

Checklist

Deployment of a New or Revised Process



GP 2.1

- Ensure that the new or revised process supports or at least is consistent with the existing policies
- Describe management expectations for the new or revised process in a policy document, and communicate this policy, if adequate
- Ensure that the new or revised process satisfies or at least is consistent with any relevant reference models such as CMMI

GP 2.2

- Include the new or revised process in the planning templates and the estimating model

GP 2.3

- Identify the resources that will be needed for the new or revised process and how these resources will be provided, including personnel resources, tools and any other resources that may be needed

GP 2.4

- Define who will be responsible for performing the new or revised process

GP 2.5

- Communicate the new or revised process to all involved
- Include the new or revised process in any relevant training material
- Train those people who will be responsible for performing the new or revised process

GP 2.6

- Identify all configuration items that will be created by the new or revised process, and ensure that they will be controlled adequately, e.g. by including them in the configuration management plan.

GP 2.7

- Ensure that all relevant stakeholders have been involved in defining the new or revised process
- Identify the stakeholders in the new or revised process, define how they need to be involved, and include them in the stakeholder list

GP 2.8

- Define how the new or revised process can be monitored and controlled and progress made visible
- Identify any measurements needed to perform and monitor the process
- Define what reporting of the new or revised process is expected, e.g. by including it in the status report

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GP 2.9

- Include the new or revised process in the quality assurance activities to ensure that it is performed as expected
- Inform the quality assurance personnel about the change and train them, as appropriate

GP 2.10

- Define when and how to include the new or revised process in the management reviews performed

Additional items for level 3

- Include the process definition and any other relevant documentation in the process (asset) library
- Ensure that measurement data and other feedback from the new or revised process will be collected
- Identify any risks involved with the new or revised process; as appropriate, perform activities to reduce these risks and / or include them in the risk catalogue used for risk analysis in development projects.

How to use this checklist

- Use the checklist whenever you are introducing a major process change to ensure that you fully deploy it and do not just write process documentation
- The checklist assumes that some basic processes are already introduced, and helps to integrate any new processes or major process changes into these existing process framework.
- If the organization is at an early stage in introducing process improvements, many of the checklist items will not be applicable.