

Implementation Review

Production Readiness

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| **Project Name** |  |

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|  | **Department / Agency** | **Organization** |
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|  | **Dept. /Agency Code** | **Organization Code** |
|  |     |      |

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| **Application Name (file System)** |       |
|  |
| **Tactical Planning Tracking #** |       |

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| --- | --- |
| **Estimated Production Date** |       |

State of New Jersey

Implementation Review Document

**This document cannot be submitted for electronic review until the:**

1. **Physical System Architecture Review has been completed (*electronically or face to face meeting)***
2. **Stress testing has been completed**
3. **Users acceptance testing has been completed**
4. **All action items from previous SAR reviews have been resolved or acceptably remediated**

The purpose of this document is to evaluate the production readiness of a developed IT solution that is to reside, in whole or in part, in the New Jersey Shared IT Infrastructure (SITI) hosting environment. This Implementation Review will determine production readiness to go live. Complete all items in this document. Do not proceed without the ASAI project number.

This document must adhere to the following standard naming convention for the SAR document file.  “Agency Initials-Tactical Plan Number-Project Name-yyyymmdd-SAR Type”.

Example: OIT-042a180006-Project Name-20180120-IR

Please note that this is a different document format than was submitted for all previous reviews. The Technology Initiation Proposal (TIP), Logical and Physical SAR documents should be updated and included with this document. New information should be added as it is identified. Minor refinements to information reviewed at the TIP, Logical and Physical SAR should be made as necessary (e.g. more accurate transaction counts within an order of magnitude of the original estimate, or a newer server model number). Information that is significantly different from the reviewed SAR documents should be clearly noted (e.g. a change in scope, programming language, or a new network topology). Additionally, any outstanding Action Items from the previous TIP, Logical and Physical Reviews must be completed.

The receipt of this completed document will trigger an online review. It will also confirm that the project was developed consistent with the previously approved SARs. This confirmation will determine if the project is ready for production and has been tested in compliance with OIT’s architectural standards.

Once completed, this package should be submitted to: **sar@tech.nj.gov**, at a minimum,

**14 days prior to the date the project is scheduled to be deployed**. This will allow at least one week for the review to occur and one additional week for any potential deficiencies to be corrected.

## Project Identification

|  |  |
| --- | --- |
| **Business Owner** |  |
| Name |       |
| Telephone #  |       |
|  Email Address |       |
| **Project Manager** |  |
| Name |       |
| Telephone #  |       |
|  Email Address |       |
| **Vendor Information:** |  |
| Contact Person |       |
| Contact Telephone #  |       |
|  Contact Email Address |       |
| **OIT:** |  |
| Primary OIT Contact Person |       |
| OIT Contact Phone |       |
| OIT Contact Email |       |
| Secondary OIT Contact Person |       |
| OIT Contact Phone |       |
| OIT Contact Email |       |
|  |  |
| Date Document Completed |       |
|  |  |

Up to date TIP SAR Document Attached? [ ]  Yes [ ]  No

Up to date Logical SAR Document Attached? [ ]  Yes [ ]  No

Up to date Physical SAR Document Attached? [ ]  Yes [ ]  No

Any other Physical Design Documents Attached? [ ]  Yes [ ]  No

Any Disaster Recovery Documents Attached? [ ]  Yes [ ]  No

List any attached documentation:

# ACTION ITEMS

This system cannot be implemented if**:**

**1.** Any Action Items are unresolved, **2.** This document is incomplete, **3.** The answer to any question is NO.

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| **List and explain all resolved and unresolved action items from all previous SAR meetings.****If there are none, check here** **[ ]**  |
| **Action Items** | **Resolution** | **Responsible Business Unit** | **Resolved****YES or NO** |
| 1 |       |       |       | YES [ ] NO [ ]  |
| 2 |       |       |       | YES [ ] NO [ ]  |
| 3 |       |       |       | YES [ ] NO [ ]  |
| 4 |       |       |       | YES [ ] NO [ ]  |
| 5 |       |       |       | YES [ ] NO [ ]  |
| 6 |       |       |       | YES [ ] NO [ ]  |
| 7 |       |       |       | YES [ ] NO [ ]  |
| 8 |       |       |       | YES [ ] NO [ ]  |
| 9 |       |       |       | YES [ ] NO [ ]  |
| 10 |       |       |       | YES [ ] NO [ ]  |

This document is composed of several sections. Each question is labeled to indicate if it should be answered for **A**pplication (developing or replacing a new system), **T**echnical (adding or replacing new hardware, middleware, infrastructure, access rules, or processes) or **B**oth types of a project. Answer each question to the best of your knowledge and feel free to clarify any question or answer.

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| **Project Description** |
| B | 1. Provide a detailed description of the project, including the general purpose and scope:

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| **Change Management for Deployments to the New Jersey Shared Infrastructure****This section MUST be completed for all Mission Essential Systems with any****component housed within the OIT infrastructure** |
| B | Is this being deployed on the NJ Shared IT Infrastructure (NJSITI)? [ ]  Yes [ ]  No [ ]  N/AIf YES, complete table below.If NO or N/A explain:       |
| **Change Record #:** | **Date Change Record Submitted:** | **Date Requested in Change Record to go “Live”** | **Reason for Change Record (i.e. new app deployment, new server, new middleware)** | **Comments** |
|       |       |       |       |       |
|       |       |       |       |       |
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| Testing (ASET, Change Management) |
| A | 1. Have the owners of impacted systems been made aware of production deployment?

[ ]  YES [ ]  NO [ ]  N/AIf NO, and the application is going to reside on OIT infrastructure, contact OIT Change Management group at: OIT-Changemgmt@tech.nj.govIf N/A explain:       |
| A | 1. Has a risk/impact analysis been done per change management guidelines for each change record?

[ ]  YES [ ]  NO [ ]  N/AIf NO, and the application is going to reside on OIT infrastructure, contact OIT Change Management group at: OIT-Changemgmt@tech.nj.govIf N/A explain:       |
| A | 1. Have user acceptance and system testing been successfully completed?

[ ]  YES [ ]  NO [ ]  N/AIf NO or N/A explain:       |

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| A | 1. Has stress testing been successfully completed\*?

[ ]  YES [ ]  NOIf YES, the Load/Stress Test Summary Report must be attached in its original format \* **\***Stress testing procedures and Load/Stress Test Summary Report may be found on the Portal Web Developers Channel.If NO explain:       |
|  | 1. Were the results of the stress test signed-off as acceptable by the project sponsor?

[ ]  YES [ ]  NOIf NO, explain why, and include a description of what remediation is being put in place to allow this system to be moved to production:       |
| B | 1. If stress testing was successfully completed, does the test reflect the project in the version that is intended to be deployed?

[ ]  YES [ ]  NO If NO, complete Stress Testing in the version intended to be deployed. |
| Production Deployment Requirements (ISS) |
| A | 1. Has an “Out of Service Page” been developed and tested?

[ ]  YES [ ]  NO [ ]  N/AIf NO or N/A explain:       |
| System Monitoring Responsibilities (SLM - formerly PMG) |
| B | 1. Have all servers to be monitored by Service Level Management Group (SLM) been identified and have appropriate monitoring or endpoint agents been installed?

[ ]  YES [ ]  NO [ ]  N/AIf NO or N/A explain:       |
| B | 1. Have all the appropriate SLM thresholds been established for these servers?

[ ]  YES [ ]  NO [ ]  N/AIf NO or N/A explain:       |
| B | 1. Have all the appropriate SLM monitoring setup tasks been completed and tested?

[ ]  YES [ ]  NO [ ]  N/AIf NO or N/A explain:       |
| A | 12a. Has the SLM Playbook described in previous SARs been completed for this project?[ ]  YES [ ]  NO [ ]  N/AIf NO or N/A explain:      12b. Has an updated version of the Logical Diagram (**in Visio format**) been mailed to OIT-SAR-Review-ServiceLevelMgmt@tech.nj.gov, (including all hostnames and components)?[ ]  YES [ ]  NOIf NO explain:       |

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| 1. **OIT Operational Services** (SLM)
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| B | 1. If the Physical SAR stated that ESD (previously NCC/SCC) support was required for this project upon implementation, was the operational support documentation and the documentation location provided for this application?

[ ]  YES [ ]  NO [ ]  N/A |
| System Production Responsibilities (Post Implementation)(ASET, EDS, AppDev, GIS, ISS) |
| B | Multiple organizations can be responsible for a system in production. Indicate how each category will be addressed. More than one organization can have responsibility for a category. |
|  | ***OITStaff*** | ***AgencyIT Staff*** | ***SystemVendor*** | ***COTS or3rd Party*** | ***N/A*** | ***Other*** |
| Hardware | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Middleware | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Software | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Development Tools | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Database Administration | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Application Code | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Static Content | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| GIS Capabilities | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Collaboration Tools (e-mail, IM, Content Mgmt., Mobile) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Backup | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |       |
| Application Service Level Monitoring (End User Experience Monitoring)  |
| A | 1. Has the application been fully instrumented using NJOIT Service Level Monitoring tools?

[ ]  YES [ ]  NO [ ]  N/AIf NO or N/A explain:       |
| Server Placement (ISS Hosting, ISS) |
| B | 1. Has all new hardware and software been installed and tested?

[ ]  YES [ ]  NO [ ]  N/AIf NO, explain how the system can be implemented without the items installed and tested.      If N/A explain:       |

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| 1. **Infrastructure - This section MUST be completed for all Mission Essential Systems with any component housed within the OIT infrastructure**
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| B | 1. Has the client’s final infrastructure design been reviewed by NJOIT Network Infrastructure staff?

[ ]  YES [ ]  NO [ ]  N/AIf NO or N/A explain:      1. Has a diagram and/or description changed since the PSAR?

[ ]  YES [ ]  NO [ ]  N/AIf YES, provide the most current Infrastructure diagram and/or description available as an attachment to this document.If NO or N/A explain:      1. If needed, have the cabling and infrastructure components been installed?

[ ]  YES [ ]  NO [ ]  N/AIf YES, where?      If NO or N/A explain:      1. Have power requirements been supplied?

[ ]  YES [ ]  NO [ ]  N/AIf NO or N/A explain:       |
| 1. **Storage Management**
 |
| B | 1. Has requested storage been allocated to all servers?

[ ]  YES [ ]  NO [ ]  N/AIf NO or N/A explain:      1. Have backup requests been initiated?

[ ]  YES [ ]  NO [ ]  N/AIf YES, ensure Change Request #       is listed in question number one of this document.If NO or N/A explain:       |
| Configuration Management (ISS Hosting, ISS) |
| BBBA | If this is being deployed on the NJSITI, complete **a** thru **d**1. Have credentials been established on each supporting server to allow inventory scanning?

[ ]  YES [ ]  NO [ ]  N/AIf NO or N/A explain:      1. Has a successful hardware scan been performed on all the servers for this project?

[ ]  YES [ ]  NO [ ]  N/AIf NO or N/A explain:      1. Has the scan successfully populated the Configuration Management Database (CMDB)?

[ ]  YES [ ]  NO [ ]  N/AIf NO or N/A explain:      1. Have relationships from this Enterprise Service to all its supporting servers and sub-services been created in the CMDB?

[ ]  YES [ ]  NO [ ]  N/AIf NO or N/A explain:       |
| Enterprise Data Services |
| A | 1. Have the production databases been setup as designed? (i.e. instances, schemas, DDL)

[ ]  YES [ ]  NO [ ]  N/AIf NO, document and explain:       |
| A | 1. If this project uses the data warehousing environment, have the production data loads been tested and provided to the data warehouse production staff for review and cataloging?

[ ]  YES [ ]  NO [ ]  N/AIf NO or N/A explain:       |
| A | 1. Have all changes in the Physical Database been documented in the Physical Data Model?

[ ]  YES [ ]  NO [ ]  N/AIf NO or N/A explain:       |
| A | 1. Is the Physical Data Model synchronized with the Logical Data Model (all changes in the Physical Data Model have been mapped to the Logical Data Model)?

[ ]  YES [ ]  NO [ ]  N/AIf NO or N/A explain:      1. Has converted data been loaded and if so when can it be removed?
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| 1. **GIS**
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| A | 1. Has metadata been published for all new spatial data sets?

[ ]  YES [ ]  NO [ ]  N/A |
| Network Services (ASET, Infrastructure Security, NJCCIC, ISS Hosting, WAN) |
| B | 1. Have all required firewall rules been implemented in production?

[ ]  YES [ ]  NO [ ]  N/AIf NO when will they be completed?      If N/A explain:      1. If network switches were required to support the project, have they been installed?

[ ]  YES [ ]  NO [ ]  N/AIf YES specify:      If NO or N/A explain:       |
| Portal Services (ASET) |
| A | 1. If this application uses the myNewJersey portal, has the Portal Group oit.portaladmin@tech.nj.gov been contacted so the proper rules and other needs can be established and implemented for the proposed production deployment date?

[ ]  YES [ ]  NO [ ]  N/AIf NO or N/A explain:       |
| Other Enterprise Services |
| A | 1. If the need for email integration was anticipated, is it ready for production?

[ ]  YES [ ]  NO [ ]  N/AIf NO or N/A explain:      1. If the need for bulk mail processing was anticipated, is it ready for production?

[ ]  YES [ ]  NO [ ]  N/AIf NO or N/A explain:      1. If the need for bulk printing was anticipated, is it ready for production?

[ ]  YES [ ]  NO [ ]  N/AIf NO or N/A explain:       |

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| Unstructured Data |
| A | 1. If unstructured data (non database files) exists where will they be stored and has the storage location been discussed with and agreed to by the system administrators?

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| Operational Batch Services |
| A | 1. If the need for a data transfer methodology was anticipated, is it ready for production?

[ ]  YES [ ]  NO [ ]  N/AIf NO or N/A explain:       |
| Certification and Accreditation Assessment (OHSP/ NJCCIC) |
| A | 1. If the TIP (formerly Conceptual SAR) stated that there were compliance, statutes, or regulatory needs applicable to Confidentiality, Integrity and Availability, are the needs still the same?

[ ]  YES [ ]  NO [ ]  N/AIf NO or N/A explain:      Have they been addressed? [ ]  YES [ ]  NO [ ]  N/AIf NO or N/A explain:      1. If Auditing and Access Accountability needs were stated in the TIP and LSAR to track user access within the system have they been implemented?

[ ]  YES [ ]  NO [ ]  N/AIf NO or N/A explain:      1. Were systems and application scanned for security vulnerabilities, and security risks remediated?

[ ]  YES [ ]  NO [ ]  N/AIf NO or N/A explain:      Who Completed the security vulnerability Scans?      1. Does the project have any outstanding security risks and require an exception request?

[ ]  YES [ ]  NO [ ]  N/AIf NO or N/A explain:      <http://www.nj.gov/it/ps/08-02-NJOIT_Policy_Exception_Request_Form.pdf>  |

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| Project Management (PMO) |
| B | 1. Has the criteria that determines the successfulness of the project implementation been established?

[ ]  YES [ ]  NO [ ]  N/AIf NO or N/A explain:       |
| Disaster Recovery Requirements - This section MUST be completed for all Mission Essential Systems with any component housed within the OIT infrastructure. If documentation has not been completed and submitted, please complete and provide to OIT-DR@tech.nj.gov  |
| AB | 1. Has your Business Impact Analysis (BIA) been completed and provided to the Disaster Recovery Team?

[ ]  YES [ ]  NO [ ]  N/AIf YES, when?      If NO or N/A explain:      <http://www.nj.gov/it/docs/sar/0104_Business_Impact_Analysis_Survey.pdf> to fill out a Business Impact Analysis.1. Have the Disaster Recovery requirements been completed, provided to and discussed with Disaster Recovery Team?

[ ]  YES [ ]  NO [ ]  N/AIf NO or N/A explain:       |
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| stop | **Submit this completed document and all applicable forms to:****SAR@TECH.NJ.GOV****For review by the System Architecture Review Board****REMINDER:** **This document cannot be submitted for electronic review until the:**1. **Physical System Architecture Review has been completed**
2. **Stress testing has been completed**
3. **User’s acceptance testing has been completed**
4. **All action items from previous SAR reviews have been resolved or acceptably remediated**
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