PPM V2.0 Artifact Signature Matrix

The matrix below provides a listing, by artifact, of the signatures required for a completed deliverable prior to its submission for a control gate. The IT Project Manager performs the submission of the package for TRC review prior to the control gate. As part of the submission, the IT Project Manager is confirming all required approvals were received. Email approvals of the deliverable can serve as a signature for this purpose and should be documented and uploaded in the repository containing project deliverables for audit purposes. Listed approvers are not meant to be the only ones providing content or guidance for a deliverable, however, they must ultimately agree on the final content before submission.

Artifact	Approvers	Comments
Initiation Phase		
Project Initiation Form (PIF)	● TRC Chair ● Customer Relationship Coordinator (CRC) ● Business Lead	The PIF is completed and submitted by the IT PM independent of the control gate review process; signoffs confirming receipt include the TRC Chair, CRC, and Business Lead
Project Charter	● Project Sponsor ● IT Project Manager ● Business Lead	
WBS/Project Schedule	● IT Project Manager ● Business Lead	
Procurement Management Plan	● IT Project Manager ● Business Lead	
Planning Phase		
Project Tailoring Agreement (PTA)	● IT Project Manager ● Business Lead ● TRC Chair (outside of control gate review)	The PTA should be reviewed with the TRC Chair at the beginning of the Planning Phase so all are in agreement on deliverable expectations for the duration of the project.
Project Management Plan	● IT Project Manager ● Business Lead	
Concept of Operations (CONOPS)	● Business Lead ● Enterprise Architecture (IPT) ● IT Project Manager	
Requirements Definition Document	● Requirements Lead ● Business Lead ● Enterprise Architecture (IPT) ● IT Project Manager	
Requirements Management Plan	● IT Project Manager ● Requirements Lead	
Requirements Traceability Matrix	● Requirements Lead ● Business Lead ● Enterprise Architecture (IPT) ● IT Project Manager	
Risk Management Plan	● IT Project Manager ● Business Lead ● Enterprise Architecture (IPT)	
Risk Management Log	● IT Project Manager ● Business Lead ● Enterprise Architecture (IPT)	
Quality Assurance Plan	● IT Project Manager	
Communications Management Plan	● Business Lead ● IT Project Manager	
Independent Verification & Validation Plan (IV&V)	● IT Project Manager ● Business Lead	
Solution Architecture Document	● Enterprise Architecture (IPT) ● Lead Solution Architect ● IT Project Manager	
Decommission Plan	● Business Lead ● IT Operations (IPT) ● IT Project Manager	
Security & Privacy Artifacts (FIPS 199, IPA, SORN, PIA)	See Comment	Work with your Security and Privacy IPT members to determine signatures needed based on documentation needed for your project
Execution & Control Phase		
Technical Design Document	● Enterprise Architecture (IPT) ● IT Project Manager ● Lead Solution Architect	
Interface Control Document	● Enterprise Architecture (IPT) ● IT Project Manager ● Lead Solution Architect	
Change Management Log	● IT Project Manager ● Project Change Control Board (CCB) Designee	
Implementation Plan	● IT Project Manager ● Release Manager	
Test Plan & Test Reports	● IT Project Manager ● Business Lead ● Testing Lead	
Data Conversion Plan	● Enterprise Architecture (IPT) ● IT Project Manager ● Lead Solution Architect	
Training Plan	● Business Lead ● IT Project Manager	

Artifact	Approvers	Comments
User Manual	● Business Lead ● IT Project Manager	May involve others dependent on the type of project.
Operations and Maintenance Manual	● IT Project Manager ● Solution Development Lead ● Business Lead	
DPPD Application System Retirement Request	N/A	Follow the form instructions regarding signatures
IAS Inactivation Form	N/A	Follow the form instructions regarding signatures
Security Assessment and Authorization to Operate (ATO) Request	See Comment	Work with your Security IPT member to determine signatures needed based on documentation needed for your project
Close Out Phase		
Project Completion Report	● IT Project Manager ● Business Lead	
Post-Decommission Report	● IT Project Manager ● IT Operations (IPT)	