

# SDLCforms Processes®

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

It is estimated that 70% of all IT organizations do not possess a formal software development process. Many organizations still precariously rely on developers interviewing business people, writing code and then loading the application (and modifications) into production, without substantial “checks and balances” to ensure that the product satisfies corporate and regulatory agency requirements. Historically, few IT organizations possess adequate controls to satisfy auditor’s ever growing demands to ensure the company’s profitability.

With the advent of the Sarbanes-Oxley (SOX) law of 2003, internal and external auditors for both national and international companies are now demanding far more stringent controls over IT processes to assure that any financial-related information meets the criteria for SOX and Control Objectives for Information and related Technology (COBIT) “control practices.”

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 Processes®** within a matter of days instead of tedious and months of labor.

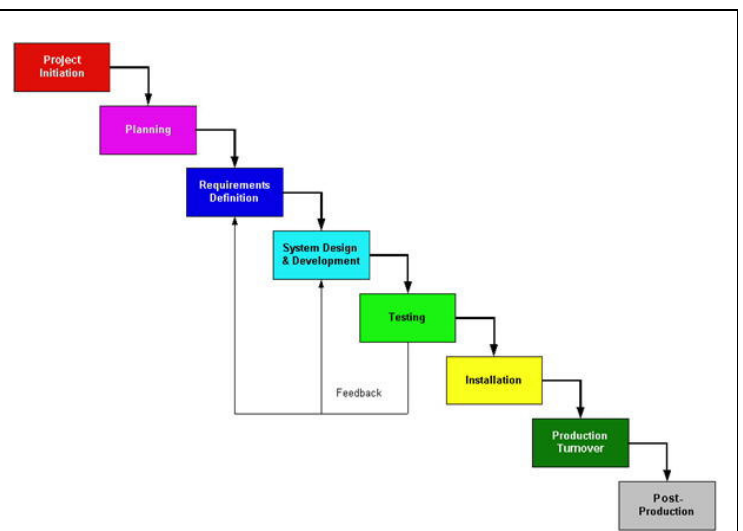
**SDLCforms Processes®** is the most economical solution available, providing scalable packages of customizable Program Management Methodology (PMM)/Software Development Life Cycle (SDLC) forms and templates. These forms are developed in Microsoft Word, Excel and Project, which will provide a foundation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



Process	# Forms	Utilization
JumpStart Package	25	A great starter package for the small IT organization that has never adopted a formal SDLC process or an organization that wishes to revise the current methodology.
Professional Package	42	Professional provides an in-depth solution for a medium-sized IT organization.
Ultimate Package	57	Ultimate is the perfect fit for a large-scale enterprise IT organization.

## Staging Categories

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



# SDLCforms Processes® Features

- All forms have been developed with the same "look and feel."
- Customize each form with your company logo and name.
- Maximum use of "styles" to assure consistency throughout the documents.
- The "Blue line" text below each heading suggesting the type of text that should be entered in that section
- The document header contains:
  - document title
  - project name
  - document version No.
- The body of the form uses:
  - Standard decimal numbering system
  - "Blue line" text below each heading suggesting the type of text that should be entered in that section
  - Standard table structures.
- The document footer contains:
  - Confidentiality statement
  - page number.

With our scalable solutions, you need not purchase any forms or templates you won't need. If you only have a few small gaps to fill in your process, you can purchase individual forms as well.

## Re-evaluating Your Process

In the event you represent a startup or you wish to re-evaluate your entire SDLC process, we are available to lend our management expertise to develop custom forms on-site at your facilities by providing professional assistance in implementing your SDLC process.

SDLCforms Processes				
Staging Category	Form Name	Process		
		JumpStart	Professional	Ultimate
Project Initiation	Project Initiation Agenda			
	Business Case Document	■	■	■
	Feasibility Study	■		
	Project Cost – Benefit Analysis			
	Project Team Definition			
	Initiate Project Checklist	■	■	
Planning	Project Charter	■	■	■
	Statement of Work			
	Project Approval Document	■	■	
	Cost Estimating Worksheet			
	Development Estimating Worksheet			
	Project Capital vs. Expense Costs	■	■	
	Project Risk Analysis			
	Procurement Plan			
	Roles and Responsibilities Matrix	■	■	
	Required Approvals Matrix			
	Project Plan	■	■	
Requirements Definition	Requirements Checklist			
	Managing Scope and Requirements			
	Business Requirements Document	■	■	
	Functional Requirements Document			
	Work Breakdown Structure			
	Requirements Traceability Matrix		■	
	Requirements Change Impact Analysis			
	Training Plan			
System Design	System Requirements Specifications	■	■	
	Analysis and Design Document			
	Application Development Checklist			
	Technical Requirements Checklist	■	■	
	Website Planning Checklist			
	User Interface Design Document			
	Report Design Template Checklist			
	Conversion Plan			
Testing	Documentation QA Checklist			
	System Test Plan	■	■	
	User Acceptance Test Plan	■	■	
	Testing Error Log			
	Project Acceptance Document		■	
Installation	Process Guide			
	Installation Planning Guide	■	■	
	Software User Guide			
	System Administration Guide			
	Operations Guide			
Production Turnover	Production Implementation Plan	■	■	
	Production Turnover Approval	■	■	
Post- Production	Project Evaluation and Feedback	■	■	
	Modification Request			
Administrative Tools	Meeting Summary	■	■	
	List of Opportunities Summary			
	Project Status Report	■	■	
	Issues List			
	Issues Status		■	
Bonus Package (Ultimate Process)	COBIT Checklist and Review			
	Change Control Request			
	Request for Information			
	Root Cause Analysis			
	Use Case Template			



[www.SDLCforms.com](http://www.SDLCforms.com)