

Discovery Readiness Checklist

The table below provides a checklist of documents required for both customer agencies and FSSPs to ensure adequate preparation for the Discovery Phase. The documents listed are for the new initiative being pursued.

No.	Document	Yes/No	If No, Date to Be Submitted/Complete	If Yes, Name of Attachment (where applicable)
Customer Agency				
1	"As Is" business processes, including procedures, diagrams, log of known system and business issues, etc.			
2	"As Is" technical architecture, including system documentation			
3	Requirements document including, as applicable, legislative or regulatory requirements with the corresponding references			
4	Governance process <u>within</u> the customer agency for Discovery, inclusive of how decisions will be made and escalated and who (functionally) is accountable when decisions are delayed			
5	Resource Management Plan inclusive of planned and actual Federal and contractual project resources, as well as financial management, technical, and other subject matter experts. Indicate % of time devoted to the project for federal resources			
6	Stakeholder Management Plan that outlines all stakeholders and identifies an approach to managing their involvement and communication with them (may be combined with the Resource Management Plan)			
Federal Shared Service Provider				
1	Resource Management Plan inclusive of planned and actual Federal and contractual project resources, as well as financial management, technical, and other subject matter experts			
Shared*				
1	Project governance structure <u>between</u> the customer agency and FSSP for Discovery, inclusive of how decisions will be made and escalated, and who (functionally) is accountable when decisions are delayed			
2	Discovery phase schedule, inclusive of milestones, key meetings, dependencies, decision points, and key resources required			

* Customer agency and FSSP work collaboratively to complete

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