and Documentation		
		The section provides the relevant references to the artifacts utilized for identifying the Themes and Epics that were an input to building out the project plan.		
4	4.0	Assumptions		
		The document lists the assumptions for the Delaware FACTSII product as it pertains to the project plan deliverable.		
5	5.0	Project Plan Details		
		This section lists down the project plan details.		
6	5.1	Key Project Activities/Milestones		
		The section outlines the key project activities like Vision,		

No.	REFEREN CE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
		Plan, Design, Build, Test and Deploy		
7	5.2	Team and Estimates		
		The section outlines FTEs, effort (in hours) and costs (in dollars) by resource type.		
8	6.0	Outstanding Issues Pending Clarification		
		The document lists the issues that are pending further clarification or are outstanding at the end of the project plan creation.		

Document Control Information

The following table describes the key document control information relating to this Deliverable as well as a summary of changes made during the feedback process.

Table 1: Document Control

File Name:	Delaware_FACTSII_DED_Reporting_Strategy_V1 0		
Project Name:	FACTS II		
Client:	State of Delaware		
Author:	Sanjay Shah		
Status:	Draft		
Date Released:	03/10/16		
Version Control			
Version No.	Date	Summary of Changes	Revised By
1.0	03/10/16	Initial DED Creation	Sanjay Shah

Deliverable Expectation Document (DED)

1. Introduction

1.1. Purpose

The objective of this deliverable is to develop an Reporting Strategy for the Project.

1.2. References

DE FACTSII RASCI Mapping – Exhibit C

2. Deliverable Description

The following table identifies Deliverable specific information such as: due date, review timeline, format, and submission method.

Table 2: Deliverable Description

Deliverable Name:	Reporting Strategy
File Name:	Delaware_FACTSII_DED_Reporting_Strategy_V1 0
Submission Date:	TBD on project start date – Sprint 0
Deliverable Description:	This is the Reporting Strategy for the Project
State Review Timeline:	N/A
Deliverable Format:	MS Excel
Submission Method:	Electronic submission to Executive Product Owner for approval

3. Acceptance Criteria

The following detailed checklist outlines the specific requirements the deliverable will fulfill. The deliverable is considered complete when the content below is accurate and all related questions have been satisfied as agreed upon by the State and Deloitte.

Table 3: Acceptance Criteria

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
1	1.0	Background		
		The document provides a background of the Delaware FACTSII product.		
2	2.0	Overview		
		The Overview section provides the general purpose of the Delaware FACTSII product and the scope of the deliverable.		
3	3.0	References and Documentation		
		The section provides the relevant references to the artifacts utilized for identifying the Themes and Epics that were an input to building out the Reporting Strategy.		
4	4.0	Assumptions		
		The document lists the assumptions for the Delaware FACTSII product as it pertains to the Reporting Strategy deliverable.		
5	5.0	Reporting Strategy Details		
		Details around the planned Reporting Strategy are available.		
6	5.1	Reporting Definitions		
		Definitions of report types (MSR, Screen Prints, Online		

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
		reports, case report, Correspondence, Ad-hoc reports) have been identified		
7	5.2	Reporting Tools		
		Details around the reporting tools (Out-of-the-box reports, Wave) have been identified		
8	5.3	Data Extraction Strategy		
		Details around how data will be extracted to support external data sources have been identified		
9	6.0	Outstanding Issues Pending Clarification		
		The document lists the issues that are pending further clarification or are outstanding at the end of the Reporting Strategy creation.		

Document Control Information

The following table describes the key document control information relating to this Deliverable as well as a summary of changes made during the feedback process.

Table 1: Document Control

File Name:	Delaware_FACTSII_DED_Roadmap_V1 0		
Project Name:	FACTS II		
Client:	State of Delaware		
Author:	Richard Marsden		
Status:	Draft		
Date Released:	03/08/16		
Version No.	Date	Summary of Changes	Revised By
1.0	03/08/16	Initial DED Creation	Richard Marsden

Deliverable Expectation Document (DED)

1. Introduction

1.1. Purpose

The objective of this deliverable is to develop a forward looking forecast of product releases and milestones, indicating when functionality will become available to end users. The Roadmap is developed early in the project and refined as sprints are completed

1.2. References

DE FACTSII RASCI Mapping – Exhibit C

2. Deliverable Description

The following table identifies Deliverable specific information such as: due date, review timeline, format, and submission method.

Table 2: Deliverable Description

Deliverable Name:	Roadmap
File Name:	Delaware_FACTSII_DED_Roadmap_V1 0
Submission Date:	TBD on project start date – Sprint 0
Deliverable Description:	This document outlines forward looking forecast of product releases and milestones, indicating when functionality will become available to end users.
State Review Timeline:	2 Days
Deliverable Format:	MS PowerPoint
Submission Method:	Electronic submission to Executive Product Owner for approval

3. Acceptance Criteria

The following detailed checklist outlines the specific requirements the deliverable will fulfill. The deliverable is considered complete when the content below is accurate and all related questions have been satisfied as agreed upon by the State and Deloitte.

Table 3: Acceptance Criteria

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
1	1.0	Background		
		The document provides a background of the Delaware FACTSII product.		
2	2.0	Overview		
		The Overview section provides the general purpose of the Delaware FACTSII product and the scope of the deliverable.		
3	3.0	References and Documentation		
		The section provides the relevant references to the artifacts utilized for identifying the Themes and Epics that were an input to building out the Roadmap.		
4	4.0	Assumptions		
		The document lists the assumptions for the Delaware FACTSII product as it pertains to the Roadmap deliverable.		
5	5.0	Roadmap Details		
		This section lists down the roadmap details.		
6	5.1	Themes and Epics		
		Lists down the themes and Epics with their corresponding sprint allocation		

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
7	5.2	Sprints		
		Lists down all the Sprints with its milestones.		
8	6.0	Outstanding Issues Pending Clarification		
		The document lists the issues that are pending further clarification or are outstanding at the end of the Roadmap creation.		

Document Control Information

The following table describes the key document control information relating to this Deliverable as well as a summary of changes made during the feedback process.

Table 1: Document Control

File Name:	Delaware_FACTSII_DED_Security_Auth_Strategy_V1 0		
Project Name:	FACTS II		
Client:	State of Delaware		
Author:	Richard Marsden		
Status:	Draft		
Date Released:	03/08/16		
Version No.	Date	Summary of Changes	Revised By
1.0	03/08/16	Initial DED Creation	Richard Marsden

Deliverable Expectation Document (DED)

1. Introduction

1.1. Purpose

The objective of this deliverable is to develop a strategy for end user access to the system including authentication and authorization mechanisms.

1.2. References

DE FACTSII RASCI Mapping – Exhibit C

2. Deliverable Description

The following table identifies Deliverable specific information such as: due date, review timeline, format, and submission method.

Table 2: Deliverable Description

Deliverable Name:	Security and Authentication Strategy
File Name:	Delaware_FACTSII_DED_Security_Auth_Strategy_V1 0
Submission Date:	TBD on project start date – Sprint 0
Deliverable Description:	This document outlines a strategy for end user access to the system including authentication and authorization mechanisms.
State Review Timeline:	5 Days
Deliverable Format:	MS Word
Submission Method:	Electronic submission to DTI Management for approval

3. Acceptance Criteria

The following detailed checklist outlines the specific requirements the deliverable will fulfill. The deliverable is considered complete when the content below is accurate and all related questions have been satisfied as agreed upon by the State and Deloitte.

Table 3: Acceptance Criteria

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
1	1.0	Background		
		The section provides a background of the Delaware FACTSII product.		
2	2.0	Overview		
		The Overview section provides the general purpose of the Delaware FACTSII product and the scope of the deliverable.		
3	3.0	References and Documentation		
		The section provides the relevant references to the artifacts that were an input to building out the Security and Authentication Strategy.		
4	4.0	Assumptions		
		This section lists the assumptions for the Delaware FACTSII product as it pertains to the Security and Authentication Strategy deliverable.		
5	5.0	Security and Authentication Strategy Details		
		This sections lists down the Security and Authentication details.		
6	5.1	Security Design Concept		

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
		This section will highlight the security requirements that will be implemented as part of this program		
7	5.2	Application Security		
		This section will provide an overview of the different ways by which access to Salesforce application/data is granted and controlled/restricted.		
8	5.3	Services Security		
		This section will provide an overview of the different ways by which data will be transferred in/out of Salesforce and the security principles around that.		
9	5.4	Batch Integration		
		This section will talk about the encryption and security principles that should be implemented in the Batch Integration scenarios.		
10	5.5	Web Services and Rest APIs		
		This section will document the security requirements that will be implemented in the solution for integrations requiring the use of web services.		
11	5.6	Infrastructure Security		
		This section will capture the details around Firewall, VLAN, Intranet and other security measures used to prevent Intrusion.		

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
12	6.0	Outstanding Issues Pending Clarification		
		The section lists the issues that are pending further clarification or are outstanding at the end of the Security and Authentication Strategy creation.		

Document Control Information

The following table describes the key document control information relating to this Deliverable as well as a summary of changes made during the feedback process.

Table 1: Document Control

File Name:	Delaware_FACTSII_DED_Testing_Strategy_V1 0		
Project Name:	FACTS II		
Client:	State of Delaware		
Author:	Richard Marsden		
Status:	Draft		
Date Released:	03/08/16		
Version Control			
Version No.	Date	Summary of Changes	Revised By
1.0	03/08/16	Initial DED Creation	Richard Marsden

Deliverable Expectation Document (DED)

1. Introduction

1.1. Purpose

The objective of this deliverable is to develop a testing strategy that includes more detailed analysis of the activities to be performed during testing. This document will also cover the ADA compliance elements.

1.2. References

DE FACTSII RASCI Mapping – Exhibit C

2. Deliverable Description

The following table identifies Deliverable specific information such as: due date, review timeline, format, and submission method.

Table 2: Deliverable Description

Deliverable Name:	Testing Strategy
File Name:	Delaware_FACTSII_DED_Testing_Strategy_V1 0
Submission Date:	TBD on project start date – Sprint 0
Deliverable Description:	This document outlines a testing strategy that includes more detailed analysis of the activities to be performed during testing.
State Review Timeline:	5 Days
Deliverable Format:	MS Word
Submission Method:	Electronic submission to DTI Management for approval

3. Acceptance Criteria

The following detailed checklist outlines the specific requirements the deliverable will fulfill. The deliverable is considered complete when the content below is accurate and all related questions have been satisfied as agreed upon by the State and Deloitte.

Table 3: Acceptance Criteria

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
1	1.0	Background		
		The document provides a background of the Delaware FACTSII product.		
2	2.0	Overview		
		The Overview section provides the general purpose of the Delaware FACTSII product and the scope of the deliverable.		
3	3.0	References and Documentation		
		The section provides the relevant references to the artifacts that were an input to building out the Testing Strategy.		
4	4.0	Assumptions		
		The document lists the assumptions for the Delaware FACTSII product as it pertains to the Testing Strategy deliverable.		
5	5.0	Testing Strategy Details		
		This section captures the testing strategy details.		
6	5.1	Project Testing Scope Identification		

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
		This section describes the types of testing to be done on the project.		
7	5.2	Test Requirements		
		This section may contain the project specific internal and external requirements.		
8	5.3	Testing Environments		
		This section identifies the overall set of environments supporting the testing team for this project.		
9	5.4	Testing Tools Strategy		
		This section will be aligned with the project tools and will describe the different testing functions that should be handled by the testing tool.		
10	5.5	Timelines and Milestones		
		This section may provide a graphical roadmap of the test types and test cycles as they occur throughout the project.		
11	5.6	Requirement Traceability Process		
		This section will describe the process that the project will use to track business requirements through the various test types to ensure that the requirements have been successfully tested.		
12	5.7	Defect Management Process		
		This section describe the flow of a defect from creation to resolution and the various		

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
		parameters used to define the priority/severity of the defects		
13	5.8	Team Structure, Roles and Responsibilities		
		This section will describe the organization chart of the testing team as well as the test team roles and responsibilities.		
14	6.0	Outstanding Issues Pending Clarification		
		The document lists the issues that are pending further clarification or are outstanding at the end of the Testing Strategy creation.		

Document Control Information

The following table describes the key document control information relating to this Deliverable as well as a summary of changes made during the feedback process.

Table 1: Document Control

File Name:	Delaware_FACTSII_DED_Training_Strategy_V1 0		
Project Name:	FACTS II		
Client:	State of Delaware		
Author:	Sanjay Shah		
Status:	Draft		
Date Released:	03/10/16		
Version Control			
Version No.	Date	Summary of Changes	Revised By
1.0	03/10/16	Initial DED Creation	Sanjay Shah

Deliverable Expectation Document (DED)

1. Introduction

1.1. Purpose

The objective of this deliverable is to develop a Training Strategy for the Project.

1.2. References

DE FACTSII RASCI Mapping – Exhibit C

DE FACTSII Training Scope – Exhibit I

2. Deliverable Description

The following table identifies Deliverable specific information such as: due date, review timeline, format, and submission method.

Table 2: Deliverable Description

Deliverable Name:	Training Strategy
File Name:	Delaware_FACTSII_DED_Training_Strategy_V1 0
Submission Date:	TBD on project start date – Sprint 0
Deliverable Description:	This is the Training Strategy for the Project
State Review Timeline:	N/A
Deliverable Format:	MS Excel
Submission Method:	Electronic submission to Executive Product Owner for approval

3. Acceptance Criteria

The following detailed checklist outlines the specific requirements the deliverable will fulfill. The deliverable is considered complete when the content below is accurate and all related questions have been satisfied as agreed upon by the State and Deloitte.

Table 3: Acceptance Criteria

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
1	1.0	Background		
		The document provides a background of the Delaware FACTSII product.		
2	2.0	Overview		
		The Overview section provides the general purpose of the Delaware FACTSII product and the scope of the deliverable.		
3	3.0	References and Documentation		
		The section provides the relevant references to the artifacts utilized as an input to building out the Training Strategy.		
4	4.0	Assumptions		
		The document lists the assumptions for the Delaware FACTSII product as it pertains to the Training Strategy deliverable.		
5	5.0	Training Strategy Details		
		Details around the Training strategy are available		
6	5.1	Train the Trainer (TTT) approach		

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
		A high-level approach that will be used for training has been identified		
7	5.2	Training Audience		
		Trainers to be trained in the Deloitte facilitated TTT sessions have been identified		
8	5.3	TTT schedule		
		The proposed TTT schedule has been identified (Given the lead time this is a flexible schedule)		
9	5.4	TTT Curriculum Summary		
		The high-level Training curriculum based on the requirements outlined in the Scope of Work has been identified		
10	6.0	Outstanding Issues Pending Clarification		
		The document lists the issues that are pending further clarification or are outstanding at the end of the Training Strategy creation.		

Document Control Information

The following table describes the key document control information relating to this Deliverable as well as a summary of changes made during the feedback process.

Table 1: Document Control

File Name:	Delaware_FACTSII_DED_User_Interface_Specifications_V1 0		
Project Name:	FACTS II		
Client:	State of Delaware		
Author:	Sanjay Shah		
Status:	Draft		
Date Released:	03/10/16		
Version No.	Date	Summary of Changes	Revised By
1.0	03/10/16	Initial DED Creation	Sanjay Shah

Deliverable Expectation Document (DED)

1. Introduction

1.1. Purpose

The objective of this deliverable is to develop User Interface Specifications for the Project.

1.2. References

DE FACTSII RASCI Mapping – Exhibit C

2. Deliverable Description

The following table identifies Deliverable specific information such as: due date, review timeline, format, and submission method.

Table 2: Deliverable Description

Deliverable Name:	User Interface Specifications
File Name:	Delaware_FACTSII_DED_User_Interface_Specifications_V1 0
Submission Date:	TBD on project start date – Sprint 0
Deliverable Description:	These are the User Interface Specifications for the Project
State Review Timeline:	N/A
Deliverable Format:	MS Word
Submission Method:	Electronic submission to Executive Product Owner for approval

3. Acceptance Criteria

The following detailed checklist outlines the specific requirements the deliverable will fulfill. The deliverable is considered complete when the content below is accurate and all related questions have been satisfied as agreed upon by the State and Deloitte.

Table 3: Acceptance Criteria

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
1	1.0	Background		
		The document provides a background of the Delaware FACTSII product.		
2	2.0	Overview		
		The Overview section provides the general purpose of the Delaware FACTSII product and the scope of the deliverable.		
3	3.0	References and Documentation		
		The section provides the relevant references to the artifacts utilized for identifying the Themes and Epics that were an input to building out the User Interface Specifications.		
4	4.0	Assumptions		
		The document lists the assumptions for the Delaware FACTSII product as it pertains to the User Interface Specifications deliverable.		
5	5.0	User Interface Specifications Details		
		Details around the planned User Interface Specifications are available. These specifications will focus on the guideline that the entire		

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
		application should have a consistent look and feel and the user can comfortably navigate through the application.		
6	5.1	Login Specifications		
		Details around the Login User Interface have been identified		
7	5.2	Landing Page Specifications		
		Details around the Landing Page (Home Page) have been identified		
8	5.3	Presentation Styles		
		Details around the supported presentation styles (e.g. Master-Detail, Search-Results etc.) have been identified		
9	5.4	Color Schemes and Fonts		
		Details around the supported color schemes and fonts have been identified		
10	5.5	Controls		
		Details around supported controls (e.g. Labels, Buttons, Grids etc.) have been identified		
11	5.6	Navigation		
		Details around Navigation techniques have been identified		
12	5.7	Help		
		Details around Screen Help and Field Help (context sensitive help) have been identified		
13	5.8	Messaging		

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
		Details around the Messaging Interface (e.g. Error Messages, Alerts, Notification etc.) have been identified		
14	5.9	ADA Considerations		
		ADA Considerations have been identified		
14	6.0	Outstanding Issues Pending Clarification		
		The document lists the issues that are pending further clarification or are outstanding at the end of the User Interface Specifications creation.		

Document Control Information

The following table describes the key document control information relating to this Deliverable as well as a summary of changes made during the feedback process.

Table 1: Document Control

File Name:	Delaware_FACTSII_DED_User_Personas_V1 0		
Project Name:	FACTS II		
Client:	State of Delaware		
Author:	Sanjay Shah		
Status:	Draft		
Date Released:	03/10/16		
Version Control			
Version No.	Date	Summary of Changes	Revised By
1.0	03/10/16	Initial DED Creation	Sanjay Shah

Deliverable Expectation Document (DED)

1. Introduction

1.1. Purpose

The objective of this deliverable is to develop User Personas for the Project.

1.2. References

DE FACTSII RASCI Mapping – Exhibit C

2. Deliverable Description

The following table identifies Deliverable specific information such as: due date, review timeline, format, and submission method.

Table 2: Deliverable Description

Deliverable Name:	User Personas
File Name:	Delaware_FACTSII_DED_User_Personas_V1 0
Submission Date:	TBD on project start date – Sprint 0
Deliverable Description:	These are the User Personas for the Project
State Review Timeline:	N/A
Deliverable Format:	MS Powerpoint
Submission Method:	Electronic submission to Executive Product Owner for approval

3. Acceptance Criteria

The following detailed checklist outlines the specific requirements the deliverable will fulfill. The deliverable is considered complete when the content below is accurate and all related questions have been satisfied as agreed upon by the State and Deloitte.

Table 3: Acceptance Criteria

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
1	1.0	Background		
		The document provides a background of the Delaware FACTSII product.		
2	2.0	Overview		
		The Overview section provides the general purpose of the Delaware FACTSII product and the scope of the deliverable.		
3	3.0	References and Documentation		
		The section provides the relevant references to the artifacts utilized as an input to building out the User Personas.		
4	4.0	Assumptions		
		The document lists the assumptions for the Delaware FACTSII product as it pertains to the User Personas deliverable.		
5	5.0	User Personas Details		
		<p>Details around the User Personas are available. The following attributes have been considered while creating the Personas:</p> <ul style="list-style-type: none"> • Proper Segmentation has been followed (Job Functions, Expected 		

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
		System Use, Who they work with) <ul style="list-style-type: none"> • The persona aggregates real system users and clients • Results were derived from research, capture common goals, needs and frustrations 		
6	6.0	Outstanding Issues Pending Clarification		
		The document lists the issues that are pending further clarification or are outstanding at the end of the User Personas creation.		

Document Control Information

The following table describes the key document control information relating to this Deliverable as well as a summary of changes made during the feedback process.

Table 1: Document Control

File Name:	Delaware_FACTSII_DED_Vision_V1 0		
Project Name:	FACTS II		
Client:	State of Delaware		
Author:	Richard Marsden		
Status:	Draft		
Date Released:	03/10/16		
Version No.	Date	Summary of Changes	Revised By
1.0	03/10/16	Initial DED Creation	Richard Marsden

Deliverable Expectation Document (DED)

1. Introduction

1.1. Purpose

The objective of this deliverable is an output from the visioning session where the product executive and executive stakeholders set forth the vision for the product, which is communicated to the wider project team.

1.2. References

DE FACTSII RASCI Mapping – Exhibit C

2. Deliverable Description

The following table identifies Deliverable specific information such as: due date, review timeline, format, and submission method.

Table 2: Deliverable Description

Deliverable Name:	Vision
File Name:	Delaware_FACTSII_DED_Vision_V1 0
Submission Date:	TBD on project start date – Sprint 0
Deliverable Description:	The output from the visioning session where the product executive and executive stakeholders set forth the vision for the product, which is communicated to the wider project team.
State Review Timeline:	2 Days
Deliverable Format:	MS PowerPoint
Submission Method:	Electronic submission to Executive Product Owner for approval

3. Acceptance Criteria

The following detailed checklist outlines the specific requirements the deliverable will fulfill. The deliverable is considered complete when the content below is accurate and all related questions have been satisfied as agreed upon by the State and Deloitte.

Table 3: Acceptance Criteria

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
1	1.0	Background		
		The document provides a background of the Delaware FACTSII product.		
2	2.0	Overview		
		The Overview section provides the general purpose of the Delaware FACTSII product and the scope of the deliverable.		
3	3.0	References and Documentation		
		The section provides the relevant references to the artifacts utilized for identifying the Themes and Epics that were an input to building out the Vision.		
4	4.0	Assumptions		
		The document lists the assumptions for the Delaware FACTSII product as it pertains to the Vision deliverable.		
5	5.0	Project Vision Details		
		This section captures the project vision details.		
6	5.1	Identify Key Value Drivers		
		This section identifies the Key value drivers for the project.		

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
7	5.2	Identify Value Opportunities		
		This section identifies the various value Opportunities.		
8	5.3	Project Background		
		This section captures the current state of the system and target end state		
9	5.4	Benefits		
		This section outlines benefits of the Facts II implementation.		
10	6.0	Outstanding Issues Pending Clarification		
		The document lists the issues that are pending further clarification or are outstanding at the end of the Vision creation.		

Document Control Information

The following table describes the key document control information relating to this Deliverable as well as a summary of changes made during the feedback process.

Table 1: Document Control

File Name:	Delaware_FACTSII_DED_Workflow_Strategy_V1 0		
Project Name:	FACTS II		
Client:	State of Delaware		
Author:	Sanjay Shah		
Status:	Draft		
Date Released:	03/10/16		
Version Control			
Version No.	Date	Summary of Changes	Revised By
1.0	03/10/16	Initial DED Creation	Sanjay Shah

Deliverable Expectation Document (DED)

1. Introduction

1.1. Purpose

The objective of this deliverable is to develop an Workflow Strategy for the Project.

1.2. References

DE FACTSII RASCI Mapping – Exhibit C

2. Deliverable Description

The following table identifies Deliverable specific information such as: due date, review timeline, format, and submission method.

Table 2: Deliverable Description

Deliverable Name:	Workflow Strategy
File Name:	Delaware_FACTSII_DED_Workflow_Strategy_V1 0
Submission Date:	TBD on project start date – Sprint 0
Deliverable Description:	This is the Workflow Strategy for the Project
State Review Timeline:	N/A
Deliverable Format:	MS Excel
Submission Method:	Electronic submission to Executive Product Owner for approval

3. Acceptance Criteria

The following detailed checklist outlines the specific requirements the deliverable will fulfill. The deliverable is considered complete when the content below is accurate and all related questions have been satisfied as agreed upon by the State and Deloitte.

Table 3: Acceptance Criteria

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
1	1.0	Background		
		The document provides a background of the Delaware FACTSII product.		
2	2.0	Overview		
		The Overview section provides the general purpose of the Delaware FACTSII product and the scope of the deliverable.		
3	3.0	References and Documentation		
		The section provides the relevant references to the artifacts utilized for identifying the Themes and Epics that were an input to building out the Workflow Strategy.		
4	4.0	Assumptions		
		The document lists the assumptions for the Delaware FACTSII product as it pertains to the Workflow Strategy deliverable.		
5	5.0	Workflow Strategy Details		
		Details around the planned Workflow Strategy are available.		
6	5.1	Workflow Parameters		

No.	REFERENCE	SECTION HEADER	CONTENT SATISFIED (Y / N / NA)	COMMENTS
		Details around when to use workflows and subsequent action types (email alerts, field updates, outbound messages) have been identified		
7	5.2	Approval Workflows		
		Details around when and how to use Approval Workflows have been identified		
8	5.3	Initial Workflow List		
		An initial list of workflows has been identified		
9	6.0	Outstanding Issues Pending Clarification		
		The document lists the issues that are pending further clarification or are outstanding at the end of the Workflow Strategy creation.		