



Project Planning and Management (PPM) V2.0 **WBS Dictionary**



Decommission

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PPM V2.0 Work Breakdown Structure (WBS) Dictionary

Project Type: Decommission (WBS Level 1)

A Work Breakdown Structure (WBS) Dictionary contains more detailed information about elements within a WBS. The tool can be as detailed as the IT Project Manager wants it to be to help manage the project. The WBS is a useful resource for project management and should be consulted for relevant information on each component of the WBS. Included in the WBS description can be: a brief definition of the WBS element (function, deliverable, etc.) associated activities, milestones, and other information such as performance measurement criteria, statement of work paragraph number, contract line item, start and end dates, resource requirements, cost estimates, quality requirements, technical content, contact information, and revision history.

The Decommission project type defines HUD's process to plan and execute the retirement of solutions and services. The PPM process is streamlined to focus specifically on migrating and/or preserving relevant data as appropriate and preventing disruption of services to dependent solutions. One project can be used to manage the simultaneous retirement of multiple solutions by developing a single set of PPM documentation in which each solution is addressed independently.

Below is a WBS Dictionary mapped to the Custom Development Project Type Guide that contains definitions of each WBS elements. The IT Project Manager can then augment the information with the specifics of his or her project. Users should reference the Software as a Service Project Type Guide and the PPM V2.0 phase-specific user guides for additional information and detail.

| Reference ID: | WBS Element Name: | WBS Description: |
|---------------|--|---|
| 1.1 | Pre-PPM Activities | This summary task covers all pre-PPM activities prior to a project commencing the PPM life cycle. Activities in this area basically cover the selection of both the Project Sponsor and IT Project Manager. These resources are necessary to begin project initiation activities. |
| 1.1.1 | Complete Annual Operational Assessment | The Annual Operational Analysis evaluates system performance, user satisfaction with the system, adaptability to changing business needs, and new technologies that might improve the system. The results of the Annual Operational Analysis help to determine whether the solution should continue, be modified, or be terminated. Weighing the costs and benefits of each application can help when deciding which applications should be maintained, and which ones should be upgraded, replaced, consolidated, or retired. In many cases, the review, evaluation, and decision process can lead to significant hardware, software, and maintenance cost savings, as well as improved application and operational efficiencies. |

| Reference ID: | WBS Element Name: | WBS Description: |
|---------------|---|--|
| 1.1.2 | Conduct Program/Project Management | This activity occurs within all major phases of the project life cycle and documents all program and project management-related tasks. It includes the effort spent planning, organizing, and controlling the aspects of the project including updating project status, maintaining the project schedule, and coordinating meetings among team members. |
| 1.1.3 | Milestone: Project Approved | <i>This milestone task denotes that pre-PPM activities have been completed and through completion of those tasks, means that the project is officially approved. This milestone is common across all project types to facilitate reporting.</i> |
| 1.2 | Initiation Phase | This summary task covers all activities within the Initiation Phase of the project. |
| 1.2.1 | Establish Integrated Project Team (IPT) | In this activity, an IPT is assembled to complete the remaining tasks throughout the PPM life cycle. The IPT also monitors project developments and creates necessary documentation throughout the rest of the project's life cycle. The IT PM and Business Lead, in conjunction with the CRC and OCRPM-EPMD Program Management Office (PMO), determine which subject matter experts (SMEs) from the program areas can contribute to the successful development of the project and should be included in the IPT. The IT PM, Business Lead, and Project Sponsor are required members of the IPT. Other key personnel needed on the IPT vary from project to project. The IT PM, Business Lead, and the selected IPT must ensure that people with the right skill sets are participating to ensure that the correct information is considered when making project type selection and artifact requirement decisions and complete all activities throughout the PPM life cycle. Both business and technology SMEs shall make up the IPT. The IPT works as a team of decision makers to achieve consensus on tasks related to guiding a project through the PPM life cycle. The IPT ensures that all stakeholders are involved during all of the phases of the PPM life cycle, and that significant concerns are directed towards the appropriate governance board. |
| 1.2.2 | Identify System Interface | During this step, information about interfaces that exist between the system/service targeted for decommission and other systems recorded in system documentation is reviewed and validated. For each interface, validation is performed to ensure interfacing systems are adequately prepared to continue operations without the decommissioned system. |
| 1.2.3 | Define Database Dependencies | During this step, information about database dependencies for the system/service targeted for decommission is reviewed and validated. For each dependency, validation is performed to ensure the dependent databases are adequately prepared to continue operations without the decommissioned system. |

| Reference ID: | WBS Element Name: | WBS Description: |
|---------------|---|---|
| 1.2.4 | Develop Initial Detailed Project Schedule | The IT PM and Business Lead with assistance from members of the IPT develops a Project Schedule that defines the tasks from project inception through the Planning Phase at the level of detail necessary to support successful implementation. For the duration of the project, high-level project milestones and dates are provided with more detail to be included as the project continues. |
| 1.2.5 | Update System Life Cycle Cost Estimate | System of Life Cycle Cost Estimates are linked to budget formulation processes and are used to forecast future year operations and maintenance budgets. During this step records are updated to reflect that there will be to expenses related to the system/service targeted for decommission after it is shut down. |
| 1.2.6 | Conduct Program/Project Management | This activity occurs within all major phases of the project life cycle and documents all program and project management-related tasks. It includes the effort spent planning, organizing, and controlling the aspects of the project including updating project status, maintaining the project schedule, and coordinating meetings among team members. |
| 1.2.7 | Milestone: Project Initiated | <i>This milestone task denotes the completion of all major tasks and activities within the Initiation Phase and that a project has formally been initiated. This is considered a key milestone and is common across all project types to facilitate reporting.</i> |
| 1.3 | Planning Phase | This summary task covers all Planning Phase activities for a decommission project. In this phase, the integrated project team (IPT) performs the activities necessary to ensure that the system/service is retired in a manner that preserves all relevant data in accordance with record retention schedules and gives adequate notice and preparation to avoid disruption of service for related systems and databases. |
| 1.3.1 | Perform Migration Planning | During this step, members of the IPT define a detailed plan to ensure that components of the system/service targeted for decommission are preserved as appropriate. Components may include legacy records and workflows. |

| Reference ID: | WBS Element Name: | WBS Description: |
|---------------|--|---|
| 1.3.2 | Plan for Decommissioning | <p>The Decommission Plan addresses how the various components of the solution will be handled at the completion of operations, including software, data, hardware, communications, and documentation. The plan also notes any provisions for future access to the solution's components, particularly the data. The plan is forwarded to appropriate management personnel and stakeholders for review and approval.</p> <p>An important component of the Decommission Plan involves stakeholder notification and communications. It asks for the project to describe the plan for notifying known users of the asset being shut down and other affected parties, such as those responsible for interfacing systems/solutions and operations staff members involved in running the asset. It also asks about procedures for coordinating with solutions and organizations that consume any data or services from the retiring asset or provide data or services to the asset.</p> <p>At a minimum, contents of the communications should include:</p> <ul style="list-style-type: none"> The rationale for decommissioning the system/service The plan to archive data The tentative timeline for disposition |
| 1.3.3 | Milestone: Project Requirements Defined | <i>This milestone task denotes that a key activity, the development of detailed project requirements, has been completed. This is considered a key milestone and is common across all project types to facilitate reporting.</i> |
| 1.3.4 | Conduct Program/Project Management | This activity occurs within all major phases of the project life cycle and documents all program and project management-related tasks. It includes the effort spent planning, organizing, and controlling the aspects of the project including updating project status, maintaining the project schedule, and coordinating meetings among team members. |
| 1.3.5 | Conduct Project Baseline Review Control Gate | In order to pass through the Planning Phase to the Execution & Control Phase, a project team needs to receive approval from the TRC through a control gate. During this activity, the IT PM schedules a control gate review meeting using the TRC's scheduling process. The lead time on this effort is approximately two weeks which should be built into the project schedule lead times. The two weeks provides the TRC members the chance to review the work completed and prepare comments prior to the meeting. |

| Reference ID: | WBS Element Name: | WBS Description: |
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| 1.3.6 | Milestone: Project Planning Completed | <i>This milestone task denotes the completion of all major tasks and activities within the Planning Phase and that a project has formally been approved to enter the Execution & Control Phase. This is considered a key milestone and is common across all project types to facilitate reporting.</i> |
| 1.4 | Execution & Control Phase | The Execution & Control Phase consists of those processes performed to complete the work defined in the Project Management Plan and Project Schedule to satisfy the project specifications. This involves coordinating people and resources, managing stakeholder expectations as well as integrating and performing the activities of the project. This phase includes the development of the technical design as well as the full execution of the design from planning to development, testing, and implementation. In addition, project execution activities must include testing and project reviews. Only solutions that have been through the complete testing process and required project reviews can be approved for deployment. Also, this phase establishes the solution in its production environment. If the solution is an information system, data is converted as needed, and functional testing is conducted to verify the system. Additionally, security certification is conducted and capital management reporting requirements must be met. The system or service must have a written authorization to operate in order to proceed prior to beginning operations and maintenance (O&M). |
| 1.4.1 | Complete DPPD Application System Retirement Request | The Application System Retirement Request describes the work needed to remove a HUD mainframe application when the application is no longer useful. This document needs to be submitted to the "DPPD Release Request" mailbox when completed. |
| 1.4.2 | Complete IAS Inactivation Form | The IAS Inactivation Form data (request for inactivation) will be entered directly into the IAS application in WebCenter. This form is used to remove a HUD open source application when the application is no longer useful |
| 1.4.3 | Perform Migration Activities | During this step, members of the IPT carry out the activities defined in the Migration plan. |
| 1.4.4 | Ensure Interfaces Addressed for Live Systems | During this step, members of the IPT validate that dependent systems have made updates necessary to continue normal operations without communication with the system/service targeted for decommission. |

| Reference ID: | WBS Element Name: | WBS Description: |
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| 1.4.5 | Conduct SORN Deletion | <p>A System of Records Notice (SORN) is prepared in accordance with the requirements of the Privacy Act of 1974. This task only applies to those systems with a System of Records Notice (SORN) published in the Federal Register. If the records retention schedule requires that the system records be retained for a specified period after the system no longer exists, the SORN may not be deleted until after the records retention schedule has been satisfied. The notice of deletion includes:</p> <ul style="list-style-type: none"> The system identification number/code and name The reason for the deleting the SORN from the Federal Register If the system is eliminated through replacement or integration, an identification of the successor system or systems The effective date of the deletion |
| 1.4.6 | Perform Decommissioning Activities | <p>During this step, the IPT representative from the Infrastructure Operations group permanently shuts down and uninstalls the system to complete decommissioning.</p> |
| 1.4.7 | Conduct Program/Project Management | <p>This activity occurs within all major phases of the project life cycle and documents all program and project management-related tasks. It includes the effort spent planning, organizing, and controlling the aspects of the project including updating project status, maintaining the project schedule, and coordinating meetings among team members.</p> |
| 1.4.8 | Milestone: Asset Decommissioned | <p><i>This milestone task denotes the completion of all major tasks and activities within the Execute and Control Phase and that a system/service has formally been decommissioned. This is considered a key milestone and is common across all project types to facilitate reporting.</i></p> |
| 1.5 | Close Out Phase | <p>This summary task covers all activities within the Close Out Phase of the project. The Close Out Phase consists of actions and activities performed across all project management processes to formally complete the project or contractual obligation. At project closure, the following may occur: obtain acceptance by the customer to formally close the project; conduct a post-project review; record impacts of project tailoring to any process; document lessons learned; conduct any contract close out activities; archive all relevant project documents; release Integrated Project Team (IPT) resources.</p> |

| Reference ID: | WBS Element Name: | WBS Description: |
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| 1.5.1 | Complete Post-Decommissioning Report | The Post-Decommission Report documents the tasks performed to dispose of the solution. It details the lessons learned from the decommission process and describes the location of all data, software components, and documentation that were archived. If data, software components, or hardware and peripherals were migrated or integrated into other solutions, the report specifies the disposition details. |
| 1.5.2 | Conduct Program/Project Management | This activity occurs within all major phases of the project life cycle and documents all program and project management-related tasks. It includes the effort spent planning, organizing, and controlling the aspects of the project including updating project status, maintaining the project schedule, and coordinating meetings among team members. |
| 1.5.3 | Conduct Project Close Out Review Control Gate | During this activity, the IT PM schedules a control gate review meeting using the TRC's scheduling process and then actually attends the meeting with key IPT members. The lead time on this effort is approximately two weeks which should be built into the project schedule lead times. The two weeks provides the TRC members the chance to review the work completed and prepare comments prior to the meeting. Prior to the control gate, the IT PM should also ensure all deliverables are signed and reviewed by the proper team members prior to submission. |
| 1.5.4 | Milestone: Project Finished | <i>This milestone task represents the conclusion of all project activities. This date in the MS Project Schedule is synonymous with the reported Project End Date. This milestone task is in all project types to facilitate consistent reporting.</i> |

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| Close Out Phase | 1.5 | Formally close out the project |
| Complete Annual Operational Assessment | 1.1.1 | Assess operational effectiveness of solution |
| Complete DPPD Application System Retirement Request | 1.4.1 | Describe the work needed to remove a HUD mainframe application |
| Complete IAS Inactivation Form | 1.4.2 | This form is used to remove a HUD open source application when the application is no longer useful |
| Complete Post-Decommissioning Report | 1.5.1 | Document the tasks performed to dispose of the solution |
| Conduct Project Baseline Review Control Gate | 1.3.5 | Conduct baseline project with the TRC |
| Conduct Program/Project management | 1.1.2 1.2.6 1.3.4 1.4.7 1.5.2 | Planning, organizing, controlling of the project |
| Conduct Project Close Out Review Control Gate | 1.5.3 | Schedule/Attend project close out gate review with the TRC |
| Conduct SORN Deletion | 1.4.5 | The notice of deletion includes: <ul style="list-style-type: none"> • The system identification number/code and name • The reason for the deleting the SORN from the Federal Register • If the system is eliminated through replacement or integration, an identification of the successor system or systems • The effective date of the deletion |

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| Define Database Dependencies | 1.2.3 | Define dependencies between retired system and databases |
| Develop Initial Detailed Project Schedule | 1.2.4 | Define activities, resources, and schedule |

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| Ensure Interfaces Addressed for Live Systems | 1.4.4 | Validate that dependent systems have made updates necessary to continue normal operations without communication with the system/service targeted for decommission |
| Establish Integrated Project Team (IPT) | 1.2.1 | Make sure the right people are at the table to build the right product. |
| Execution & Control Phase | 1.4 | Getting work done to satisfy project expectations. |
| I | | |
| Identify System Interface | 1.2.2 | Identify interfaces between retired system and other systems / services |
| Initiation Phase | 1.2 | Beginning of the project |
| M | | |
| Milestone: Asset Decommissioned | 1.4.8 | Completion of all major tasks and activities within the Execute and Control Phase |
| Milestone: Project Approved | 1.1.3 | Pre-ppm activities |
| Milestone: Project Finished | 1.5.4 | Conclusion of all project activities |
| Milestone: Project Initiated | 1.2.7 | PIF completed and project begins |
| Milestone: Project Planning Completed | 1.3.6 | Complete all major tasks/activities in this phase |
| Milestone: Project Requirements Defined | 1.3.3 | Project requirements defined |
| P | | |
| Perform Decommissioning Activities | 1.4.6 | Permanently shut down and uninstall the system to complete decommissioning |
| Perform Migration Activities | 1.4.3 | Carry out the activities defined in the Migration plan |
| Perform Migration Planning | 1.3.1 | Ensure that components of the system/service targeted for decommission are preserved as appropriate |
| Plan for Decommissioning | 1.3.2 | Define how the various components of the solution will be handled at the completion of operations, including software, data, hardware, communications, and documentation |
| Planning Phase | 1.3 | Conduct activities of planning |
| Pre-PPM Activities | 1.1 | Activities leading to initiation |

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| Update System Life Cycle Cost Estimate | 1.2.5 | Update records to show elimination of costs associated with retired solution |
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