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| **Transition to Operations Standard** | |

# Purpose

This standard specifies the necessary information to successfully transition an application from development to operations.

# Scope

All applications deployed in the DEP environment shall comply with this standard.

# Standard

All applications development or deployment projects shall submit a Transition to Operations Document to the Office of Technology and Information Systems at the time of final system delivery. This document shall contain the following information:

1. Identification: This section shall contain a full identification of the system and the software, including as applicable, identification number(s), title(s), abbreviation(s), version number(s) and release number(s).
2. System Overview: This section shall contain a brief summary stating the purpose of the system and the software to which this document applies. It shall also contain information about:
   1. The general nature of the system and software, including the system name (abbreviation and full title) and version number
   2. A summary of the system development history, operation and maintenance
   3. The technologies involved with the system development and maintenance (JEE, VB, ASP, etc.)
   4. The name of the system owner(s) and program area(s) supported
   5. Software architecture design products (UML models)
   6. Logical and/or Physical Data Model and Data Dictionary. All attributes and entities must be fully defined.
   7. Workflow diagrams
   8. Complete mock-ups, wireframes, and/or screenshots
   9. User Guides
   10. Security requirements , dependencies, and functionalities to include those relating to privacy
3. Software Support: This section shall address support of the system, including the resources needed to support the delivered software:
   1. Items needed to control, copy and distribute the software
   2. Staff support resources, to include the average number of full-time staff and skill sets necessary to fully support the software in the DEP environment
   3. Documentation for all batch jobs including details on appropriate scheduling, timing
   4. External reporting requirements (such as EPA quarterly report, etc.)
   5. Prioritized list of items from JIRA or other source or list of outstanding issues along with target completion dates
   6. Any existing requirements documents for upcoming enhancements
   7. Any know risks, strengths, and weaknesses of the system and/or environment
   8. Reference to formal notification to the DEP Service Desk when the software has been moved into production
4. Hardware: This section shall identify and describe any additional hardware and associated documentation needed to support the deliverable software. Hardware may include computers, peripheral equipment, hardware simulators, stimulators, emulators, diagnostic equipment and non-computer equipment. The description shall include:
   1. Specific models, versions and configurations
   2. Reference to user/operator manuals or instructions for each item, as applicable
   3. Information about manufacturer support, licensing and data rights, including whether the item is currently supported by the manufacturer, whether it is expected to be supported at the time of delivery, whether licenses will be assigned to the support agency, and the terms of such licenses
5. Third-Party Software: This section shall identify and describe any third party components and associated documentation needed to support the deliverable software. Information shall include:
   1. Specific names, identification numbers, version numbers, release numbers and configurations, as applicable
   2. Configurations, as applicable
   3. Reference to user/operator manuals or instructions for each item, as applicable
   4. Information about vendor/manufacturer support, licensing, and data rights, including whether the item is currently supported by the vendor/manufacturer, whether it is expected to be supported at the time of delivery, whether licenses will be assigned to the support agency, and the terms and costs of such licenses
   5. Information regarding licensing and costs
6. Other resources: This section shall identify any other resources needed to support the deliverable software. Examples of resources include consumables such as magnetic tapes and CDs, together with an estimate of the type and number that should be acquired.
7. Interrelationship of components: This section shall identify the interrelationships of the components identified in the preceding sections. A figure may be used to show the interrelationships.

# Deviation from Use

Any deviation from this standard shall be documented in associated project and contract documentation. For contracts, deviation from standard shall be documented and approved by the DEP contract manager. For non-contract work, deviation from use shall be documented in the project plan/scope of work and approved by the project manager.

**Approved by Jon Canter, Acting CIO \_\_\_7/15/2011\_\_\_\_\_**

**Approval Date**