



## System Development and Life-Cycle Management (SDLCM) Methodology

<b>Subject</b> Operational Readiness Review	<b>Type</b>	Procedure
	<b>Identifier</b>	P-2141
	<b>Effective Date</b>	February 2002
	<b>Revision No.</b>	1

Approval

CISSCO Program Director

### 1. PURPOSE

This procedure specifies how to plan for and conduct an Operational Readiness Review (ORR).

An ORR is a formal life-cycle review. Its purpose is to determine whether a configuration item (CI), or a collection of CIs composing a system, is ready to be released for operations and maintenance (O&M). Those attending include project managers, the engineering team (representatives from systems, hardware, and software engineering); acceptance test and maintenance teams; users; and the client.

The ORR occurs after completion of acceptance and operational testing but before the beginning of full-scale operations. Allow enough time between the ORR and start of operations to permit the resolution of problems that might occur during the phase in of full-scale operations. If possible, conduct the ORR at least 90 days before the start of operations.

### 2. APPLICABILITY

This procedure applies to all NRC projects subject to the SDLCM Methodology.

This procedure applies to all projects that prepare systems for operational support after acceptance testing.

### 3. REFERENCE PUBLICATIONS

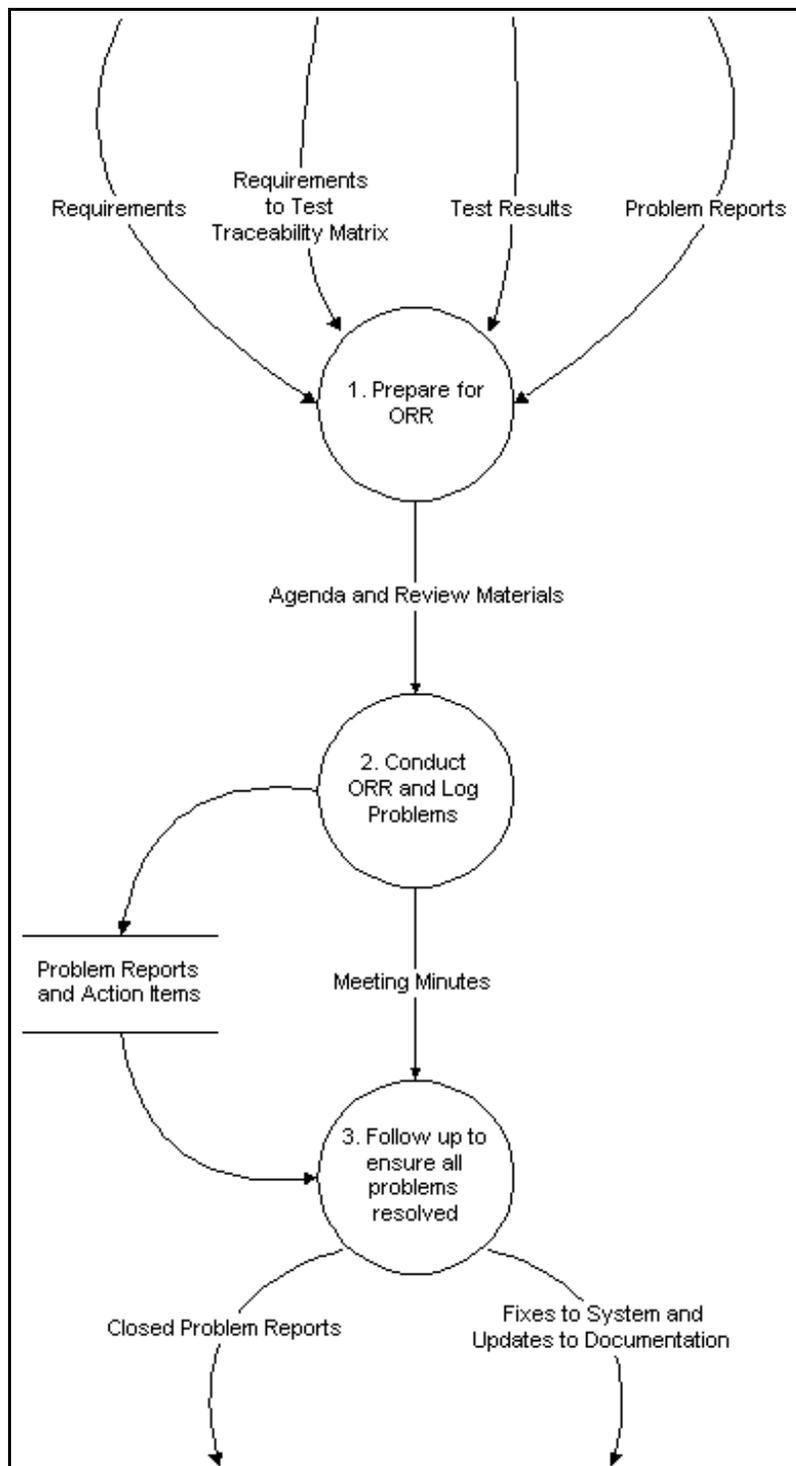
- *SDLCM Methodology Handbook*

### 4. PROCEDURE

#### 4.1 Process Flow Diagram

The ORR procedure consists of those steps identified in Figure 2141-1.

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**Figure 2141-1. ORR Procedure**

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## 4.2 Entry Criteria

The following inputs are necessary to begin this procedure:

- Requirements (Project Definition and Analysis Document)
- Requirements to Test Traceability Matrix
- Test Results
- Problem Reports

The following triggers are necessary to begin this procedure:

- The system has passed acceptance and operational testing.

## 4.3 Steps

1. Prepare for ORR. Gather and prepare materials for the ORR, and schedule the review with the participants.
2. Present information and log action items and problem reports for the following:
  - System Overview. Provide a high-level overview of the system from the user's viewpoint. Show interfaces between system components and with external entities. List the products generated by the system and the schedule for their delivery. Indicate key aspects of system design, such as interactive versus batch capabilities.
  - Requirements Summary. Provide a high-level summary of the system requirements. Include a discussion of the operational environment. If the system being reviewed is a new release of an existing system, emphasize new requirements.
  - Acceptance and Operational Testing. Summarize the results of acceptance and operational testing. Show the partitioning of test cases among system components and the final results for each component. Include a matrix of test cases versus system requirements. Discuss the disposition of test items that did not pass unconditionally. Refer to the document(s) that contains test plans and results.
  - Documentation Status. Give the status of all documentation that will support system O&M. Include such documents as the system and operations concept, requirements specifications, interface control documents, system description, users guide, and operations and maintenance procedures.
  - Status of Operations and Maintenance Procedures. Present the procedures for operational use and maintenance of the system, including responsibilities and approvals. If the system shares resources with other systems, assess usage of those resources (for example, central

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processing unit loading, disk space allocations, number of terminals). Describe maintenance items that are in progress or are required to support operations. Discuss enhancements that are in progress or are recommended for future implementation. Provide an overview of configuration management procedures with reference to detailed procedures.

- Training Materials and Plans. Summarize progress on training operations personnel by function and name. Describe the process that will be used to train new personnel, which may include system documentation review, operations procedures demonstration, hands-on practice sessions, classroom lectures, and operations simulations. Include a training schedule. Where appropriate, define the process that will be employed to certify personnel to operate the system.
  - Schedule for the Phase In of Operations. List the events and planned dates for activities that must be completed before the start of normal system operation. Include any activities that must be completed. Compare current status with the schedule presented.
  - Contingency Plans. List contingencies and assess them in terms of their effects on operations (for example, operate normally, operate with degraded performance, or inability to operate). Discuss the user response to each contingency.
  - Issues, Items To Be Resolved, and Problems. Discuss each issue, item to be resolved, or outstanding problem that may hinder normal system operation. Give the history of the item (for example, enhancement identified during acceptance testing), current status (for example, maintenance request prepared), criticality to operation, and expected resolution date.
3. Follow up. Ensure that all problems have been resolved prior to designating that the ORR is completed.

#### 4.4 Exit Criteria

The outputs of the ORR are:

- Resolved problems (closed problem reports)
- Any fixes to the system or documentation as required by the ORR.

The results of the ORR are:

- All problems have been resolved.
- The system is ready to deploy.

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#### 4.5 Verification

Quality assurance (QA) verifies that the ORR has been performed and all problems resolved.

#### 4.6 Roles

Table 2141-1 specifies the roles and responsibilities for each of the steps in the ORR procedure.

**Table 2141-1. Unit Test Step-Role Table**

<b>Steps:</b>	<b>Roles:</b>	<b>Project Manager</b>	<b>Engineering Team</b>	<b>Test Team</b>	<b>O&amp;M Team</b>	<b>Users</b>	<b>Customer</b>
Prepare for the ORR.		P	P	P	P		
Present information and log action items and problem reports.							
<ul style="list-style-type: none"> <li>Present the system.</li> </ul>			P			R	A
<ul style="list-style-type: none"> <li>Present the requirements.</li> </ul>			P			R	A
<ul style="list-style-type: none"> <li>Present the results of acceptance and operational testing.</li> </ul>				P		R	A
<ul style="list-style-type: none"> <li>Present the documentation status.</li> </ul>			P			R	A
<ul style="list-style-type: none"> <li>Present the status of O&amp;M procedures.</li> </ul>			P			R	A
<ul style="list-style-type: none"> <li>Present the status of training materials and plans.</li> </ul>			P			R	A
<ul style="list-style-type: none"> <li>Discuss the schedule for the phase in of the system for operations.</li> </ul>		P	P			R	A

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<b>Steps:</b>	<b>Roles:</b>	<b>Project Manager</b>	<b>Engineering Team</b>	<b>Test Team</b>	<b>O&amp;M Team</b>	<b>Users</b>	<b>Customer</b>
<ul style="list-style-type: none"> <li>Discuss contingency plans if the system does not perform as expected.</li> </ul>			P			R	A
<ul style="list-style-type: none"> <li>Discuss issues, items to be resolved, and problems.</li> </ul>			P	P	P	R	A
Follow up by reviewing action item status and problem reports. Decide if the system can be deployed.		A	P	P	P		A

Legend: P=Performs, R=Reviews, A=Approves, S=Supports