



Independent Verification and Validation (IV&V) Plan

PPM Version 2.0

<Project or System Name>

U.S. Department of Housing and Urban Development

<Month, Year>



Solution Information

	Information
Solution Name	<Solution Name>
Solution Acronym	<Solution Acronym>
Project Cost Accounting System (PCAS) Identifier	<PCAS Identifier>
Document Owner	<Owner Name>
Primary Segment Sponsor	<Primary Segment Sponsor Name>
Version/Release Number	<Version/Release Number>

Document History

<Provide information on how the development and distribution of the Independent Verification and Validation Plan is controlled and tracked. Use the table below to provide the version number, date, author, and a brief description of the reason for creating the revised version.>

Version No.	Date	Author	Revision Description



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1. Approach

1.1 Organization

<The IV&V Plan describes the approach for having an independent third party check that the solution/service meets specifications and that it fulfills its intended purpose. In this section, describe the organization of the IV&V effort.>

Use the table below to provide a brief description of the tasks to be accomplished in preparing for and responding to IV&V assessment activities and reviews for the project. Identify the stakeholders/roles responsible for each step of the process, the estimated timeframe for completing the steps, and the planned approach.>

IV&V Process Task	Responsibility	Estimated Timeframe	Approach
Obtain approval for the IV&V approach	<i>Project Manager</i>	<i>3 days</i>	<i>Prepare approval documentation and circulate for signature</i>
Prepare IV&V solicitation			
Select IV&V provider			
Orient project team and IV&V provider			
Provide materials and system access to IV&V provider			
Manage IV&V provider			
Review IV&V reports			
Develop plans for improvement based on IV&V findings			
Communicate IV&V findings and the project's response			
Track action items			

Table 1 - Summary of IV&V Approach, Responsibilities, and Schedule

1.2 Scope and Activities

<Describe and outline the scope of the IV&V effort. List and define the IV&V activities that are appropriate to the project given the size and risk factors. IV&V activities are tasks that the IV&V provider completes when verifying and validating the various areas of the project. Refer to sample activities posted on the PPM V2.0 website.>

1.3 Reporting Requirements

<List and define the IV&V assessment reviews that are appropriate to the project given the size and risk factors. The PPM Life Cycle control gate reviews provide a framework for consideration. Use this section to outline the deliverables to be completed by the IV&V effort.>



1.4 IV&V Deliverable(s)

<Describe planned deliverables that the project team will expect the selected IV&V provider to produce. This may include an IV&V management plan, assessment reports, and a final IV&V report.>

1.5 Assumptions and Constraints

<Include a detailed explanation of any assumptions and/or constraints applied to the information documented within this IV&V Plan.>



Appendix A: References

<Insert the name, version number, description, and physical location of any documents referenced in this document. Add rows to the table as necessary.>

Table 2 below summarizes the documents referenced in this document.

Document Name	Description	Location
<i><Document name and version number></i>	<i><Document description></i>	<i><URL or Network path where document is located></i>

Table 2 - Appendix A: References



Appendix B: Key Terms

Table 3 below provides definitions and explanations for terms and acronyms relevant to the content presented within this document.

Term	Definition
<Insert Term>	<Provide definition of term and acronyms used in this document>

Table 3 - Appendix B: Key Terms