

Quickly Define Your PMM/SDLC Process with Customizable Forms/Templates

Documentation Consultants' **SDLCforms®** makes it easy to upgrade or start a state-of-the-art a Program Management Methodology (PMM) or System/Software Development Life Cycle (SDLC) process for your Information Technology (IT) Department.

Our forms and templates provide a methodology for IT management, to satisfy auditors in complying with Sarbanes-Oxley regulations; thereby assuring that your software development process and financial reports meet the criteria for internal and external governing bodies.



Many organizations spend hundreds of thousands of dollars to develop PMM/SDLC processes that conform to the organization's internal needs, when instead organizations can quickly customize **SDLCforms®** within a matter of days instead of wasting tedious months of labor.

SDLCforms® is the most economical solution available, providing scalable packages of customizable Program Management Methodology (PMM)/Software Development Life Cycle (SDLC) forms and templates. These forms are developed in Microsoft Word, Excel and Project, which will provide a foundation for Information Technology (IT) organizations to structure your software development process, provide superior management control, and satisfy your IT Governance and auditors' demands.

Process	# Forms	Utilization
<i>Basic Package</i>	14	The Basic Package contains fundamental forms and templates to provide a functional start to a PMM or SDLC process, best suited for organizations that have never used a specific methodology.
<i>JumpStart Package</i>	24	The JumpStart Package is designed for organizations that want to formalize their PMM or SDLC process. The package is designed to contain basic elements that ensure critical and mandatory steps are followed to complete the process from the initial project business case to project evaluation, feedback and retirement.
<i>Professional Package</i>	44	The Professional Package is designed for the established organization which generally has a PMM or SDLC process in place, but needs to execute a major upgrade to its development and documentation methodology. The package includes all the documentation in the JumpStart Package, and also includes sophisticated forms to perform analysis, procurement, training, administration, and quality assurance.
<i>Ultimate Package</i>	64	The Ultimate Package is designed for the enterprise-IT organization where stringent controls are desired at every step of the PMM or SDLC process. The Ultimate Package not only addresses the essential elements of the PPM or SDLC process, it has many forms to support cost estimating, COBIT, service agreements, to support the most stringent audit.

Staging Categories

SDLCforms® Forms and Templates are based on the traditional waterfall model encompassing the following staging categories.	
<input type="checkbox"/> Project Initiation	<input type="checkbox"/> Installation
<input type="checkbox"/> Planning	<input type="checkbox"/> Testing
<input type="checkbox"/> Requirements Definition	<input type="checkbox"/> Production Turnover
<input type="checkbox"/> System Design and Programming	<input type="checkbox"/> Post-Production Maintenance

SDLCforms® Packages Contents

Legend: B = Basic Package J = JumpStart Package P = Professional Package U = Ultimate Package									
Form Name	Package				Form Name	Package			
	B	J	P	U		B	J	P	U
Project Initiation Phase					System Design Phase				
Project Initiation Agenda				■	System Requirements Specifications	■	■	■	■
Business Case Document	■	■	■	■	Analysis and Design Document			■	■
Feasibility Study		■	■	■	Applications Development Project Checklist				■
Project or Issue Submission Form			■	■	Technical Requirements Document	■	■	■	■
Project Cost-Benefit Analysis			■	■	Website Planning Checklist			■	■
Project Team Definition			■	■	User Interface Design Template			■	■
Initiate Project Checklist			■	■	Report Design Template			■	■
					Conversion Plan			■	■
Planning Phase					Testing Phase				
Project Charter	■	■	■	■	Documentation QA Checklist Template			■	■
Statement of Work		■	■	■	System Quality Assurance Checklist			■	■
Project Approval Document		■	■	■	Website Testing Summary Template				■
Cost Estimating Worksheet				■	Use Case Template				■
Development Estimating Worksheet				■	System Test Plan	■	■	■	■
Project Capital vs. Expense Costs			■	■	User Acceptance Test (UAT) Plan	■	■	■	■
Project Risk Analysis				■	Testing Error Log				■
Procurement Plan				■	Project Acceptance Document			■	■
Roles and Responsibilities Matrix	■	■	■	■	Installation Phase				
Required Approvals Matrix	■	■	■	■	Process Guide				■
COBIT Checklist and Review				■	Installation Planning Guide		■	■	■
Request for Information				■	Software User Guide			■	■
Root Cause Analysis				■	System Administration Guide			■	■
Project Plan	■	■	■	■	Operations Guide				■
Requirements Definition Phase					Production Turnover Phase				
Requirements Checklist			■	■	Production Implementation Plan (PIP)	■	■	■	■
Managing Scope and Requirements			■	■	Production Turnover Approval	■	■	■	■
Business Requirements Document	■	■	■	■	Post-Production Phase				
Functional Requirements Document	■	■	■	■	Project Evaluation and Feedback	■	■	■	■
Work Breakdown Structure				■	Modification Request		■	■	■
Requirements Traceability Matrix		■	■	■	Change Control Request				■
Requirements Changes Impact Analysis				■	Regression Testing Plan				■
Training Plan			■	■	Disaster Recovery Plan Guidelines		■	■	■
Service Level Agreement Template				■	Product Retirement Plan		■	■	■
					Administrative Tools				
					Meeting Summary		■	■	■
					List of Opportunities Summary			■	■
					Project Status Report		■	■	■
					Issues List			■	■
					Issues Status				■

www.SDLCforms.com



4609 Gary Drive, Bristol, PA 19007
 Phone: 215-780-0074 Email: inquiry@sdlcforms.com