

PBGC OIT: System Documentation Standard

Purpose	To define a consistent set of information that must be contained in the System Documentation deliverable in the ITSLCM.
Scope	To document a point-in-time snapshot of any given system (hardware, software, COTS, custom, combination of COTS-custom, infrastructure) that is operational in the production/COOP environments. A system is expected to transform during the solutions implementation phase in the areas of such as requirements, design, build, and test.
Authority/References	NIST 800-53 – SA-5 – Information System Documentation ITSLCM – Operations & Maintenance Phase
Approving Body	Governance Control Board (GCB)
Owner	IT & Business Modernization Department / Project Management Division
Collaborator	ITIOD’s SDD Manager, IT&BMD’s PSD, CSD & and FMSD Managers (Account Managers), Chief Architect, SAISO
Implementer	Not Applicable
Standard Type	Operational – The standard pertains to actions that are primarily implemented in the enterprise and executed by people (as opposed to systems) in the operations phase of an information system, IT project, program, or initiative.
Control Number	xxx

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<p>Standard</p>	<p>The System Documentation must contain or reference at a minimum the information/items listed below:</p> <ul style="list-style-type: none"> • Revision History – Document the revision number, content changes, date changes, and author. • Executive Summary – an overview of the system and its components, including interfaces and integration with other systems, and how it fulfills the business operation. • Release History and a brief description of what was addressed in each release (could be a table or even an Appendix). • Functionality List - List of end-to-end functionality or use case(s) provided for the system with a brief description of the functionality, including any administrative modules, security modules, role-based functionality, and any significant algorithms worth documenting (could use information from the requirements documents). • List of user and administrative roles. • List of Development Tools used to build and maintain the solution, including versions of the tools. • List of development source files with a brief description of each. • System Architecture Diagram - Physical topology diagram of production/COOP environments, identifying components that reside on the front-end, middle-tier and back-end, the list of servers (without IP addresses), with list of components that reside on each server (could use information from the Design Document or SSP). • Database References – List of production database objects, such as table names, views, snapshots, etc. and a brief description of them (could use information from the Design Document or SSP). • Required Security Documents – All security related documents should be developed at the appropriate time in the development lifecycle and must be included or referenced in the System Documentation package. The required security documents are: (Note – the location of the information in other documents is acceptable.) <ul style="list-style-type: none"> ○ System Categorization Statement ○ System Description with System Boundaries Noted ○ Network Diagram and Data Flows ○ Software and Hardware Inventory ○ Business Risk Assessment ○ System Risk Assessment ○ Contingency Plan ○ Self-Assessment ○ System Security Plan (SSP) ○ Memoranda Of Understanding (MOU) ○ Service Level Agreements (SLA) ○ Intra – Agency Agreements ○ Authority to Operate – (ATO) • Appendix A – Entity Relationship Diagram representing the Physical Data Model • Appendix B – Any other significant information that is deemed necessary or is of value to the project. • Appendix C – References to any documents that are deemed related to the contents
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Metrics	For future use