

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS DIRECTIVE	1310.3	8/13/08
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TECHNICAL CHANGE CONTROL BOARD (TCCB)

I. PURPOSE

This directive establishes the roles and responsibilities of the TCCB.

II. (RESERVED)

III. (RESERVED)

IV. REFERENCES

OMB Circular A-130, Management of Federal Information Resources
Computer Security Act of 1987
Federal Information Security Management Act (FISMA)
FSIS Systems Development Life Cycle Handbook

V. ABBREVIATIONS

The following appear in their shortened form in this directive:

CM	Configuration Management
IT	Information Technology
OCIO	Office of the Chief Information Officer
OMB	Office of Management and Budget
RFC	Request for Change
SDLC	Systems Development Life Cycle
TCCB	Technical Change Control Board

DISTRIBUTION:
All Washington Offices

OPI:
OPEER – Information Technology Policy
and Capitol Planning Division

VI. DEFINITIONS

A. **Baseline.** An approved system requirements document initially known as the “requirements baseline.” The requirements baseline is also the basis against which the system is authenticated. Each baseline is subject to configuration control and must be formally updated to reflect approved changes to the configuration item or system as it goes through the life cycle stages.

B. **CM.** A process of reviewing and controlling the components of an IT system throughout its life to ensure that they are well-defined and cannot be changed without proper justification and full knowledge of the consequences. CM ensures that the hardware, software, communications services, and documentation for a system can be accurately determined at any time.

C. **TCCB.** A committee that manages the SDLC and ensures coordination and communication between IT projects and stakeholders to account for and manage effects resulting from changes to IT baselines.

D. **SDLC.** The course of developmental changes through which a system passes from its conception to the termination of its use and subsequent salvage. There are many models for the IT system life cycle but most contain five basic phases: initiation, development and acquisition, implementation, operation, and disposal.

VII. BACKGROUND

A. The TCCB provides the forum through which FSIS evaluates and monitors all proposed changes to the technical environment in accordance with the SDLC. The TCCB reviews and approves the technical specification of newly proposed IT initiatives at FSIS, and addresses major technical issues that arise throughout the lifecycle of any IT initiative. These issues include:

1. Managing change to the existing baselines for systems.
2. Software and hardware infrastructure.
3. IT processes.

B. The TCCB ensures coordination and communication between IT projects and stakeholders to account for and manage effects resulting from changes to IT baselines and with approving technical feasibility, but does not approve or make funding recommendations.

VIII. GOALS

The TCCB’s goals are to:

A. Establish the technical standards, constraints, and guidelines that are incorporated into the technical architecture.

B. Ensure that all IT initiatives adhere to or agree to proposed deviations from the technical architecture.

C. Ensure the changes to the technical architecture baselines are managed and documented as stated in the SDLC.

D. Collaborate with stakeholders to address major technical obstacles and increase the chances of successful implementation of the initiatives.

E. Ensure that the interests of each functional area within OCIO are represented.

F. Ensure that software development and maintenance projects are coordinated across the Agency.

G. Institutionalize and support software process improvement activities that enhance the ability to achieve FSIS' mission.

H. Ensure that best practices are shared across the Agency.

IX. **ROLES AND RESPONSIBILITIES**

The roles and responsibilities of key personnel during a TCCB meeting follow. (See Attachment 1 for the list of voting members.)

A. **Roles.**

The TCCB evaluates and monitors the impact of changes to an IT system, evaluates a proposed IT initiative for technical conformance to FSIS' technical architecture, and sets IT technical standards. The TCCB is also a forum for addressing technical challenges facing FSIS' technical architecture and proposing IT solutions. Specific areas of responsibility include:

1. Determining enterprise-wide technical standards that an IT system must meet before being incorporated into FSIS' technical architecture.

2. Evaluating the technical specifications of newly proposed IT initiatives and projects.

3. Addressing any major technical obstacles that arise throughout the development of FSIS' technical architecture by leveraging technical expertise from across the Agency.

4. Voting on whether or not to recommend a proposed IT system (based on its technical conformance to FSIS' technical architecture).

5. Reviewing RFC forms submitted by system owners, project managers, and technical representatives seeking to modify an IT system. Discussing proposed changes to FSIS IT systems and their impact on other systems.

6. Determining if an RFC affects the FSIS technical architecture.

7. Voting on whether to approve or deny RFCs.

8. Creating a strategy to mitigate negative impacts on FSIS' technical architecture due to changes to an IT system, and monitoring implementation of the mitigation plan.

B. Responsibilities.

1. Chairperson (or Vice-Chairperson in Chairperson's Absence).

a. Provides direction to the TCCB.

b. Distributes technical standards and new technology solutions to relevant stakeholders.

c. Determines the impact of proposed changes to FSIS' technical architecture.

d. Presides over the TCCB meetings and voting.

e. Casts the deciding vote in the event that consensus is not achieved in voting.

f. Develops an agenda for the TCCB meetings.

g. Approves and distributes minutes of the TCCB meetings.

h. Distributes all necessary documentation, including RFC forms, to the TCCB members at least 2 business days before board meetings.

i. Tracks RFCs and contingencies.

j. Elevates emergency RFCs for approval by the TCCB members.

k. Validates the level of priority for incoming RFCs.

l. Initiates technical discussions on RFCs that are not a part of the FSIS baseline. The discussions may take place outside of the TCCB meetings.

m. Prepares the departmental monthly report for review. The report consists of an itemized listing of RFC activity for the month.

- n. Tracks action items.

2. TCCB Members.

- a. Propose agenda items prior to the TCCB meetings, including submitting RFC forms 1 week before the TCCB meetings.
- b. Determine technical standards that IT initiatives must meet to conform with FSIS' technical architecture.
- c. Present their interests in the evolution of FSIS' IT systems.
- d. Review and evaluate the technical specifications of a proposed IT initiative.
- e. Determine the impact of proposed changes to IT systems.
- f. Monitor the development of FSIS' technical architecture to identify technical obstacles.
- g. Make determinations and vote on RFC proposals.
- h. Vote on whether a proposed IT initiative is in technical conformance with FSIS' technical architecture.
- i. Propose technology solutions to technical obstacles and develop an implementation plan.
- j. Determine when an initiative has deviated from the SDLC process.

3. OCIO Employees.

- a. Provide technical expertise on IT matters.
- b. Provide feedback to the TCCB on IT standards.
- c. Understand and use the technical architecture.

4. System Owners and Project Management Teams.

- a. Present initiative documentation to the TCCB.
- b. Describe proposed system changes and the rationale for the changes.
- c. Ensure completion of and report the status on action items pertaining to TCCB and SDLC compliance.

X. **OPERATING PROCEDURES**

- A. The TCCB holds regularly scheduled meetings to:
 - 1. Review RFC submissions for new and existing initiatives.
 - 2. Ensure compliance with the technical architecture.
- B. All TCCB members or designated alternates must attend the TCCB meetings.
- C. Alternate members must be authorized in advance by their program areas to make decisions on matters within the scope of the TCCB's responsibilities and are expected to participate fully regarding agenda items on behalf of their respective TCCB members.
- D. The facilitator acts as parliamentary authority of all meetings and prepares all routine materials and agendas for the TCCB meetings, as well as summaries of each, including resolution and discussion points.
- E. Members sponsoring agenda items such as RFC forms must prepare and submit them to the CM manager at least 1 week prior to the TCCB meeting.

XI. **TCCB MEETINGS**

See Attachment 2 for information on the 15 procedural steps to follow when conducting TCCB meetings.

XII. **TCCB MEMBERSHIP**

- A. Voting members include:
 - 1. Chairperson and CM manager.
 - 2. Vice chairperson.
 - 3. Representatives.
- B. Non-voting members include:
 - 1. Facilitator.
 - 2. Owners or users whose systems are affected by any proposed changes.

XIII. CRITERIA FOR VOTING

A. When possible, the motions to be voted upon are added to the agenda and sent out 2 business day prior to the meeting.

B. All members can send their votes in advance via e-mail to the facilitator, or delegate their votes through a proxy. At least two members of the TCCB (one of whom must include the chairperson or vice chairperson) must be present, either in person or via telephone, at the meeting. Members who wish to delegate their votes via proxy must notify the facilitator via e-mail, prior to the meeting. The member must include the name and effective date(s) of the proxy.

C. The TCCB will aim to reach decisions on proposed changes after a period of presentation, discussion, and debate. All members must vote. The facilitator will poll the members for their positions to reach a consensus. If consensus cannot be reached, the TCCB chairperson will cast the deciding vote.

D. One of the following decisions will be reached:

1. **Approved** as written.

2. **Approved with contingencies** that include clearly stated, specific changes to the RFC. Contingencies should be addressed at the next meeting. Failure to do so could result in a temporary or permanent stoppage of the initiative.

3. **Denied** with reasons clearly stated.

4. **Deferred** action pending the availability of additional information or the completion of an action item providing clarification of the issues. Responsibility for providing further information or completing an action must be assigned to a specific individual or program area with a specific due date. Action on an RFC must not be indefinitely deferred.

E. After a decision is reached, it is noted in the minutes prepared by the facilitator. The facilitator and TCCB chairperson can assign action items that are also noted in the minutes.

F. If the conditions of the RFC change, the RFC's initiator must reappear at the TCCB meeting with an amended RFC if the initiative will continue. If the initiative will not continue, the RFC's initiator must reappear at the TCCB meeting to withdraw the RFC.

XIV. ADDITIONAL INFORMATION

A. For additional information about the TCCB, go to <https://inside.fsis.usda.gov/fsis/emp/static/global/offices/tSpace/ocio/tccb/tccb.jsp>. Employees must have e-Authentication authorization to access this Web site.

B. Direct all questions, by e-mail, concerning the TCCB to OCIOT-CCB@fsis.usda.gov.

for 
Assistant Administrator
Office of Management

Attachments

- 1 List of Voting TCCB Members
- 2 Procedures for Conducting a TCCB Meeting

LIST OF VOTING TCCB MEMBERS

Role	Position
Chairperson	Chief Technology Officer
Vice-Chairperson	Organizational Assurance Branch
Member	Application Design & Development Branch
Member	Lab IT Management Branch
Member	Service Desk & Application Support Branch
Member	Telecommunications Branch
Member	Data Center Operations Branch
Member	Security Operations Team
Member	Engineering Branch
Member	Enterprise Architecture
Member	Cyber Security Branch

PROCEDURES FOR CONDUCTING A TCCB MEETING

Step	Description of Activity	Responsibility
Pre-Meeting Activities		
1.	Review each RFC for which TCCB review is required.	TCCB Chairperson
2.	Identify the outstanding RFCs on which status is required.	TCCB Chairperson
3.	Schedule the meeting. <ul style="list-style-type: none"> • Reserve the conference room. • Reserve the conference call, if necessary. • Reserve the projector. 	TCCB Chairperson
4.	Compile and distribute the agenda for the meeting. <ul style="list-style-type: none"> • Include the location, time, and conference call information (if any). • Include each new RFC and presenter. • Include each existing RFC and presenter for open RFCs (with or without contingencies) which require discussion. • E-mail the agenda and action items to each TCCB member and presenter. 	TCCB Chairperson
Step	Description of Activity	Responsibility
Meeting Activities		
5.	Kick off the meeting. <ul style="list-style-type: none"> • Review the agenda. 	TCCB Chairperson
6.	Present the RFC. <ul style="list-style-type: none"> • Describe the RFC. • Present the supporting documentation. 	System Owner Project Manager Technical Representative
7.	Vote on the RFC. <ul style="list-style-type: none"> • Refer to the procedure for TCCB voting. 	TCCB Members
8.	Document the decision.	TCCB Chairperson
	<i>Repeat Steps 5-7 for each RFC.</i>	

Step	Description of Activity	Responsibility
9.	Report the status on the existing RFC. <ul style="list-style-type: none"> • Describe the RFC. • Address each outstanding contingency. • Provide a status on the initiative. 	System Owner Project Manager Technical Representative
	<i>Repeat Step 10 for each open RFC on the agenda.</i>	
10.	Report the status on action items.	TCCB Members
11.	Track the status on action items.	TCCB Chairperson
Post-Meeting Activities		
12.	Compile meeting minutes and action items from the meeting.	TCCB Chairperson
13.	Review meeting minutes and action items.	TCCB Chairperson
14.	Incorporate changes from the TCCB Chairperson's review and post the meetings on the TCCB Intranet Web site.	TCCB Chairperson
15.	Update the status of RFCs according to the concurrence of the TCCB.	TCCB Chairperson