New York State
EDUCATION DEPARTMENT
Knowledge > Skill > Opportunity

Appendix 'O' - Deliverable Expectation Document (DED)

For Phases 1.8.1 through 1.8.14

- Ensure Any documents created or delivered by the vendor is compliant with NYSED Web Accessibility Policy, including at least to the level of WCAG 2.0 AA and WAI-ARIA 1.0 or later.
- Submit a VPAT to the agency PM, in order to document accessibility compliance for any web-based system implemented for this project.

1.8.1 - Initiation & Planning

1. Publish Project Scope Document including SDLC methodology / approach, architecture, high-level design, etc.
2. Publish Project High-level Milestones, along with modules release dates, & Project Plan (MSP and PDF version).
3. Publish Vendor / System Implementer Platform Security Document includes:
   - Adhering to the CIA triad, complete description of the vendor / System Implementer security controls, user permissions, and architecture for SED assets protection.
   - Provide security assessments and certifications vendor / System Implementer has gone through and are active
4. Publish Weekly Project Status Report (PSR) and participation in weekly meetings and ad-hoc meetings as needed.
5. Publish Monthly Project Team Calendar
6. Publish Risks, Assumptions, Issues, Dependencies (RAID) Log, Decisions Log, and Stakeholder Register.
7. Publish Communication Mgmt. Plan
8. Publish Lessons Learned / Retrospective Document
9. Publish all agile, waterfall, and/or hybrid methodology artifacts at the end of the phase – Backlogs, Epics, Stories, Features, Sequence Flows, Charts, Wireframes, etc.

Note: Document templates for PSR, Team Calendar, Communications Plan, RAID, Decision Log, and Stakeholder Register will be provided by NYSED.

1.8.2 Requirements Gathering

1. Publish **Requirements Document**. This includes detailed Business - Functional and Non-Functional Requirement (covering all teams – GF, LEA, SEDREF, ITS, CAU, OF, SFS, External Users – Applicants / Grantees) for online screens/forms, wireframes, Business Process Re-engineering blueprint, reports (including EZSpec reports conversion), system linkages, and dashboard/Reports templates, reports outputs – PDF, Excel, weblinks, etc., requirements of the new system. At the end of each phase, the Business – Functional and Non-Functional Requirement Document should be updated and published if there are any changes made or identified that need to be added to the requirements documentation.
2. Publish updated '**Technical System Specification Document**' including technical requirements, programming languages description, configuration, architecture, API requirements, schemas, tables, structures, flows, data dictionary, mappings, environment configuration, Servers, Disk Storage, Routers, Load Balancers, Infrastructure Physical/Logical Configuration, Entity Relationship Diagrams, Network, Operations, Security, SSO, Access Control Management and Support Details, etc. This document should also include the Data Migration plan. At the end of

each phase, the Technical System Specification Document should be updated and published if there are any changes.

3. Publish approved revised SOW if there are any changes to the previous submission.
4. Publish **OCM Plan**.
5. Publish **Stakeholder Register & Communications Management Plan**, and subsequent updates where relevant
6. Publish a revised **Project/Work Plan** with element-level timeline if there are any changes to the previous submission.
7. Publish **Weekly Project Status Report (PSR**) along with Project Plan (MSP and PDF version), and participation in weekly meetings and ad-hoc meetings as needed.
8. Publish all agile, waterfall, and/or Hybrid methodology artifacts at the end of the phase – **Backlogs, Epics, Stories, Features, Sequence Flows, Charts, Wireframes, etc.**
9. Publish preliminary **High-level Service Level Agreement (SLA)** document
10. Publish Monthly Project Team Calendar
11. Publish Updated **Risks, Assumptions, Issues, Dependencies (RAID) Log & Decisions Log**.
12. Publish Revised Vendor / SI's **Personnel Specific Role and Responsibilities Document**, if there are any changes to the most recent previous submission.
13. Publish **Vendor Fallback Plan Document** (same for configuration, business processes, reports, dashboards, data migration, including Disaster Recovery (DR) / Business Continuity Planning (BCP).
14. Publish **Lessons Learned Document** if there are any changes to the most recent previous submission.

1.8.3 – Product Development & Proof of Concept (POC)

1. Publish **Requirements Document**. This includes detailed Business - Functional and Non-Functional Requirement (covering all teams – GF, LEA, SEDREF, ITS, CAU, OF, SFS, External Users – Applicants / Grantees) for online screens/forms, wireframes, Business Process Re-engineering blueprint, reports (including EZSpec reports conversion), system linkages, and dashboard/Reports templates, reports outputs – PDF, Excel, weblinks, etc., requirements of the new system. At the end of each phase, the Business – Functional and Non-Functional Requirement Document should be updated and published if there are any changes made or identified that need to be added to the requirements documentation.
2. Publish updated '**Technical System Specification Document**' including technical requirements, programming languages description, configuration, architecture, API requirements, schemas, tables, structures, flows, data dictionary, mappings, environment configuration, Servers, Disk Storage, Routers, Load Balancers, Infrastructure Physical/Logical Configuration, Entity Relationship Diagrams, Network, Operations, Security, SSO, Access Control Management and Support Details, etc. This document should also include the Data Migration plan. At the end of each phase, the Technical System Specification Document should be updated and published if there are any changes.
3. Publish **Stakeholder Register & Communications Management Plan**, and subsequent updates where relevant
4. Publish a revised **Project/Work Plan** with element-level timeline if there are any changes to the previous submission.
5. Publish Weekly **Project Status Report (PSR)** along with Project Plan (MSP and PDF version), Product Backlog and participation in weekly meetings and ad-hoc meetings as needed.
6. Publish Monthly Project Team Calendar.

7. Publish Updated Risks, Assumptions, Issues, Dependencies (RAID) Log & Decisions Log.
8. Publish Revised Vendor **Personnel Specific Role and Responsibilities Documen**t, if there are any changes to the most recent previous submission.
9. Publish all agile, waterfall, and/or hybrid methodology artifacts at the end of the phase – **Backlogs, Epics, Stories, Features, Sequence Flows, Charts, Wireframes, etc.**
10. Publish **Vendor Fallback Plan Document** for configuration, business processes, reports, dashboards, and data migration including Disaster Recovery (DR) / Business Continuity Planning (BCP).
11. Publish **Lessons Learned / Retrospective Document** and subsequent update if there are any changes to the most recent previous submission.
12. Vendor shall develop and demonstrate a working POC solution incorporating the following business processes:
    - Transform Grants Finance management process into Digitalized process by enhancing internal technical stack.
    - Grants Management enhancing capabilities for improving Payment's processing times for LEA (Local Educational Agencies)
    - Replacing legacy Mainframe services with new SAAS (Software as a Service) on cloud platform.
    - Develop Technical Architecture by building API (Application program Interface) for Data transformation and Data migration.
13. Vendors shall incorporate the changes to the POC as per inputs received from NYSED Business and Technical teams.
14. POC will be deemed complete when SED Business and Technical teams provide the Sign-off - Milestone.
15. Develop & deliver fully functional To-Be solution (Full working Product) meeting all SED requirements specified in RFQ Document – Milestone.

1.8.4 – Integration & Interfaces

1. Deliver APIs that satisfy the SED business & technical needs to exchange data with internal SED applications and any external systems - Milestone
2. Publish **Requirements Document**. This includes detailed Business - Functional and Non-Functional Requirement (covering all teams – GF, LEA, SEDREF, ITS, CAU, OF, SFS, External Users – Applicants / Grantees) for online screens/forms, wireframes, Business Process Re-engineering blueprint, reports (including EZSpec reports conversion), system linkages, and dashboard/Reports templates, reports outputs – PDF, Excel, weblinks, etc., requirements of the new system. At the end of each phase, the Business – Functional and Non-Functional Requirement Document should be updated and published if there are any changes made or identified that need to be added to the requirements documentation.
3. Publish updated '**Technical System Specification Document**' including technical requirements, programming languages description, configuration, architecture, API requirements, schemas, tables, structures, flows, data dictionary, mappings, environment configuration, Servers, Disk Storage, Routers, Load Balancers, Infrastructure Physical/Logical Configuration, Entity Relationship Diagrams, Network, Operations, Security, SSO, Access Control Management and Support Details, etc. This document should also include the Data Migration plan. At the end of each phase, the Technical System Specification Document should be updated and published if there are any changes.
4. Publish **Stakeholder Register & Communications Management Plan**, and subsequent updates where relevant.

5. Publish **Weekly Project Status Report (PSR)** along with Project Plan (MSP and PDF version), Product Backlog and participation in weekly meetings and ad-hoc meetings as needed.
6. Publish Monthly **Project Team Calendar**
7. Publish Updated **Risks, Assumptions, Issues, Dependencies (RAID) Log & Decisions Log.**
8. Publish Revised **Vendor Personnel Specific Role and Responsibilities Document**, if there are any changes to the most recent previous submission.
9. Publish all agile, waterfall, and/or Hybrid methodology artifacts at the end of the phase – **Backlogs, Epics, Stories, Features, Sequence Flows, Charts, Wireframes, etc.**
10. Publish **Vendor Fallback Plan Document** (same for configuration, business processes, reports, dashboards, data migration including Disaster Recovery (DR) / Business Continuity Planning (BCP)).
11. Publish **Lessons Learned / retrospective Document** if there are any changes to the most recent previous submission.

1.8.5 – Testing

1. Publish Test Plan including test scripts & results for all types of testing. The plan should include system testing scripts, reports, dashboards, database, and views testing scripts also.
2. Periodic testing progress reporting via email (including publishing the defects log tracker).
3. Periodically publish Testing Defects Log/Tracker (Shared Responsibility b/w NYSED and SI)
4. Successfully testing of functional, regression, system, End-to-End testing, modules, reports, dashboards, data migration, etc. in the QA environment - Milestone.
5. Code Readiness For UAT, Security & Performance Testing - Ensure the code is ready for User Acceptance Testing, InfoSec testing, Performance testing - Milestone.
6. Publish updated all agile, waterfall, and Hybrid methodology artifacts at the end of the phase – Backlogs, Epics, Stories, Features, Sequence Flows, Charts, Wireframes, etc.
7. Communicate results via email for successful testing of modules, reports, dashboards, data migration, etc.
8. Publish **Requirements Document**. This includes detailed Business - Functional and Non-Functional Requirement (covering all teams – GF, LEA, SEDREF, ITS, CAU, OF, SFS, External Users – Applicants / Grantees) for online screens/forms, wireframes, Business Process Re-engineering blueprint, reports (including EZSpec reports conversion), system linkages, and dashboard/Reports templates, reports outputs – PDF, Excel, weblinks, etc., requirements of the new system. At the end of each phase, the Business – Functional and Non-Functional Requirement Document should be updated and published if there are any changes made or identified that need to be added to the requirements documentation.
9. Publish updated '**Technical System Specification Document**' including technical requirements, programming languages description, configuration, architecture, API requirements, schemas, tables, structures, flows, data dictionary, mappings, environment configuration, Servers, Disk Storage, Routers, Load Balancers, Infrastructure Physical/Logical Configuration, Entity Relationship Diagrams, Network, Operations, Security, SSO, Access Control Management and Support Details, etc. This document should also include the Data Migration plan. At the end of each phase, the Technical System Specification Document should be updated and published if there are any changes.
10. Publish **Stakeholder Register & Communications Management Plan**, and subsequent updates where relevant
11. Publish **Weekly Project Status Report (PSR)** along with Project Plan (MSP and PDF version), Product Backlog and participation in weekly meetings and ad-hoc meetings as needed.

12. Publish Monthly **Project Team Calendar**
13. Publish **Risks, Assumptions, Issues, Dependencies (RAID) Log & Decisions Log.**
14. Publish Revised Vendor **Personnel Specific Role and Responsibilities Document,** if there are any changes to the most recent previous submission.
15. Publish all agile methodology artifacts at the end of the phase – **Backlogs, Epics, Stories, Features, Sequence Flows, Charts, Wireframes, etc.**
16. Publish Vendor **Fallback Plan Document** (same for configuration, business processes, reports, dashboards, data migration) including Disaster Recovery (DR) / Business Continuity Planning (BCP).
17. Publish **Lessons Learned / Retrospective Document** if there are any changes to the most recent previous submission.
18. Communicate results via email for successful testing of modules, reports, dashboards, data migration, etc.
19. Completion of all tests (except UAT) - Milestone.

1.8.6 – Data Cleanup & Migration, and Archival

1. Publish **Requirements Document**. This includes detailed Business - Functional and Non-Functional Requirement (covering all teams – GF, LEA, SEDREF, ITS, CAU, OF, SFS, External Users – Applicants / Grantees) for online screens/forms, wireframes, Business Process Re-engineering blueprint, reports (including EZSpec reports conversion), system linkages, and dashboard/Reports templates, reports outputs – PDF, Excel, weblinks, etc., requirements of the new system. At the end of each phase, the Business – Functional and Non-Functional Requirement Document should be updated and published if there are any changes made or identified that need to be added to the requirements documentation.
2. Publish updated '**Technical System Specification Document**' including technical requirements, programming languages description, configuration, architecture, API requirements, schemas, tables, structures, flows, data dictionary, mappings, environment configuration, Servers, Disk Storage, Routers, Load Balancers, Infrastructure Physical/Logical Configuration, Entity Relationship Diagrams, Network, Operations, Security, SSO, Access Control Management and Support Details, etc. This document should also include the Data Migration plan. At the end of each phase, the Technical System Specification Document should be updated and published if there are any changes.
3. **Data Migration Document -** Develop and document step-by-step approach / ETL (Extract, Transfer and Load) processes for data migration, and develop and lead data clean-up activities in collaboration with the SED teams. Also Collaborate with SED to develop the necessary stored procedures and rules to transfer data from legacy to the new system and resolve identified differences.
4. Allow business and IT Teams to inspect the following and provide sign-off confirming that all required data has been migrated successfully in respective tiers - Milestone.
    a. Count of Datasets
    b. Count of total records per Table
    c. Data Quality/Accuracy
    d. Data Structure and Indexes
    e. Database Performance
5. Publish **Stakeholder Register & Communications Management Plan**, and subsequent updates where relevant.

6. Publish **Weekly Project Status Report (PSR)** along with Project Plan (MSP and PDF version), Product Backlog and participation in weekly meetings and ad-hoc meetings as needed.
7. Publish Monthly **Project Team Calendar**
8. Publish Updated **Risks, Assumptions, Issues, Dependencies (RAID) Log & Decisions Log.**
9. Publish **Revised** Vendor **Personnel Specific Role and Responsibilities Document,** if there are any changes to the most recent previous submission.
10. Publish all agile, waterfall, and/or Hybrid methodology artifacts at the end of the phase – **Backlogs, Epics, Stories, Features, Sequence Flows, Charts, Wireframes, etc.**
11. Publish Vendor **Fallback Plan Document** (same for configuration, business processes, reports, dashboards, data migration including Disaster Recovery (DR) / Business Continuity Planning (BCP))
12. Publish **Lessons Learned / Retrospective Document** if there are any changes to the most recent previous submission.

1.8.7 – Reports, Dashboards and Performance Tracking

1. All reports, views, dashboards, and printing options are tested successfully and deployed in UAT – Milestone.
2. **Defects Tracker Document** – track bugs and report them along with the weekly PSR.
3. Periodic reporting of the test cases, defects/bugs identified, resolved, status of unresolved, etc. for the reports, dashboards, alerts, reminders, notifications, error messages.
4. Publish **Requirements Document**. This includes detailed Business - Functional and Non-Functional Requirement (covering all teams – GF, LEA, SEDREF, ITS, CAU, OF, SFS, External Users – Applicants / Grantees) for online screens/forms, wireframes, Business Process Re-engineering blueprint, reports (including EZSpec reports conversion), system linkages, and dashboard/Reports templates, reports outputs – PDF, Excel, weblinks, etc., requirements of the new system. At the end of each phase, the Business – Functional and Non-Functional Requirement Document should be updated and published if there are any changes made or identified that need to be added to the requirements documentation.
5. Publish updated '**Technical System Specification Document**' including technical requirements, programming languages description, configuration, architecture, API requirements, schemas, tables, structures, flows, data dictionary, mappings, environment configuration, Servers, Disk Storage, Routers, Load Balancers, Infrastructure Physical/Logical Configuration, Entity Relationship Diagrams, Network, Operations, Security, SSO, Access Control Management and Support Details, etc. This document should also include the Data Migration plan. At the end of each phase, the Technical System Specification Document should be updated and published if there are any changes.
6. Publish a revised **Project/Work Plan** (including reports and dashboards module deployment) with element-level timeline if there are any changes to the previous submission. This should include Reports and Dashboards Module deployment for phase 1.8.7-Reports dashboards & performance reporting.
7. Publish **Stakeholder Register & Communications Management Plan**, and subsequent updates where relevant
8. Publish Weekly **Project Status Report** (**PSR**) along with Project Plan (MSP and PDF version), and participation in weekly meetings and ad-hoc meetings as needed.
9. Publish all agile, waterfall, and/or Hybrid methodology artifacts at the end of the phase – **Backlogs, Epics, Stories, Features, Sequence Flows, Charts, Wireframes, etc.**
10. Publish **Monthly Project Team Calendar**
11. Publish Updated **Risks, Assumptions, Issues, Dependencies (RAID) Log & Decisions Log.**

12. Publish Revised Vendor **Personnel Specific Role and Responsibilities Document**, if there are any changes to the most recent previous submission.
13. Publish Vendor **Fallback Plan Document** (same for configuration, business processes, reports, dashboards, data migration) including Disaster Recovery (DR) / Business Continuity Planning (BCP).
14. Publish **Lessons Learned / Retrospective Document** if there are any changes to the most recent previous submission.

1.8.8 – Training

1. A Training Plan including training dates, methodology, mediums, storage location of training content.
2. Successful delivery of Training Content to all identified staff. This may include Help Guides/Tool Kits, Training Videos, Webinars, Instructor-led Training for all identified staff - Milestone.
3. Email confirmation from SED for completion and delivery of training for all teams for system navigation. If any further training needs are identified, those should also be met by the vendor.
4. Successful delivery of training utilizing instructor-led webinar sessions, as per groups pre-determined by Grants Finance and IT Teams. Delivery of training to all stakeholders to navigate the new Grants Finance Management System. Training of Grants Finance, ITS staff, and relevant stakeholders on proper procedures for system navigation, reports creation, usage and maintenance, dashboard creation, and building ad-hoc reports using data sources, metadata, and respective report builder tool, based on their security/user group access – Milestone.
5. Email confirmation from SED for completion and handover of training toolkits / SOPs / Help guides /AV files repository access. If any further training needs are identified, those should also be met by the vendor.
6. Successful delivery of updated Grants Finance Management system-specific help guides and toolkits for creation, usage and maintenance of system, reports, and dashboards. This includes documentation for the administration, set-up of the environment/s, and training documentation for the Grants Finance & SED IT Administrators, Developers. This also includes guidance for the gaps identified during training.
7. **Create experts (process champions) within SED through 'Train the trainer' program - Milestone**
8. Email confirmation from SED for completion and delivery of newly created reports or converted from EZSpec, including training, and mentoring of SED staff on report creation/conversion, testing and maintenance. If any further training needs are identified, those should also be met by the vendor.
9. Email confirmation from SED for completion and delivery of training for dashboards creation, testing and maintenance. If any further training needs are identified, those should also be met by the vendor.
10. Publish **Requirements Document**. This includes detailed Business - Functional and Non-Functional Requirement (covering all teams – GF, LEA, SEDREF, ITS, CAU, OF, SFS, External Users – Applicants / Grantees) for online screens/forms, wireframes, Business Process Re-engineering blueprint, reports (including EZSpec reports conversion), system linkages, and dashboard/Reports templates, reports outputs – PDF, Excel, weblinks, etc., requirements of the new system. At the end of each phase, the Business – Functional and Non-Functional Requirement Document should be updated and published if there are any changes made or identified that need to be added to the requirements documentation.
11. Publish updated '**Technical System Specification Document**' including technical requirements, programming languages description, configuration, architecture, API requirements, schemas, tables, structures, flows, data dictionary, mappings, environment configuration, Servers, Disk

Storage, Routers, Load Balancers, Infrastructure Physical/Logical Configuration, Entity Relationship Diagrams, Network, Operations, Security, SSO, Access Control Management and Support Details, etc. This document should also include the Data Migration plan. At the end of each phase, the Technical System Specification Document should be updated and published if there are any changes.

12. Publish **Stakeholder Register & Communications Management Plan**, and subsequent updates where relevant.
13. Publish all agile, waterfall, and/or hybrid methodology artifacts at the end of the phase – **Backlogs, Epics, Stories, Features, Sequence Flows, Charts, Wireframes, etc.**
14. Publish Weekly **Project Status Report** (**PSR**) along with Project Plan (MSP and PDF version) and participation in weekly meetings and ad-hoc meetings as needed.
15. Publish Monthly **Project Team Calendar**
16. Publish Updated **Risks, Assumptions, Issues, Dependencies (RAID) Log & Decisions Log.**
17. Publish Updated **Vendor Fallback Plan Document** (same for Cognos model/module configuration, reports/dashboards, and training).
18. Publish **Lessons Learned / Retrospective Document** if there are any changes to the most recent previous submission.

1.8.9 – UAT Preparation

1. Vendor to develop a UAT plan - Test Cases for each role, Data, Success criteria, Defect tracker, etc., UAT Cadence plan including the test scripts, UAT templates, different releases information, itinerary of the modules to be tested, milestones, etc.,
2. Vendor to develop training material and user guides for conducting UAT.
3. Successful set up of the staging environment for UAT with the latest version of the code - Milestone
4. Vendor to ensure all functionalities are ready for UAT execution - Milestone
5. Publish **Requirements Document**. This includes detailed Business - Functional and Non-Functional Requirement (covering all teams – GF, LEA, SEDREF, ITS, CAU, OF, SFS, External Users – Applicants / Grantees) for online screens/forms, wireframes, Business Process Re-engineering blueprint, reports (including EZSpec reports conversion), system linkages, and dashboard/Reports templates, reports outputs – PDF, Excel, weblinks, etc., requirements of the new system. At the end of each phase, the Business – Functional and Non-Functional Requirement Document should be updated and published if there are any changes made or identified that need to be added to the requirements documentation.
6. Publish updated '**Technical System Specification Document**' including technical requirements, programming languages description, configuration, architecture, API requirements, schemas, tables, structures, flows, data dictionary, mappings, environment configuration, Servers, Disk Storage, Routers, Load Balancers, Infrastructure Physical/Logical Configuration, Entity Relationship Diagrams, Network, Operations, Security, SSO, Access Control Management and Support Details, etc. This document should also include the Data Migration plan. At the end of each phase, the Technical System Specification Document should be updated and published if there are any changes.
7. Publish **Stakeholder Register & Communications Management Plan**, and subsequent updates where relevant
8. Publish updated **Project/Work Plan** with element-level timeline including release cycle for each module and any changes made over the project.
9. Publish updated Weekly **Project Status Report (PSR)** along with Project Plan (MSP and PDF version), and participation in weekly meetings and ad-hoc meetings as needed.

10. Publish updated all agile, waterfall, and/or hybrid methodology artifacts at the end of the phase – **Backlogs, Epics, Stories, Features, Sequence Flows, Charts, Wireframes, etc.,**
11. Publish updated Monthly Project Team Calendar
12. Publish Updated **Risks, Assumptions, Issues, Dependencies (RAID) Log, Decisions Log, and Stakeholder Register.**
13. Publish updated **Vendor Fallback Plan Document** (same for configuration, business processes, reports, dashboards, data migration, including Disaster Recovery (DR) / Business Continuity Planning (BCP).
14. Publish updated **Lessons Learned / Retrospective Document** if there are any changes to the most recent previous submission.

1.8.10 – User Acceptance Testing (UAT)

1. UAT Cadence plan including the test scripts, UAT templates, different releases information, itinerary of the modules to be tested, milestones, etc.
2. **Defects Tracker Document** – track bugs and report them along with the weekly PSR.
3. Periodic reporting of the UAT test cases, defects/bugs identified, resolved, status of unresolved, etc.
4. Successful completion of UAT for system, UI, data, reports, user UI/dashboards, integrations with other systems, alerts, triggers/notifications, etc. – Milestone.
5. SED confirmation that system exactly matches with the approved requirements, including any changes made during all phases.
6. SED confirmation that reports exactly match the original EZSpec reports requirements including any changes made during all phases.
7. SED confirms that dashboards exactly meet the individual user and group-specific dashboard requirements gathered including any changes made during all phases.
8. Publish **Requirements Document**. This includes detailed Business - Functional and Non-Functional Requirement (covering all teams – GF, LEA, SEDREF, ITS, CAU, OF, SFS, External Users – Applicants / Grantees) for online screens/forms, wireframes, Business Process Re-engineering blueprint, reports (including EZSpec reports conversion), system linkages, and dashboard/Reports templates, reports outputs – PDF, Excel, weblinks, etc., requirements of the new system. At the end of each phase, the Business – Functional and Non-Functional Requirement Document should be updated and published if there are any changes made or identified that need to be added to the requirements documentation.
9. Publish updated '**Technical System Specification Document**' including technical requirements, programming languages description, configuration, architecture, API requirements, schemas, tables, structures, flows, data dictionary, mappings, environment configuration, Servers, Disk Storage, Routers, Load Balancers, Infrastructure Physical/Logical Configuration, Entity Relationship Diagrams, Network, Operations, Security, SSO, Access Control Management and Support Details, etc. This document should also include the Data Migration plan. At the end of each phase, the Technical System Specification Document should be updated and published if there are any changes.
10. Publish **Stakeholder Register & Communications Management Plan**, and subsequent updates where relevant
11. Publish a revised **Project/Work Plan** with element-level timeline if there are any changes to the previous submission.
12. Publish all agile, waterfall, and/or hybrid methodology artifacts at the end of the phase – **Backlogs, Epics, Stories, Features, Sequence Flows, Charts, Wireframes, etc.**

13. Publish the **Future Development Document**. Documents should include functionalities that were not included in the current version.
14. Publish Weekly **Project Status Report (PSR)** along with Project Plan (MSP and PDF version) and participation in weekly meetings and ad-hoc meetings as needed.
15. Publish Monthly **Project Team Calendar**
16. Publish Updated **Risks, Assumptions, Issues, Dependencies (RAID) Log & Decisions Log.**
17. Publish Updated Vendor **Fallback Plan Document** (configuration, reports/dashboards, and training) including Disaster Recovery (DR) / Business Continuity Planning (BCP).
18. Publish **Lessons Learned / retrospective Document** if there are any changes to the most recent previous submission.
19. Complete solution approval from NYSED for promotion to production.

1.8.11 – Pre-Production - Business Continuity Planning, Disaster Recovery Planning, Pre-production Checks and Balances

1. Publish the **Pre-prod Playbook / Minute-by-Minute (MBM) Document** - Pre-production Checklist/Playbook with clear responsibilities, escalation procedures, event itinerary, etc. for the cut-over and Go Live. This includes pre-production checks and balances such as high-level system checks for all SED teams and relevant stakeholders – PO, IT, CAU, external users, etc., validations for pre-prod reports and their data outputs, checking record counts and sums, range/format checks, consistency checks, data integrity checks, data presence and length checks, MS Excel-based checks, checks on user dashboards, linkages among systems and their databases in all tiers, ensuring ETL processes are working as expected, etc.
2. **Post-Production Checks and Balances Document** including high-level actions / checks for all stakeholders – GF PO | CAU | LEA | ITS | Treasury | SFS | OF, etc. including validations for end-to-end grants workflow, Prod Reports and their data outputs, user groups permissions and access, checking record counts and sums, range/format checks, consistency checks, data integrity checks, data presence and length checks, MS Excel-based checks, checks on user dashboards, linkages between GF system and other systems in all tiers, ensuring APIs are working as expected, etc.
3. Publish **Requirements Document**. This includes detailed Business - Functional and Non-Functional Requirement (covering all teams – GF, LEA, SEDREF, ITS, CAU, OF, SFS, External Users – Applicants / Grantees) for online screens/forms, wireframes, Business Process Re-engineering blueprint, reports (including EZSpec reports conversion), system linkages, and dashboard/Reports templates, reports outputs – PDF, Excel, weblinks, etc., requirements of the new system. At the end of each phase, the Business – Functional and Non-Functional Requirement Document should be updated and published if there are any changes made or identified that need to be added to the requirements documentation.
4. Publish updated '**Technical System Specification Document**' including technical requirements, programming languages description, configuration, architecture, API requirements, schemas, tables, structures, flows, data dictionary, mappings, environment configuration, Servers, Disk Storage, Routers, Load Balancers, Infrastructure Physical/Logical Configuration, Entity Relationship Diagrams, Network, Operations, Security, SSO, Access Control Management and Support Details, etc. This document should also include the Data Migration plan. At the end of each phase, the Technical System Specification Document should be updated and published if there are any changes.
5. Publish **Stakeholder Register & Communications Management Plan**, and subsequent updates where relevant
6. **Updated Defects Tracker Document** – track bugs and report them along with the weekly PSR.

7. Email confirmation that necessary backups for system code, data, reports, and dashboards are taken in all tiers.
8. SED sign-off for completion of pre-production validations, checks and balances. This signoff is for Go Live. – Milestone.
9. Retention of migration logs
10. Publish Detailed **Business Requirements Document** if there are any changes to the most recent previous submission.
11. Publish the **Future Development Document**. Documents should include functionalities that were not included in the current version.
12. Publish Weekly **Project Status Repor**t (**PSR**) along with Project Plan (MSP and PDF version) and participation in weekly meetings and ad-hoc meetings as needed.
13. Publish **Monthly Project Team Calendar**
14. Publish Updated **Risks, Assumptions, Issues, Dependencies (RAID) Log & Decisions Log.**
15. Publish **Updated Fallback Plan** (same for source code migration, data migration, system linkages, reports, and integrations) – This should include disaster recovery, BCP and plan of action in case of any breaches.
16. Publish **Lessons Learned / retrospective Document** if there are any changes to the most recent previous submission.
17. Publish all agile, waterfall, and/or hybrid methodology artifacts at the end of the phase – **Backlogs, Epics, Stories, Features, Sequence Flows, Charts, Wireframes, etc.**

1.8.12 – Go-Live & 2 Weeks Monitoring

1. **Updated Post-Production Checks and Balances Document** including high-level actions / checks for all stakeholders – GF PO | CAU | LEA | ITS | Treasury | SFS | OF | OSC, etc. including validations for end-to-end grants workflow, Prod Reports and their data outputs, user groups permissions and access, checking record counts and sums, range/format checks, consistency checks, data integrity checks, data presence and length checks, MS Excel-based checks, checks on user dashboards, linkages between GF system and other systems in all tiers, ensuring APIs are working as expected, etc.
2. Publish **Requirements Document**. This includes detailed Business - Functional and Non-Functional Requirement (covering all teams – GF, LEA, SEDREF, ITS, CAU, OF, SFS, External Users – Applicants / Grantees) for online screens/forms, wireframes, Business Process Re-engineering blueprint, reports (including EZSpec reports conversion), system linkages, and dashboard/Reports templates, reports outputs – PDF, Excel, weblinks, etc., requirements of the new system. At the end of each phase, the Business – Functional and Non-Functional Requirement Document should be updated and published if there are any changes made or identified that need to be added to the requirements documentation.
3. Publish updated '**Technical System Specification Document**' including technical requirements, programming languages description, configuration, architecture, API requirements, schemas, tables, structures, flows, data dictionary, mappings, environment configuration, Servers, Disk Storage, Routers, Load Balancers, Infrastructure Physical/Logical Configuration, Entity Relationship Diagrams, Network, Operations, Security, SSO, Access Control Management and Support Details, etc. This document should also include the Data Migration plan. At the end of each phase, the Technical System Specification Document should be updated and published if there are any changes.
4. Publish **Stakeholder Register & Communications Management Plan**, and subsequent updates where relevant
5. **Updated Defects Tracker Document** – track bugs and report them along with the weekly PSR.

6. Go Live email communication stating that GF solution, reports, dashboards, and linkages with other systems are validated and fully functional.
7. For 2-weeks, daily reporting of post implementation activities including issues/fixes, discoveries, and progress.
8. SED sign-off on successful deployment of Grants Management solution, complete and accurate migration of data. This signoff is for completion of Go Live. – Milestone.
9. Publish the **Future Development Document.** This document should include functionalities that were not included in the current version
10. Publish **Weekly Project Status Report (PSR)** along with Project Plan (MSP and PDF version) and participation in weekly meetings and ad-hoc meetings as needed.
11. Publish **Monthly Project Team Calendar**
12. Publish Updated **Risks, Assumptions, Issues, Dependencies (RAID) Log & Decisions Log.**
13. Publish **Updated Fallback Plan** (same for source code migration, data migration, system linkages, reports, and integrations) – This should include disaster recovery, BCP and plan of action in case of any breaches.
14. Publish **Lessons Learned / Retrospective Document** if there are any changes to the most recent previous submission.
15. Completion of any additional training for NYSED Grants Finance, ITS, and end-users. – Milestone.
16. Updated training toolkits, help guides if any changes need to be made to the previous submissions.
17. Project/Work plan updates with element-level timeline and subsequent updates where relevant if there are any changes to the previous submission.
18. Publish all agile, waterfall, and/or hybrid methodology artifacts at the end of the phase – **Backlogs, Epics, Stories, Features, Sequence Flows, Charts, Wireframes, etc.**

1.8.13 – Post – Implementation Support

1. Fix prod issues, track them through the **Defects Tracker Document.**
2. In partnership with SED staff, implement any changes required in post-migration environments.
3. For **6-weeks**, daily reporting of post implementation activities including issues/fixes, discoveries, and progress.
4. **Updated Defects Tracker Document** – track bugs and report them along with the weekly PSR.
5. Publish **Requirements Document**. This includes detailed Business - Functional and Non-Functional Requirement (covering all teams – GF, LEA, SEDREF, ITS, CAU, OF, SFS, External Users – Applicants / Grantees) for online screens/forms, wireframes, Business Process Re-engineering blueprint, reports (including EZSpec reports conversion), system linkages, and dashboard/Reports templates, reports outputs – PDF, Excel, weblinks, etc., requirements of the new system. At the end of each phase, the Business – Functional and Non-Functional Requirement Document should be updated and published if there are any changes made or identified that need to be added to the requirements documentation.
6. Publish updated '**Technical System Specification Document**' including technical requirements, programming languages description, configuration, architecture, API requirements, schemas, tables, structures, flows, data dictionary, mappings, environment configuration, Servers, Disk Storage, Routers, Load Balancers, Infrastructure Physical/Logical Configuration, Entity Relationship Diagrams, Network, Operations, Security, SSO, Access Control Management and Support Details, etc. This document should also include the Data Migration plan. At the end of each phase, the Technical System Specification Document should be updated and published if there are any changes.

7. Publish **Stakeholder Register & Communications Management Plan**, and subsequent updates where relevant
8. Publish the **Future Development Document.** Documents should include functionalities that were not included in the current version.
9. Publish **Weekly Project Status Report (PSR)** along with Project Plan (MSP and PDF version) and participation in weekly meetings and ad-hoc meetings as needed.
10. Publish **Monthly Project Team Calendar**
11. Publish Updated **Risks, Assumptions, Issues, Dependencies (RAID) Log & Decisions Log.**
12. Publish **Updated Fallback Plan** (same for source code migration, data migration, system linkages, reports, and integrations) – This should include disaster recovery, BCP and plan of action in case of any breaches.
13. Publish **Lessons Learned / retrospective Document** if there are any changes to the most recent previous submission.
14. Completion of any additional training for NYSED Grants Finance, ITS, and end-users.
15. Updated training toolkits, help guides if any changes need to be made to the previous submissions.
16. Project/Work plan updates with element-level timeline and subsequent updates where relevant if there are any changes to the previous submission.
17. Publish all agile, waterfall, and/or hybrid methodology artifacts at the end of the phase – **Backlogs, Epics, Stories, Features, Sequence Flows, Charts, Wireframes, etc.**

1.8.14 – Closing

1. Publish **Requirements Document**. This includes detailed Business - Functional and Non-Functional Requirement (covering all teams – GF, LEA, SEDREF, ITS, CAU, OF, SFS, External Users – Applicants / Grantees) for online screens/forms, wireframes, Business Process Re-engineering blueprint, reports (including EZSpec reports conversion), system linkages, and dashboard/Reports templates, reports outputs – PDF, Excel, weblinks, etc., requirements of the new system. At the end of each phase, the Business – Functional and Non-Functional Requirement Document should be updated and published if there are any changes made or identified that need to be added to the requirements documentation.
2. Publish updated '**Technical System Specification Document**' including technical requirements, programming languages description, configuration, architecture, API requirements, schemas, tables, structures, flows, data dictionary, mappings, environment configuration, Servers, Disk Storage, Routers, Load Balancers, Infrastructure Physical/Logical Configuration, Entity Relationship Diagrams, Network, Operations, Security, SSO, Access Control Management and Support Details, etc. This document should also include the Data Migration plan. At the end of each phase, the Technical System Specification Document should be updated and published if there are any changes.
3. Publish **Stakeholder Register & Communications Management Plan**, and subsequent updates where relevant.
4. Publish Monthly **Project Team Calendar.**
5. Publish all agile, waterfall, and/or hybrid methodology artifacts at the end of the phase – **Backlogs, Epics, Stories, Features, Sequence Flows, Charts, Wireframes, etc.**
6. Return of all SED equipment and assets, if any.
7. Project Closure Report including updated Project/Work Plan.
8. Final **RAID Log & Decisions Log**
9. Final Weekly **Project Status Report**.

10. Final **Future Development Document**. Documents should include functionalities that were not included in the current version.
11. Final **Lessons Learned / Retrospective Document**
12. Project Completion celebration – Milestone
13. Complete any remaining procurement requirements