For projects within the OIT PMO Portfolio, a Quality Gate Review will be conducted with completion of each project management gate, phase or release. OIT PMO recognizes different methodologies may be used based on the characteristics of the project at hand. This will ensure that before a project progresses from one project gate, phase or release to the next, the scope, cost and schedule for the project will remain on track. Dependent on the methodology chosen, the Agency Project Manager should comply with the documentation and gate requirements of the most appropriate Methodology and Lifecycle Gate Process.

The outcome of this process can be categorized three ways:

**Pass** – Project can pass to the next gate as a result of the review

**Conditional Pass** – Some documentation may need to be modified and must be provided before the next Q Gate review can be scheduled.

**Fail** – Sufficient documentation is not readily accessible or has not been produced. And the project cannot proceed to the next Gate

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**PROGRAM MANAGEMENT**

**Program / Project Methodology & Lifecycle**

Nov 2015

1. INITIATING & DEFINING
   - Project Charter/Status Document
   - Deliverables Matrix / RACI
   - Quad Report

2. PLANNING & REQUIREMENTS
   - Identify and/or establish Steering Committee (if needed)
   - High Level Project Schedule (Key Milestones)
   - Requirements Documentation
   - Quad Report
   - Project Management Plan
   - Communication Management Plan
   - Change Management Plan
   - Base-lined Schedule

3. DESIGN
   - Logical System Architecture Review (LSAR)
   - Test Plan
   - Training Plan
   - Quad Report

4. DEVELOP / TEST and/or DEPLOY (*execution*)
   - Physical System Architecture Review (PSAR)
   - Test Cases
   - Test Reports
   - User Acceptance
   - Implementation Review (IR)
   - Maintenance/Support/Operations Plan
   - Quad Report

* Multiple Reviews of architecture, infrastructure or progress may be needed throughout execution
Note: All projects within the OIT PMO Portfolio will follow the appropriate Program/Project Methodology & Lifecycle. Additional information supporting the different methodologies are captured in our standards, which will undergo PMUG review for approval.

The OIT PMO PM will determine the documentation needed for each gate. Missing or insufficiently complete information may result in a “Fail” or “Conditional Pass”.

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Note: Please see the Program/Project Management AGILE Methodology & Lifecycle" for documentation requirements when utilizing AGILE