FSIS DIRECTIVE	1307.1	1/07/15

SYSTEMS DEVELOPMENT LIFE CYCLE (SDLC)

I. PURPOSE

This directive explains the purpose of the FSIS, Office of the Chief Information Officer (OCIO), SDLC process for the management of all FSIS information technology (IT) systems. It also makes the FSIS SDLC Manual available to all FSIS employees and contractors.

II. BACKGROUND

A. The SDLC defines a framework for system, infrastructure, and technical projects. It sets out the process and governance provisions for the development of software, infrastructure, and commercial-off-the-shelf software (COTS) products. The SDLC brings rigor to the planning process, focuses on repeatable quality, and organizes the process of IT systems development. All IT projects are to follow the procedures outlined in the SDLC Manual.

B. FSIS has developed the SDLC Manual to ensure that there are adequate management and control mechanisms in place during the life of IT systems projects. This manual establishes the processes and procedures that system owners and OCIO are to follow to initiate, develop, implement, and maintain information systems that support FSIS business processes. The SDLC Manual applies to every IT project.

III. SDLC MANUAL

A. The SDLC Manual describes a lifecycle process for system owners; provides a detailed step-by-step process with delineated roles and responsibilities; and contains instructions written in non-technical language for employees to understand system requirements, and includes references and templates.

B. Project teams and oversight organizations are to work together within the constraints of the SDLC Manual to establish fully developed, documented, and functioning IT systems.

IV. QUESTIONS

For additional information or questions concerning this directive, email the OCIO Governance and Quality Assurance Division at FSIS-OCIO-SDLC@fsis.usda.gov.

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