

SCR Process Steps:

1. Authorized Submitter forwards Software Change Request (SCR) to NFC.GESDRequest@USDA.GOV
2. Project Control Office (PCO) logs request into tracking system and establishes project folder (auto email from tracking system acknowledges receipt and provides customer with project number)
3. Systems Requirements Branch/Web Requirements Branch (SRB/WRB) acknowledges receipt via phone call to customer within 15 business days
4. SRB/WRB reviews request, assesses impact, requests IA via PCO coordinator, and assigns estimated Functional Requirements Document (FRD) Due Date
5. PCO requests IA and provides Interim IA (IIA) size to Financial Management Office (FMO) (if required) via IA coordinator
6. FMO issues IIA to customer
7. Customer returns signed IIA
8. FMO provides charge codes to GESD
9. SRB/WRB prepares FRD for review
10. Development branches review and approve FRD
11. Client Management Branch (CMB) forwards FRD to customer
12. Customer returns signed FRD within 14 days with indication that the agency will participate in CUAT
13. National Finance Center(NFC) completes estimates for IA
14. PCO sends final IA package to FMO via IA coordinator
15. FMO prepares IA/IIA Mod and forwards to customer
16. Customer returns signed IA within 14 days
17. PCO presents eligible projects to Configuration Control Board (CCB) for scheduling (FRD and IA signed by customer)
18. CCB schedules new projects to determines which releases they will be implemented in and reviews scheduled project status
19. NFC completes development work in time for Quality Acceptance Testing (QAT) and Customer User Acceptance Testing (CUAT) to validate change (two pay periods for each phase of testing)
20. Change is migrated to production upon approval
21. PCO closes SCR in tracking system two pay periods after implementation, provided all tasks are closed.

Note - PCO reports scheduled and unscheduled status to customer Project Review Team (PRT) biweekly

February 2018