

Annex F - IV&V Engagement Reporting Templates

The following Report Templates are provided herein and will be needed at various points throughout an IV&V Engagement.



Important Note

- The following templates corresponds to the minimum reporting to be performed during the IV&V engagement.
- Each report format also provides the minimum informational submission checklist. The Agency may choose to report extra information in addendum to these templates.
- For additional checklists and templates, please refer to the relevant international standards (ISO/IEC/IEEE 29119). The templates can be obtained by purchasing the ISO/IEC/IEEE 29119 standards document. It is highly recommended for IV&V Providers to refer to these standards.

#	Unique Identifier	Template Name	Template Description	See page
1.	RT-IPP	Integrated Project Plan	To plan the overall ICT acquisition project and the IV&V engagement.	F-3
2.	RT-DRS	Document Review Schedule	To schedule the internal walkthrough.	F-6
3.	RT-DTS	Document Tracking System	To track the documents reviewed and the status during walkthrough.	F-7
4.	RT-WMN	Walkthrough Meeting Notice	To notify participants that a walkthrough is being held.	F-8
5.	RT-WL	Walkthrough Log	To record the details of the walkthrough.	F-9
6.	RT-IL	Issue Log	To describe the resolution of each issue.	F-10
7.	RT-WD	Walkthrough Disposition	To document the disposition of the issues.	F-11
8.	RT-IV&VP	IV&V Plan	To provide a summary of the IV&V Plan.	F-12
9.	RT-RP	Review Plan	To describe the Review Plan.	F-13
10.	RT-TR	Technical Report	To document interim results and status.	F-14
11.	RT-DRCF	Document Review Comment Form	To provide comments on reviewed documents.	F-15

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#	Unique Identifier	Template Name	Template Description	See page
12.	RT-CFDTR	Comment Form with Development Team Response	To provide comments on reviewed documents, and secure a development team response.	F-16
13.	RT-MOR	Memorandum of Record	To document meeting minutes, comments, and status reports, or to highlight a significant issue or milestone.	F-17
14.	RT-RR	Review Report	To document findings and observations.	F-18
15.	RT-FAR	Feasibility Assessment Report	To prepare a detailed analysis of the IV&V Team's assessment of alternatives.	F-19
16.	RT-RVM	Requirements Verification Matrix	To document the verification criterion that confirms that the system requirements are in accordance with standards.	F-20
17.	RT-TRRS	Test Report and Requirements Status	To document monitoring of formal testing.	F-21
18.	RT-PRRR	Production Readiness Review Recommendation	To documents a list of outstanding issues, relevant risks, recommendations, and contingencies, used at a Quality Gate.	F-22
19.	RT-IV&VFR	IV&V Final Report	To issue a report at the end of the System Development Phase or at the conclusion of the IV&V effort.	F-23
20.	RT-IV&VSR	IV&V Weekly Status Report	To provide weekly status on IV&V activities.	F-24

RT-IPP: Integrated Project Plan (IPP)

- **Instruction:**

- (a) The IPP comprises of four (4) sections:
 - a. Section A: Overall Project Governance
 - b. Section B: Summary of Development Team Plans
 - c. Section C: Summary of IV&V Provider Master Level Test Plan / Level Test Plan
 - d. Section D: IPP Approval and Sign-Off
- (b) Prepare the IPP during the mobilization period, and approved before Project Kick-Off.
- (c) For Quality Gate Checkpoints, fill up for all projects except for Production System ICT Acquisition Model.

RT-IPP : Integrated Project Plan	
Project:	
Objectives:	

Section A: Overall Project Governance

Overall Project Governance					
	PMO-TMO Relationship Model	<i><name of model agreed as defined in IV&V Handbook></i>			
	ICT Acquisition Model	<i><name of model agreed as defined in IV&V Handbook></i>			
	Tailoring details (if any)				
Project’s Quality Gate Checkpoints					
QG	Description	Start Date	End Date	Owner	Approved by
QG0	end of Pre-Engagement phase				
QG1	end of requirements				
QG2	end of design & coding, including Unit Testing,				
QG3	end of System & Integration testing				
QG4	end of Acceptance Testing				
Project’s Consolidated Major deliverables & Milestones					
ID	Milestones/Deliverables	Start Date	End Date	Owner	Approved by
Other Project matters (Consolidated Constraints/Assumptions/Risks)					

PMO:	
Development Team:	
IV&V Provider:	

Section B: Summary of Development Team Plans

Development Team (DT): Major deliverables & Milestones					
ID	Milestones/Deliverables	Start Date	End Date	Owner	Approved by
Development Team (DT): Human Resource Plan					
Role	Description	Agency	Vendor	IV&V Team	
<CBB Reprs>	<Management representative that can approved changes request during the project period>	<name>	<name>	<name>	
Development Team (DT): Other Resource Plan					
Resource	Description	Owner			
Development Team (DT): Communication Plan					
Type	Frequency	Objective	Mechanism	Action required	
Development Team (DT): Other matters (Constraints/Assumptions/Risks)					

Section C: Summary of IV&V Provider Master Level Test Plan / Level Test Plan

IV&V Provider (IV&VP): Major deliverables & Milestones					
ID	Deliverables	Start Date	End Date	Owner	Approved by
IV&V Provider (IV&VP): Human Resource Plan					
Role	Description	Agency	Vendor	IV&V Team	
<CBB Reps>	<Management representative that can approved changes request during the project period>	<name>	<name>	<name>	
IV&V Provider (IV&VP): Other Resource Plan					
Resource	Description	Owner			
IV&V Provider (IV&VP): Communication Plan					
Type	Frequency	Objective	Mechanism	Action required	
IV&V Provider (IV&VP): Other matters (Constraints/Assumptions/Risks)					

Section D: IPP Approval and Sign-Off

Date Prepared:	
Prepared By:	
Reviewed By:	
Approved By:	

RT-DRS: Document Review Schedule

RT-DRS : Document Review Schedule								
#	Docu ment Name	Document Version	Document Date Received	Reviewer	Walkthrough Date	Feedback Due Date	Feedback Delivery Date	Feedback Resolution
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17.								
18.								
19.								
20.								

RT-DTS: Document Tracking System

RT-DTS : Document Tracking System									
#	Document Name	Document Version	Author	Date Received	Reviewer	Walk-through Date	Due Date	Delivery Date	Resolution Date
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
16.									
17.									
18.									
19.									
20.									

RT-WMN: Walkthrough Meeting Notice

RT-WMN : Walkthrough Meeting Notice			
Product Control Number:		Walkthrough Number:	
Author(s):		Date:	
		Time:	
		Place:	
Reason for Walkthrough:	<input type="checkbox"/>	New Development	
	<input type="checkbox"/>	Change in Response to Problem Report	
	<input type="checkbox"/>	Other (Specify):	
	<input type="checkbox"/>	Cross Referenced to:	
Review Team:			
Moderator:			
Note:			
1) If you are unable to attend the walkthrough, review the materials and return comments to the moderator prior to walkthrough to be considered.			
Walkthrough Disposition:	<input type="checkbox"/>	Accepted	
	<input type="checkbox"/>	Accepted With Modifications	
	<input type="checkbox"/>	Not Accepted (Explain):	
Moderator's Signature:		Date:	

RT-WL: Walkthrough Log

RT-WL : Walkthrough Log						
#	Walkthrough Number	Product Control Number	Author	Moderator	Walkthrough Date	Closure Date
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

RT-IL: Issue Log

RT-IL : Issue Log	
Date of Review:	
Walkthrough Number:	

#	Issue Number	Issue Category (1-8)	Resolution		Comment
1.				Resolved	
				Verified	
2.				Resolved	
				Verified	
3.				Resolved	
				Verified	
4.				Resolved	
				Verified	
5.				Resolved	
				Verified	
6.				Resolved	
				Verified	
7.				Resolved	
				Verified	
8.				Resolved	
				Verified	
9.				Resolved	
				Verified	
10.				Resolved	
				Verified	
11.				Resolved	
				Verified	
12.				Resolved	
				Verified	
13.				Resolved	
				Verified	
14.				Resolved	
				Verified	
15.				Resolved	
				Verified	

Category Descriptions

1. Comment requires immediate resolution.
2. Comment requires resolution to meet exit criteria
3. Design quality or style suggestion
4. Question about the artifact.

5. Comment has been resolved with development team.
6. Comment discussed with development team & still open.
7. Recommendation for future improvement.
8. Typo, spelling, or minor wording changes.

RT-WD: Walkthrough Disposition

RT-WD : Walkthrough Disposition				
Date of Walkthrough:				
Walkthrough Number:				
Walkthrough Issue	Walkthrough Disposition			
	Accepted		Accepted With Modifications	
	Yes	No	Yes	No
Critical Defect(s) Recorded				
Minor Defect(s) Recorded				
Issue(s) Recorded				

RT-IV&VP: IV&V Plan

RT-IV&VP : IV&V Plan	
Target system profile:	
IV&V schedule:	
IV&V Team organization:	
Scope of the IV&V effort:	
Approach	
Activities	
Tailoring	

RT-RP: Review Plan

RT-RP : Review Plan	
Review Objective:	Project:
	Date Prepared:
	Prepared By:
	Reviewed By:
	Approved By:
General Review Information	
Reviewed Organization:	Review Date:
Reviewer:	Reviewed Group Representative:
Resource Requirements:	
Review References:	
Review Instructions:	
1. Instruction:	
Method:	
2. Instruction:	
Method:	

RT-TR: Technical Report

RT-TR : Technical Report
Used to report on formal concept, requirements, and design reviews, as well as, test readiness reviews by providing recommendations relative to the start of testing.
List the evaluation participants and objectives.
Detailed Results and Findings.
Detail the extent, cause, impacts, and frequency of any problems or negative trends detected.
Provide appropriate corrective action and/or preventive measure recommendations

RT-MOR: Memorandum of Record

RT-MOR : Memorandum of Record			
General Information			
From:		Date:	
To:		Project:	
Document:			
Type of Memo:			
	Customer Satisfaction		Inspection/Test Results
	Design Review		Process Action Team
	Other – IV&V /QA		
Comments:			
Comment #1			
Comment #2			
Comment #3			
Note:			
The following applicable categories include:			
(1) comment requires immediate resolution.			
(2) Comment requires resolution to meet exit criteria,			
(3) design quality or style suggestion,			
(4) questions about the document,			
(5) comment has been resolved with development team,			
(6) comment discussed with development team/still open,			
(7) recommendations for future improvement, and			
(8) typo, spelling, or minor word changes.			
Distribution:			
1		3	
2		4	

RT-RR: Review Report

RT-RR : Review Report	
Review Inclusive Dates:	Reviewers:
Narrative:	
Major Findings:	
Minor Findings:	
Observations:	
Reviewer Signatures:	

RT-FAR: Feasibility Assessment Report

RT-FAR : Feasibility Assessment Report
Assessment methodology:
Alternatives with accompanying analysis:
Ranking of alternatives:
Recommendations with rationale:
Risks that accompany the recommendations and alternatives:

RT-PRRR: Production Readiness Review Recommendation

RT-PRRR : Production Readiness Review Recommendations		
Quality Gate #:		
Summary:		
List of Outstanding Issues:		
Relevant Risks:		
Recommendations:		
All contingencies that impact the recommendation:		
Lessons Learned		
Signature	Title	Date

RT-IV&VFR: IV&V Final Report

RT-IV&VFR : IV&V Final Report
1.0 Introduction
2.0 Standards And Procedures
3.0 Summary of Lifecycle IV&V Tasks
4.0 Lessons Learned
4.1 Summary of IV&V Project Lessons Learned and Recommendations
4.1.1 Product Issues
4.1.2 Process Issues
4.2 Detailed Lessons Learned
4.2.1 Lessons Learned (Processes To Be Corrected)
4.2.1.1 Product Issues
Issue:
Recommendation:
4.2.1.2 Process Issues
Issue:
Recommendation:
4.2.2 Positive Lessons Learned (Processes To Be Maintained)

RT-IV&VWSR: IV&V Weekly Status Report

RT-IV&VWSR : IV&V Weekly Status Report			
Period Ending: [Date]			
Contact Information: [IV&V Manager, Phone Number, And E-Mail]			
Current Period		Next Period	
A.	Major Accomplishments/Issues	B.	Scheduled Tasks
1.		1.	
2.		2.	
3.		3.	
C.	Meetings & Communications	D.	Upcoming Meetings & Communications
1.		1.	
2.		2.	
3.		3.	
E.	Open Risks And Issues To Delivery of IV&V Services	F.	Risk Mitigation Strategies To Successfully Deliver IV&V Services
1.		1.	
2.		2.	
3.		3.	
G.	Overall IV&V Project Status	H.	Requested Agency Actions
	<u>IV&V Schedule Status:</u> [On, Ahead, or Behind Schedule] <u>Status of IV&V Deliverables:</u>	1.	
		2.	
		3.	
		4.	

1.1 Summary of IV&V Activities Performed - All activities pertaining to development are highlighted in this section.

1.2 Major Planned Activities for Next Reporting Period - Upcoming activities for the next reporting period are identified in this section

2.1 IV&V Deliverable - This section contains all major deliverables for the reporting period.

Deliverable	Document Id	Comments

3.1 Issue Log – Summary

IV&V Watch List Items										
	New Item Current Month				Closed Items Current Month				Cumulative Total	
Month	# Of Total New Issues	High	Medium	Low	# Of Total Closed Issues	High	Medium	Low	Open	Closed
	Total Open Watch List Items as of [month/yr]									
		Total	High	Medium	Low					

3.2 Watch List - Details

IV&V Watch List Open Issues (month/year)						
ID #	Date	Item Description	Priority	Sort Code	Status	IV&V Comment

3.3 IV&V Risk Register – Summary

IV&V Risk Register										
	New Risks: Current Month				Closed Risks: Current Month				Cumulative Total	
Month	# New Risks	High	Medium	Low	# Closed Risks	High	Medium	Low	Open	Closed
	Total Open Risks As Of [Month Year]									
		Total	High	Medium	Low					

3.4 IV&V Risk Register – Details

IV&V Risk Register Open Risks (MM-YY)										
ID #	Date	Risk	P	I	Risk Exposure	Indicator	IV&V Risk Mitigation Approach	Status	Condition	

Lessons Learned Template

Instruction: This template should be completed by IV&V procurer.

Lesson Learned Title:	
Program/System:	Project/System Component:
Category:	Sub-Category:
Lesson Origination Date:	Source Author:
Agency Unit:	Lesson Source Organization:
Issue: [statement of problem]	Lesson Learned: [statement of how problem was addressed/resolved]