



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

<b>Subject</b> SDLCM Methodology Change	<b>Type</b>	Procedure
	<b>Identifier</b>	P-9001
	<b>Effective Date</b>	February 2002
	<b>Revision No.</b>	1

Approval

CISSCO Program Director

### 1. PURPOSE

This procedure establishes the mechanism for requesting changes to the SDLCM Methodology and its documentation set.

### 2. APPLICABILITY

This procedure applies to all requests for changes to the SDLCM Methodology. Any NRC personnel and any personnel from NRC contractor organizations may submit a change request (CR). CRs propose additions, deletions, or modifications to the methodology as reflected in the documentation set.

### 3. REFERENCE PUBLICATIONS

The following publications contain related information:

- *SDLCM Methodology Handbook*, Appendix A. Maintaining the SDLCM Methodology
- SDLCM Methodology Change Request Form, F-9001
- Configuration Control Board, Procedure P-2501

### 4. PROCEDURE

#### 4.1 Data Flow Diagram

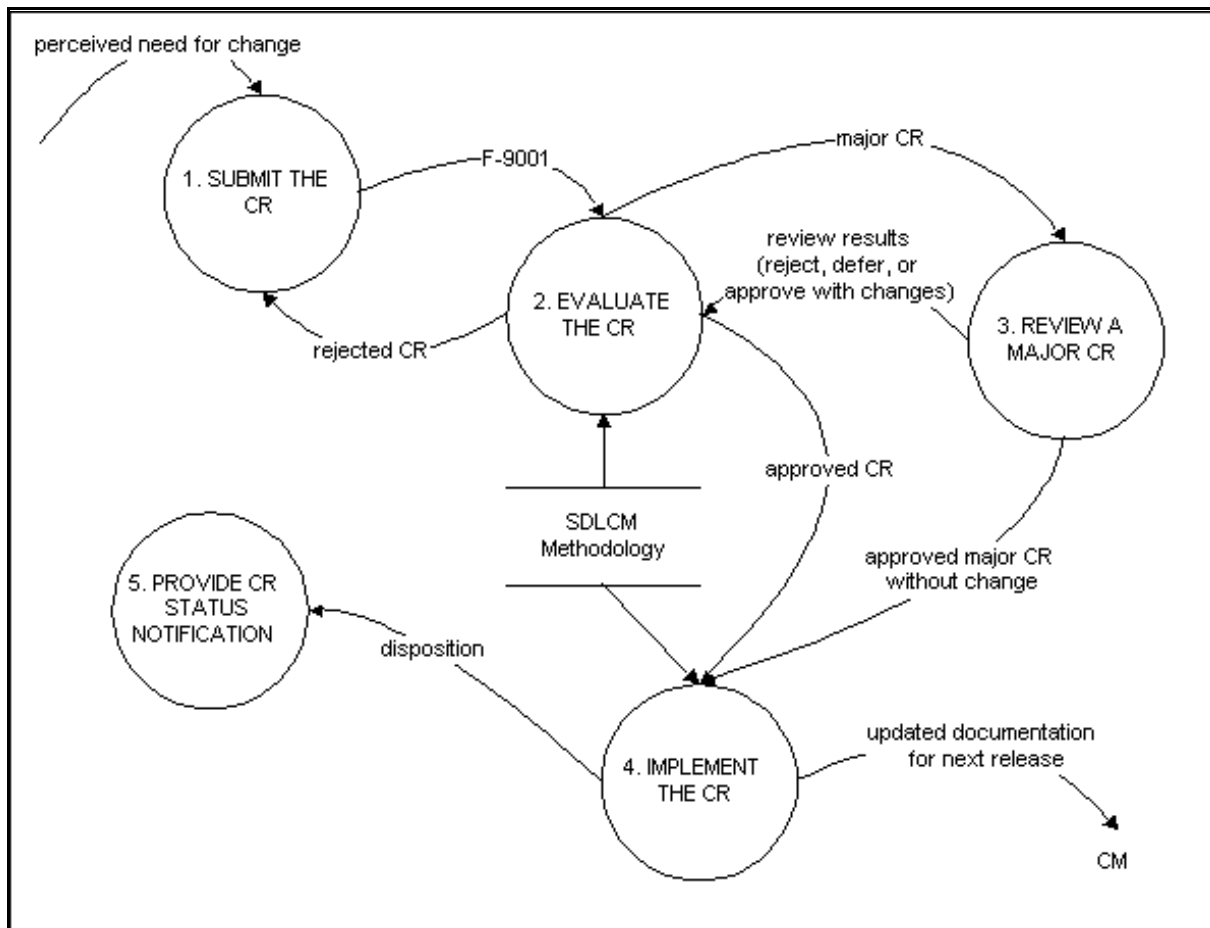
The SDLCM Methodology Change procedure has the five major steps identified in the data flow diagram shown in Figure 9001-1.

#### 4.2 Entry Criteria

The following input is necessary to begin this procedure:

- A recognized need for an addition, deletion, or modification to the SDLCM Methodology or its documentation set

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**Figure 9001-1. SDLCM Methodology Change Data Flow Diagram**

Any of the following events may trigger this procedure:

- A failure of the methodology to support a required activity
- An opportunity for process improvement
- The introduction of new technology

### 4.3 Steps

Perform the following steps:

#### 1. Submit the Change Request

Any NRC personnel and any personnel from NRC contractor organizations may submit a change request (CR). CRs propose additions, deletions, or modifications to the methodology as reflected in the documentation set.

To request a change, use SDLCM Methodology Change Request Form F-9001. Complete all blocks under "Request Originator Information" and "Change Information."

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For a CR that recommends a minor change to existing material, define the proposed change on a legible, annotated copy of the relevant page or pages. Use attachments to the form as necessary

For a CR that requests a major change to existing material or the development of new material, identify sources of information. Identify any NRC or contractor personnel or groups working on the subject matter or to which it may be applicable. Provide recommendations regarding scope, purpose, and content.

Submit the CR form to the SDLCM Methodology Team or to the NRC CISSCO II Program Manager for evaluation.

## 2. Evaluate the Change Request

The SDLCM Methodology Team annotates the CR form with a sequence number and the date received, enters the request into a CR log, and examines the CR for completeness and clarity. Incomplete or unclear CRs are returned to the originator. A complete and clear CR is reviewed to determine the following:

- Whether to implement the CR as submitted, implement it in part, or reject it
- Estimated number of hours to implement
- Priority of implementation

A CR that has a major impact on the SDLCM Methodology or will require more than 100 hours to implement is sent to the SDLCM Methodology CCB for further review and approval (Step 3). A relatively minor change request is passed directly to Step 4 for implementation.

## 3. Review a Major Change Request

The SDLCM Methodology CCB (see Procedure P-2501) reviews major CRs and provides the results of the review to the SDLCM Methodology Team for further disposition.

If the CCB approves the request without change, it is passed to Step 4 for implementation. The CR is returned to Step 2 for further evaluation if the CCB (a) rejects the request, (b) defers implementation of the request to a later date, or (c) approves the request with changes.

## 4. Implement the Change Request

The SDLCM Methodology Team coordinates the implementation of approved CRs. In many cases, the team forwards the CR to a person or group possessing the necessary expertise or experience (possibly the originator), and a schedule is established. The expert person or group develops text and supporting materials and submits them to the SDLCM Methodology Team. When the material is acceptable to the SDLCM Methodology Team, the team submits the material with a recommendation for approval to the SDLCM

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Methodology CCB. Approved material is published with the next release of the applicable portion of the SDLCM Methodology documentation. Rejected material is returned to the team for further action.

#### 5. Provide Change Request Status Notification

SDLCM Methodology Team notifies the requester of the final disposition of the CR.

The status of all SDLCM Methodology CRs is maintained by the team and is available for review by all personnel.

### 4.4 Exit Criteria

The outputs of this procedure are:

- A completed SDLCM Methodology Change Request Form
- Materials required to update the methodology documentation set at the next release

The results of the procedure are:

- The SDLCM Methodology supports the implemented Change Request
- Alternatively, the originator understands why the change request was rejected

### 4.5 Verification

Quality Assurance personnel verify that this procedure is followed and that all outputs are filed. Configuration Management verifies that the SDLCM Methodology Team checks the methodology documentation set out of the controlled library and updates the controlled baseline.

### 4.6 Roles

Table 9001-1 depicts the roles responsible for each step in the SDLCM Methodology Change procedure.

**Table 9001-1. SDLCM Methodology Change Step-Role Table**

<b>Steps:</b>	<b>Roles:</b>	<b>Change Request Originator</b>	<b>SDLCM Methodology Team</b>	<b>SDLCM Methodology CCB</b>	<b>Expert (Person or Group)</b>
Submit the CR		P			
Evaluate the CR			P		
Review a Major CR			S	P	
Implement the CR			S, R	A	P
Provide CR Status Notification			P		

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