

<Project Name>

mitdp closeout

**Version: <Type Version #>**

**Date****:**

**My signature indicates approval of this MITDP Closeout.**

**Prepared by:**

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**Revision History**

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| --- | --- | --- | --- |
| Date | Version | Description | Author |
| 11/08/2017 | 0.01 | Template Release | EPMO |
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**Template Overview and Instructions:**

The MITDP Closeout or Post-Implementation Review is used to evaluate the effectiveness of the system development after the system has been in production for a period of time (normally 6 months). The objectives are to determine if the system does what it is designed to do: Does it support the user as required in an effective and efficient manner? The review should assess how successful the system is in terms of functionality, performance, and cost versus benefits, as well as assess the effectiveness of the life-cycle development activities that produced the system. The review results can be used to strengthen the system as well as system development procedures.

The review is scheduled to follow the release of a system or system revision by an appropriate amount of time to allow determination of the effectiveness of the system. A representative from the functional development group or other member of the major user organization participates in the review. The System Proponent ensures that all documentation and all personnel needed to participate in the review are accessible.

The reviewer and an assigned team collect the information needed for the MITDP Closeout Review by interviewing end users and their managers, system administrators, and computer operations personnel. The report is then prepared and provided to the user organization that requested it and the information systems organization, which may jointly use the findings to initiate other actions.

The MITDP Closeout Review is a free-form report, and not all sections are relevant or necessary to the final product.

# INTRODUCTION

## Project Identification

<Provide the identifying information associated with the project, including the applicable project control code, system acronym, and system title.>

# EVALUATION SUMMARY

< The purpose of this section is to provide a summary of the overall adequacy and acceptance of the system.>

## Overall System Satisfaction and Value

Describe the users’ experience with the implemented system. Comments should address the following:

* The level of user satisfaction
* The strengths of the system, including specific areas of success
* Any problems
* Frequently used features
* Suggested improvements
* Value obtained

## Current Cost-Benefit Justification

Assess if the system is paying for itself. Base the assessment on the anticipated benefits and costs projected during the System Concept Development phase and revised during the subsequent phases of the systems development life cycle. This section is intended merely to review the costs and benefits and to provide details of costs and benefits in other sections. Comments should address the following:

* The extent of the benefits and if they are reported to be less or greater than those projected in the development analysis and functional requirements report
* If any difference is permanent or will change over time
* If the system is or will be cost-justifiable.

## Needed Changes or Enhancements

Gauge the magnitude of effort needed to change or improve the system. Describe the nature and priority of the suggested changes~ more detail will be provided in other sections. Comments should address the following:

* The suggested changes
* The scope of the changes
* The resource requirements to effect the changes

# OUTPUTS

<The purpose of this section is to evaluate the adequacy and usefulness and value of the outputs from the system. Care must be taken to ensure that all reports are evaluated.>

## Usefulness

Measure the extent to which the users need the output of the system. Comments should address identification of the level of need, such as the following:

* Utility
* Absolutely essential
* Important and highly desirable
* Interesting - proves what is already known
* Incomplete - does not provide all the necessary information
* Unnecessary
* Identification of information/reports needed but not currently generated by the system or unable to be obtained
* Demonstration of the ability to do without the reports
* Alternatives for obtaining the information where improvements can be achieved

## Timeliness

<Determine if output production performance meets user needs. Comments should address the frequency with which output arrives on time, early, and late; and the amount of follow-up needed to obtain the output.>

## Data Quality

<Assess the need to provide for effective use of shared data to enhance performance and system interoperability. Comments should address data accuracy and data reliability.>

# SECURITY

<The purpose of this section is to determine if the system provides adequate security of data and programs. In addition to access security, procedures for backup, recovery, and restart should be reviewed.>

## Data Protection

Determine if the security, backup, recovery, and restart capabilities adequately safeguard data, including master, transaction and source. Online systems naturally require special techniques (such as, transaction logging). Comments should address the following:

* The adequacy of the security, backup, recovery, and restart procedures
* The suggested changes
* The effort required to make the changes

## Disaster Recovery

Determine if appropriate files, programs, and procedures are established to enable recovery from a disaster resulting in the loss of data. Comments should address the following:

* The adequacy and currency of off-site storage procedures
* The extent that procedures cover the following:
* Master data
* Transaction data
* Source programs
* Object programs
* The results of any adequacy-of-recovery test

## Audit Trails

Review the ability to trace transactions through the system and the tie-in of the system to itself Comments should address the following:

* The thoroughness of the audit trails
* The level of improvements necessary, if any
* The requirements of audit trails as outlined in the trusted criteria - such as, C2 requirements—if any

## Allowed Access

Evaluate the adherence to restriction of access to data. State desired privacy criteria for the system then evaluate how the criteria have been followed up to this point. Comments should address the following:

* Established privacy criteria
* Recommended privacy criteria
* Adherence to and violations of privacy
* The cost of providing this level of privacy
* The potential effect on individuals if the privacy criteria are not followed

# COMPUTER OPERATIONS

<The purpose of this section is to ascertain the current level of operational activities. Although the user point of view is primary to the Post-Implementation Review Report, the computer operations view is also important to investigate.>

## User Interface

Analyze the usability of the system. The transaction throughput and error rate are included in this analysis. Comments should address the following:

* Volume of data processed (number of transactions)
* Number of errors made
* Frequency of problems with the interface
* Suggested changes
* Effort required to make the changes

## Peak Loads

Assess the ability of the system to handle peak loads and to resolve backlogs when they occur. Any offloading that could be helpful should be investigated. Comments should address the following:

* The level of user satisfaction
* The adequacy of the response time (for online systems)
* The effect of delays on online and/or batch systems
* Suggested changes
* The effort required to make the changes

# MAINTENANCE ACTIVITIES

<The purpose of this section is to evaluate maintenance activity involving the system.>

## Activity Summary

<Provide a summary of maintenance activity to date. Provide type, number of actions, and scope of changes required. Estimate a projected maintenance workload based on the findings of the review. Discuss the adequacy of maintenance efforts or if major enhancement/revision is required.>

## Maintenance Review

<Review completed and pending changes to the system. Provide conclusions regarding the benefits to be achieved by completing recommended changes. Provide conclusions about the amount of maintenance required based on activity that has occurred to date.>

## System Maintenance

<Discuss the system maintenance based on the design, types of changes required, documentation, and knowledge about the system (both user and technical personnel).>