



CP-STD-01-02

PBGC OIT IT Program Release Plan Standard

Purpose	To define a consistent set of information to be captured in a Program Release Plan that is prepared when a Program is in the Planning Phase of the ITSCLM.
Scope	The Release Plan Standard applies to all PBGC federal and contractor staff who develop and/or implement Information Technology (IT) products and/or solutions. The Release Plan provides an IT Program's planned development, modernization, enhancement and maintenance activities to close performance gaps and deliver business utility for PBGC stakeholders and customers.
Authority/References	<ul style="list-style-type: none">• IT Solution Life Cycle Methodology (ITSCLM) v 2011-1.0 (Planning Phase)• OMB Circular A-11 – Part 7, Section 300• OIT Operational Analysis Standard
Approving Body	<ul style="list-style-type: none">• Office of Information Technology (OIT)• Governance Control Board (GCB)
Owner	IT Portfolio Division (ITPD)
Collaborator	IT Investment Review Board, Project Management Division, Enterprise Architecture Division, Financial Management Services Division, Corporate Services Division, Participant Services Division, IT Infrastructure Operations Department, Enterprise Information Security Office, Business Program Managers
Implementer	N/A
Standard Type	Operational
Control Number	

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<p>Standard</p>	<p>The Release Plan is a logical roadmap for the incremental delivery of functionality that closes Information Technology Program performance gaps. The Release Plan shows the releases that are scheduled for implementation over the period of time that covers the current year through Budget Year +1 (as indicated in OMB Exhibit 53 and 300). Each release is composed of one or more projects which in total address one or more performance gaps. For each release, the release plan provides a description of the functionality to be included, the timeline that the release will span, its major deliverables, and any dependencies on other projects.</p> <p>A Release Plan must identify the following information:</p> <ul style="list-style-type: none"> • Revision History – the revision number, content changes, date changes, and author • A list of releases planned for the time period current year through Budget Year +1 • The type of release(s) (DME or Steady State) • The development methodology employed per release • Projects to be included in the release- include project IDs from Primavera P6 where available • Dependencies- among projects, programs, and other releases • High-level Milestones • A description of the Performance Gap(s) to be closed by each release or multiple releases (where applicable) • A schedule for Post-Implementation Reviews identified for major or significant non-major releases • Approvals - Approvals - Include signature(s) and date(s) of Business Owner/Sponsor and IPT approval authorities (as applicable) <p>Program Release Plans are to be appended to the IT Program Synopsis in the Primavera Portfolio Manager (PPM) tool. Release plans must be updated periodically as required and at least annually by September 1 of each year</p>	
<p>Metrics</p>	<p><i>(Metrics will be developed as part of continuously improving and maturing OIT standards.)</i></p>	
<p>Owner Signature</p>	<p>John Skudlarek</p>	<p>Signature/Date</p>
<p>Approval Signature (TRB or GCB)</p>	<p>Velma Briscoe, GCB Chair</p>	<p>Signature/Approval Date</p>