Application Deliverables Matrix

	Deliverable Name	Deliverable Format	Notes
	System Development Deliverables		
	Requirements Deliverables		**No Requirements deliverables should be initiated for QCIL prior to QCIL and Sponsor signoff of Project Management deliverables**
1.	**Business Glossary**	Word Document	Depending on the project type and size (more than 15 use cases), the Project teams need to decide if deliverables 1, 2 and 3 would be provided as separate deliverables or these will be embedded in the BRD (deliverable 4).
2.	**Business Use Case Model** a. Use case diagram b. Use case specifications c. Actor Profile specification d. Business Rules specification e. Activity (workflow) Diagram for each Use case OR for the whole application	UML Models/Diagrams and documentation	
3.	**Initial Business (Conceptual) Data Model**	ERD Model and documentation in Ministry Standard Tool	
4.	**High-level Business Requirements Document (BRD)**	Word Template	
	Design Deliverables		**No Architecture/Design deliverables should be initiated for QCIL prior to QCIL and Client signoff of the Requirements deliverables)**
5.	**Technical Architecture Document** **(Common document for all projects)**	Ministry standard document (not a template).	Projects need to read the TA document and agree that the project / application will comply with the Ministry TA prior to starting of design and development activities for the project. Any TA information specific to the application needs to be added by the project to the application's AA document (TA sections).
6.	**Logical Database Design and System Data Model**	Detailed ERD Model in Ministry Standard Tool	
7.	**System Use case model** (System Use case diagram and System Use case specifications)	UML Model and documentation	
8.	**System Process (Workflow) Model** (UML Activity diagram)	UML Model	
9.	**Application Architecture (AA) Document**	Word Template	

10.	**Application Design Deliverables**
	  a. Package diagram
	  b. Class Diagram
	  c. Sequence Diagram
	  d. User Interface diagram (screen mockups and Report layouts)
	  e. Any other diagram related to the Application Design
		UML models, Diagrams/models in other format	

11.	**Analysis, Design & Architecture Document (ADA)** (*Consolidates the BRD, TA, AA, Implementation Plan and Operations Support Guide in to a single document for low risk/small applications*)	Word Template	
	Implementation Strategy deliverables		**No implementation strategy deliverables should be initiated for QCIL prior to QCIL and acceptance of the Architecture/Design deliverables**
12.	Data Conversion Strategy	Word Template	
13.	Testing Strategy	Word Template	
14.	Training and Support Strategy	Word Template	
15.	User Acceptance Test Plan	Test Cases (and Test Scripts, if applicable)	
	Build Deliverables		**No build-phase deliverables should be initiated by developers prior to QCIL and acceptance of the Architecture/Design deliverables**
16.	Physical Database Design	Server Model in Ministry Standard Tool	
17.	Production Database DDL	SQL Scripts	
18.	Application Source Code	Source code with Code documentation, EAR files etc.	
19.	Runtime Meta Data	Metadata (format to be discussed with Ministry Technical team upfront before delivery)	
20.	Conversion Modules	SQL Scripts	
21.	Converted and Verified Data	Data in target Oracle database schema	

	Test Deliverables		• **All types of testing (Unit testing, System/Integration testing, UAT testing and Stress/Load/Performance testing) are mandatory for all projects** • **UAT migration needs prior confirmation of successful unit testing and system/integration testing by developers/service providers** • **Stress/Load/performance testing may happen only after UAT testing and sign off by clients/ UAT teams** • **Production migration needs prior confirmation of successful UAT testing and UAT signoff by Clients**
22.	Unit Test results	JUnit log files or other forms of unit test results	
23.	System Test results	Document showing system test cases and results of the system tests	
24.	User Acceptance Test Results	Document showing UAT test cases and results of the UAT tests	
	Stress/Load Test Results	Document showing Stress/Load test cases and results of the Stress/Load tests	
	Deployment Deliverables		**No Deployment deliverables should be initiated for QCIL prior to acceptance of the Test phase deliverables)**
25.	Implementation Plan	Word Template	
26.	Operations Support Guide	Word Template	
27.	Training and Support Materials	Word Template	
	Project Management Deliverables		**No Project Management deliverables should be initiated for QCIL prior to QCIL and Sponsor signoff of pre-project deliverables (Project Charter, Business case, Decision note etc)**
28.	*Feasibility Assessment Document	Word Template	Optional
29.	Decision Note	Word Template	
30.	Project Status Report	Word Template (Control Form)	
31.	Project Completion Checklist	Word Template	
32.	SPMO Status Report	Electronic System	Approved projects with a budget of $100,000 or more will almost always be tracked in the system. Projects under $100,000 may be tracked depending on project complexity, contribution to strategic goals and discretion of the Project Delivery Office.
33.	Project Charter	Word Template	Requirements vary depending on the needs of the project. Use the Level of Project Management tool as a guideline
34.	Project Workplan	Template or MS Project Workplan	
35.	Light Master Project Plan (MPP-Lite)	Word Template (for small / medium	

	(in lieu of MPP)	size projects)	to select from recommended processes.
36.	Master Project Plan (MPP)	Word Template (for large projects)	Activities that require less than 40 days of effort and score less than 12 on the LOPM should not require formal project management in most cases.
37.	Risk Information Sheet	Word Template (Control Form)	
38.	Project Issue Form	Word Template (Control Form)	
39.	Project Change Request Form	Template (Control Form)	
40.	Project Evaluation Document	Word Template	
	Quality Management Deliverables		
41.	Quality Control Items List (QCIL) **[Form used for recording QCIL review comments]**	Word Template (Form)	

*The Feasibility Assessment is optional in the BPP. Projects may decide to do Feasibility Assessment as part of the project's Business Case development or as a separate project and independent of the Business Development case or the main project.

NOTES

- This Application Deliverable List may be referenced to know about the master list of BPP deliverables, deliverable formats etc.

- All BPP deliverables are subject to QCIL review with the exception of a few deliverables such as *unit/system test cases*, *unit/system test results*, *training material* etc.

- BPP deliverables need to be created using BPP templates and following the BPP standards where applicable. Any questions on BPP process/templates/standards etc, please contact the BPP Team.

- Projects need to submit all deliverables (Sharepoint links to deliverables; No email attachments) ONLY to the EDUC PDO email address requesting for QCIL review initiation of the deliverables.

- Deliverables received in non-BPP format will be rejected, unless prior Ministry Architecture Committee (MAC) approval on BPP exemption is obtained by the projects. Exemptions are considered by MAC only in rare and justified cases.

- The QCIL review process (Visio diagram) is followed for review of all deliverables. Any questions on QCIL review process, please contact the Ministry's Project Delivery Office (EDUC PDO).

- It is recommended to always download the latest blank templates from BPP site and fill them to create deliverable documents. Do not reuse (repurpose) past documents from past projects.

- The templates on the BPP site are periodically revised. So do not to reuse the deliverable documents (filled-in templates) of the past projects for the new projects, since the past documents may be based on older version of the templates. Also, there are other issues of re-purposing past documents for new projects. Example : Some content pertaining to past project may be left out inadvertently in the new document that was repurposed/reused from the past document.