SYSTEM REQUIREMENTS REVIEW (SRR) TEMPLATE

Send requests for updates to this template to Bob Benedict.

Usage Requirements:

- This template is recommended for Information Technology (IT) projects following NPR 7120.7/NID 7120.99.
- Projects that affect more than one center and/or have Development/Modification/Enhancement (DME) cost of $500K or greater, high visibility, high impact, or high risks are required to complete the system engineering reviews required by the NPR 7120.7/NID 7120.99.

Information Box:

- The information box on each slide contains useful information for the project manager/author and should be removed prior to presenting.

  - This is an information box.
  - See instructions in the notes area below. Remember to delete this information box and text.

Content:

- Complete the entire template. Relevant text from other project deliverables may be pasted into content areas.
- Slides may be added as needed. Slides may not be deleted except where instructed in the information box.
- Replace [bracketed text] and red text where relevant with project specific information.
- Red text marked GUIDANCE is informational and should be deleted or incorporated into the presentation as needed.
- Graphics and charts marked SAMPLE should be deleted and replaced with project specific graphics and charts.
- Slides for guidance only with a red "Delete Prior to Presenting" notice at the top left should be deleted prior to presenting.
- **All red text should be removed or replaced prior to presentation.**

Dates:

- Replace "MM" with the month #, "DD" with the day #, and "YY" with the year #. (Example: MM/DD/YY = 11/09/10)

Footer:

- From the tool bar/tabs, select Insert | select "Header & Footer".
- Replace the [bracketed] text in the footer – replace [Project Acronym] with the project acronym and [MM/DD/YY] with the presentation date.
- Select "Apply to All".
- In the bottom right, the page number displays and updates automatically after adding/removing slides.
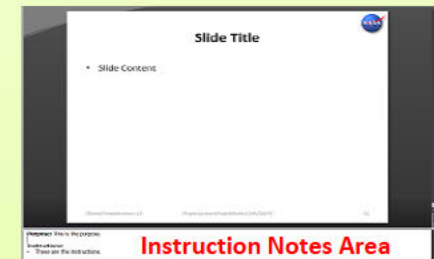
Instructions:

- Instructions for completing each section are included in the PowerPoint notes area below each slide.
- To remove all instructions from the notes area in PowerPoint 2007:

  Select the Office Button | select "Prepare" | select "Inspect Document"
  Click Inspect | select the "Presentation Notes" check box
  Click Inspect | click "Remove All" next to "Presentation Notes"
  Note: Removal of instruction notes cannot be undone.

  Instruction Notes Area

[Project Name (Acronym)]

System Requirements Review (SRR)

[Presenter/Project Manager]

[MM/DD/YY]

AGENDA

- **PROJECT GOVERNANCE**
- **SRR OVERVIEW**
- **PROJECT OVERVIEW**
- **SYSTEM OVERVIEW**
- **REQUIREMENTS OVERVIEW**
- **SUCCESS CRITERIA**
- **SUMMARY**
- **[ADD ADDITIONAL AGENDA ITEMS AS NEEDED]**

- If the default sections, shown above, are modified with additional content, remember to make adjustment to the associated section title slides within this template.
- Footer: Replace the [bracketed text] in the footer with project information:
  1. From the tool bar, select Insert->Header & Footer.
  2. Replace [Project Acronym] with the project acronym and [MM/DD/YY] with the presentation month #, day # and year #.
  3. Select the "Apply to All" button in the bottom right. The slide # will display and update automatically.
- See instructions in the notes area below. Remember to delete this information box and text.

Project Governance

- [Provide a list of all required NPR 7120.7/NID 7120.99 System Engineering Reviews and Key Decision Points. This information should be provided as part of the FAD in the governance description section.]

- [If the Decision Authority (DA) has delegated the decision to a lower level within the organization – provide this information with a note. Use roles – not individual names.]

- [If there are waivers for any reviews please indicate in table.]

SYSTEM ENGINEERING REVIEWS	Decision Authority
SCR	OCIO, Deputy, System Integration
SRR	OCIO, Deputy, System Integration
PDR	Waiver – combine with CDR
CDR	OCIO, Deputy, System Integration
TRR	OCIO, Deputy, System Integration
ORR	OCIO, Deputy, System Integration
PCR	OCIO, Deputy, System Integration

KEY DECISION POINT	Decision Authority
KDP A	OCIO, Deputy Program Manager
KDP B	OCIO, Deputy Program Manager
KDP C	IT PMB
KDP D	OCIO, Deputy Program Manager
KDP E	IT PMB

EXAMPLE

- **Specify all the Decision Authorities for the project. Provide information on delegates if needed.**
- **See instructions in the notes area below. Remember to delete this information box and text.**

- **SRR Purpose**
- **System Engineering Review Team (SERT) Members and Decision Authority**
- **Significant Changes Since the Last Review**
- **SRR Entry Criteria**
- **Review Item Discrepancy (RID)Overview**
- **[Add other subtopics as needed]**

SRR OVERVIEW

- The title of this slide should match a section shown on the agenda slide.
- Replace/delete the picture. (optional)
- See instructions in the notes area below. Remember to delete this information box and text.

SRR Purpose

The purpose of the SRR is to:

- Examine the functional, technical, performance, and security requirements for the system and elements of the preliminary Project Plan.

- Ensure that the requirements and the selected concept will satisfy the system objectives.

NPR 7120.7/NID 7120.99 Appendix G.2

NASA Life-Cycle Phases	Formulation		Approval Implementation				
	Initiation		Acquisition & Development		Implementation	Operations	Sunset
Project Life-Cycle Phases	Pre-Phase A: Concept Studies	Phase A: Concept & Technology Development	Phase B: Preliminary Design & Technology Completion	Phase C: Final Design & Build	Phase D: System Assembly Integration & Test	Phase E: Deployment Operations Sustainment	Phase F: Decommissioning
Key Decision Points (KDP)	KDP-A	KDP-B	KDP-C	KDP-D	KDP-E	KDP-F	
Project Reviews	System Concept Review (SCR)	System Requirements Review (SRR)	Preliminary Design Review (PDR)	Critical Design Review (CDR)	Test Readiness Review (TRR) Operational Readiness Review (ORR)	Project Completion Review (PCR)	Decommissioning Review (DR)
Enterprise Architecture Reviews & Requirements NPR 2830		EA Project Review (EAPR)				EA Service Review (EASR)	
IT Security/System Certification & Accreditation Reviews & Requirements NPR 2810		Information/ System Security Categorization	Risk Assessment		Certification of Security Controls Security Accreditation Decision	Annual Self-Assessment of Controls	
Records Management & Privacy Reviews NPR 1382		Information Assessment					

- **Purpose: The purpose shown here is taken from the NPR 7120.7/NID 7120.99 and should not be deleted.**
- **Additional details may be added for delta SRRs.**
- **See instructions in the notes area below. Remember to delete this information box and text.**

System Engineering Review Team (SERT) Members and SRR Decision Authority

Name	Role	Organization
[Provide the name of the SRR decision authority.]	SRR Decision Authority	[Ex: OCIO-HQ]
[Provide the name of the review SERT member.]	SERT Member	[Org-Center]
[Provide the name of the review SERT member.]	SERT Member	[Org-Center]
[Provide the name of the review SERT member.]	SERT Member	[Org-Center]
[Provide the name of the review SERT member.]	SERT Member	[Org-Center]
[Provide the name of the review SERT member.]	SERT Member	[Org-Center]

- Capture list of all invited and actual meeting attendees as part of the meeting follow-up and in meeting minutes.
- See instructions in the notes area below. Remember to delete this information box and text.

Significant Changes Since the Last Review

- [Provide a brief description of the significant changes to project drivers (cost, schedule, scope, requirements, design, management, organization, etc.) that have occurred since the last review was conducted.]

Previous Reviews	Date
[Provide listing of the last major project reviews including independent reviews (i.e. NAR).]	[MM/DD/YY]
[Provide listing of the last major project reviews including independent reviews (i.e. NAR).]	[MM/DD/YY]

- **The last major system engineering review would have been the SCR , KDP A or an equivalent.**
- **See instructions in the notes area below. Remember to delete this information box and text.**

SRR NPR 7120.7/NID 7120.99
Entrance Criteria Status

Item#	Entrance Criteria	Complete?	Artifact of Evidence/Details	Responsible POC
1.	A preliminary SRR agenda, success criteria, and charge to the board have been agreed to by the technical team, project manager, and review chair prior to the SRR.	✔ Y ✘ N ΔT N/A	• [For Complete = Yes, insert the artifact name and its location.]	[Insert POC]
2.	The following technical products (a. – n.) for hardware and software system elements are available to the cognizant participants prior to the review:			
a.	System requirements document	✔ Y ✘ N ΔT N/A	• [For Complete = No, provide the reason for why this entrance criteria has not been met.]	[Insert POC]
b.	System software functionality description	✔ Y ✘ N ΔT N/A	• [For Complete = Tailored, insert the tailored entry criteria on the next slide. Note the Item #.]	[Insert POC]
c.	Concept of Operations	✔ Y ✘ N ΔT N/A	• [For Complete = N/A, describe the reason that this entrance criteria is not applicable to the project]	[Insert POC]
d.	Preliminary system requirements allocation to the next lower-level system	✔ Y ✘ N ΔT N/A	• [Insert details]	[Insert POC]
e.	Updated cost estimate	✔ Y ✘ N ΔT N/A	• [Insert details]	[Insert POC]
f.	Risk assessment and mitigations	✔ Y ✘ N ΔT N/A	• [Insert details]	[Insert POC]

✔ Y (Yes)   ✘ N (No)   ΔT (Tailored)   N/A (Not Applicable)

- Use details from the Project Plan "Review Plan" section to complete the information on this slide.
- See NPR 7120.7/NID 7120.99 Section 6.2 for Waiver process. For tailored entrance criteria use the "Tailored Entrance Criteria" slide.
- See instructions in the notes area below. Remember to delete this information box and text.

SRR NPR 7120.7/NID 7120.99 Entrance Criteria Status (cont'd)

Item#	Entrance Criteria	Complete?	Artifact of Evidence/Details	Responsible POC
g.	Configuration management plan	✔Y ✖N ΔT N/	• [For Complete = Yes, insert the artifact name and its location.]	[Insert POC]
h.	Initial document tree	✔Y ✖N ΔT N/	• [For Complete = No, provide the reason for why this entrance criteria has not been met.]	[Insert POC]
i.	Verification and validation approach	✔Y ✖N ΔT N/	• [For Complete = Tailored, insert the tailored entry criteria on the next slide. Note the Item #.]	[Insert POC]
j.	Information/system security categorization.	✔Y ✖N ΔT N/	• [For Complete = N/A, describe the reason that this entrance criteria is not applicable to the project]	[Insert POC]
k.	Identification of personally identifiable information	✔Y ✖N ΔT N/	• [For Complete = N/A, describe the reason that this entrance criteria is not applicable to the project]	[Insert POC]
l.	Identification of records retention requirements	✔Y ✖N ΔT N/	• [Insert details]	[Insert POC]
m.	Identification of required system security controls	✔Y ✖N ΔT N/	• [Insert details]	[Insert POC]
n.	Preliminary software development/management plan	✔Y ✖N ΔT N/	• [Insert details]	[Insert POC]
o.	Other specialty disciplines, as required	✔Y ✖N ΔT N/	• [Insert details]	[Insert POC]
✔ Y (Yes) ✖ N (No) ΔT (Tailored) N/A (Not Applicable)				

- Use details from the Project Plan "Review Plan" section to complete the information on this slide.
- See NPR 7120.7/NID 7120.99 Section 6.2 for Waiver process. For tailored entrance criteria use the next slide "Tailored Entrance Criteria".
- See instructions in the notes area below. Remember to delete this information box and text.

SRR Tailored Entrance Criteria Status

7120.99 EC #	Tailored Entrance Criteria Description	Complete?	Artifact of Evidence/Details	Responsible POC
[See Instructions]	[Insert tailored entrance criteria]	✔ Y ✖ N	• [For Complete = Yes, insert the artifact name and its location.]	[Insert POC]
[See Instructions]	[Insert tailored entrance criteria]	✔ Y ✖ N	• [For Complete = No, provide the reason for why this tailored entrance criteria has not been met.]	[Insert POC]
[See Instructions]	[Insert tailored entrance criteria]	✔ Y ✖ N	• [Insert details]	[Insert POC]
✔ Y (Yes) ✖ N (No)				

- Use details from the Project Plan "Review Plan" section to complete the information on this slide.
- The project manager must keep the decision authority abreast of the tailored entrance criteria, well before the review, so that all parties are aligned.
- Use NPR 7123.1B Section 2.2 as a resource for tailoring – see note below.
- See instructions in the notes area below. Remember to delete this information box and text.

Review Item Discrepancy (RID) Overview

- **RID**
  - A RID is a formal written request submitted by System Engineering Review Team (SERT) members (below) that describes a problem, provides possible recommendations, and details impact(s) to the project if the recommendation is not implemented.

- **RID Considerations**
  - All RIDS submitted during this review will be considered.
  - Only RIDS addressing issues within the scope of this review will be accepted.
  - All RIDS will be dispositioned within 2 weeks and prior to the next milestone review.
  - [Identify the required method to submit RIDs for this review.]
  - [Briefly discuss the process for managing RIDS and escalation.]

RID Review Team (RRT)
[Name]
[Name]

- See NPR 7120.5D (NID - NM7120.81) for more information, available at NPR 7120.5D
- See instructions in the notes area below. Remember to delete this information box and text.

Review of Outstanding RIDs

- [Provide status of outstanding RIDS generated during previous system engineering reviews.]
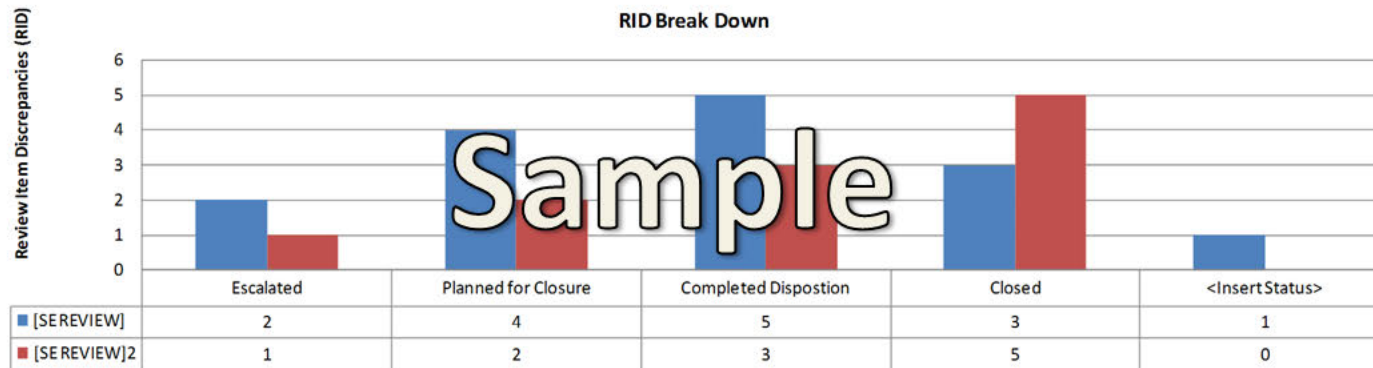
RID Break Down

	Escalated	Planned for Closure	Completed Dispostion	Closed	<Insert Status>
[SE REVIEW]	2	4	5	3	1
[SE REVIEW]2	1	2	3	5	0

- **Executive Summary**
- **Project Organizational Structure**
- **Key Dates, Milestones, and Approach**
- **Top 5 Project Risks and Issues**
- **Project Communications Plan and Activities**
- [**Add other subtopics as needed**]

PROJECT OVERVIEW

- The title of this slide should match a section shown on the agenda slide.
- Replace/delete the picture. (optional)
- See instructions in the notes area below. Remember to delete this information box and text.

Evaluation Criteria for the Assessments of IT Projects

Rating Definitions for Projects

The definitions of Green, Yellow, and Red ratings for IT projects:

GREEN:
- The project in formulation or development is performing to plan and has adequate margin to continue to completion.
- The project in operations is meeting, and is expected to continue to meet, its specified system objectives and requirements while performing to plan.

YELLOW:
- The project in formulation or development is falling behind in meeting planned commitments, but is actively working realistic opportunities to recover within planned resources. Resources or technical margins may have been reduced below those planned.
- The project in operations is facing an unplanned reduction in resources, capabilities, and/or the fulfilling of specific system objectives and requirements is threatened.

RED:
- The project in formulation or development is not expected to meet one or more of its planned commitments and does not have enough margin within all planned project resources to recover.
- The project in operations has realized a major reduction in resources or in capabilities, or is facing a potential failure to meet its objectives or requirements, and has not identified a realistic recovery plan.

Assessment Categories

The rating definitions are applied through analysis of project performance in four categories, specifically cost, technical, schedule, and programmatic, which are defined as follows:

- **Cost:** Analysis of the cost status with respect to the plan for the project, including assessment of any projected increase in cost to complete the Project, and consideration of any other financial impacts, which would result in exceeding, or threatening to exceed, the allocated annual or life cycle budget.

- **Technical:** Analysis of the project's ability to meet the stated requirements of the system and to design, develop/fabricate, test, and operate hardware and software components that function correctly together to achieve system objectives.

- **Schedule:** Analysis of schedule performance of the project, including assessment of any projected slips in key milestones, which would delay, or threaten to delay, the stated end product delivery.

- **Programmatic:** Consideration of project management factors and external influences, which can affect cost, schedule, and technical performance (e.g. insufficient management of the integrated baseline, ITAR, Import/Export Control, International or Interagency agreements, policy decisions, OSTP or OMB policy direction, etc.) .

- See instructions in the notes area below. Remember to delete this slide or move it to the backup slide section.

Rating by Category and by Project and Program

- **A category for a project is Green if:**
  - There are minimal programmatic issues and adequate margin (budget reserve, schedule slack, technical margin), or capability (for operational systems), to complete the project on plan.
- **A project is Green overall if:**
  - All 4 categories are Green, *or*
  - One or more are Yellow and the issues are collectively not a threat/impact to the project by virtue of their being solvable within the project's planned resources. (Margin in one category may provide capability to resolve a lack of margin in another category.)

- **A category for a project is Yellow if:**
  - The remaining margin within the category appears inadequate to meet project requirements or external commitments; however, mitigation plans are in place or in development to recover margin and achieve commitments within the available resources of the project. (For operational projects in the technical category "margin" may be interpreted as operational capabilities.)
- **A project is Yellow overall if:**
  - Any one category is Red, the overall is at least Yellow; *or*
  - One or more categories are Yellow and the issues are collectively a threat to the project's ability to meet its commitments within the project's planned resources.

- **A category for a project is Red if:**
  - There is minimal margin or negative margin within the category such that the project is estimated not to meet its requirements or commitments without significant impact to other categories. There is high risk that the project will require external resources or relief from performance or programmatic requirements.
- **A project is Red overall if:**
  - One or more categories are Red, and it is estimated that the project will not have sufficient resources to meet its commitments.

- See instructions in the notes area below. Remember to delete this slide or move it to backup slides prior to presenting.

Executive Summary

Start/FAD Date: MM/DD/YY   **End/PCR Date:** MM/DD/YY

Background

- [Insert brief background description.]

Project Purpose

- [Insert brief description of project purpose. Insert brief description of the reason for the project or what problem is being solved by providing the new capability. Copy information found in the project plan and project FAD.]

Project Goal(s)

- [Insert brief description of project purpose. Copy information found in the project plan and project FAD.]

Centers

- [List the centers affected.]

- **PCR (Project Completion Review)**
- **Use information from the project FAD, project plan and status reports.**
- **See instructions in the notes area below. Remember to delete this information box and text.**

Executive Summary (cont'd)

Total DME Cost: $[Insert cost]
Expected Yearly Operational Cost: $[Insert cost]

Funding Source
- [Identify all DME funding sources.]
- [Identify all operations funding sources.]

High Level Assumptions and Constraints
- [Briefly describe high-level assumptions and constraints. Copy information found in the project plan.]

Dependencies
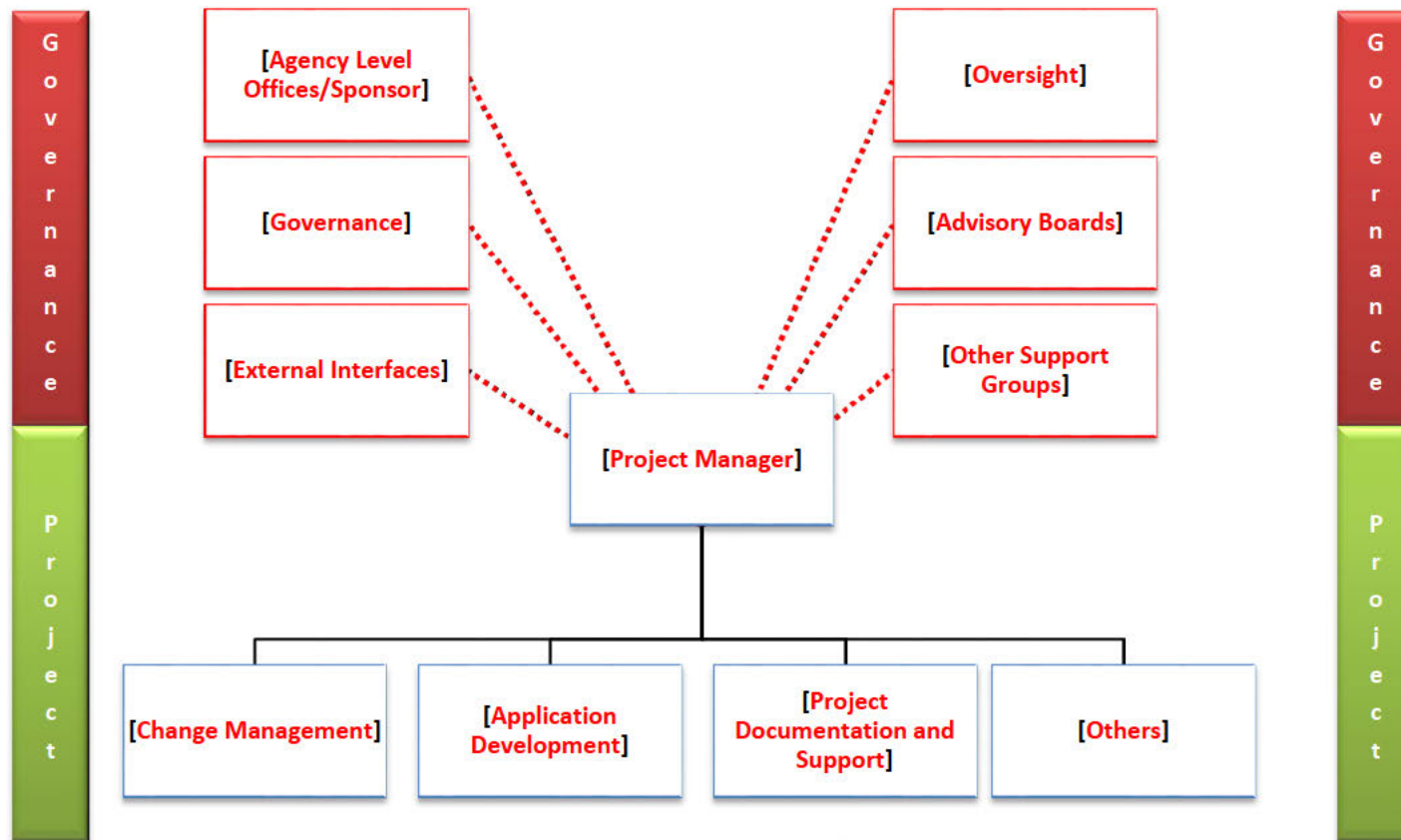- [Identify internal/external dependencies on the project. Copy information found in the project plan.]

Current project rating as of SRR:

- **Y** **Overall**
- **R** Cost
- **G** Schedule
- **Y** Technical
- **G** Programmatic

- Use information from the project FAD, project plan and status reports.
- If an assessment category is Yellow or Red then include an explanation on the Issue slide. See the first two slides in this section for guidance on project ratings. Right click the project ratings bullets to access font and change the color.
- **See instructions in the notes area below. Remember to delete this information box and text.**

Project Organizational Structure

Governance

[Agency Level Offices/Sponsor]

[Oversight]

[Governance]

[Advisory Boards]

[External Interfaces]

[Other Support Groups]

[Project Manager]

Project

[Change Management]

[Application Development]

[Project Documentation and Support]

[Others]

Sample

- Use information from the project FAD or project plan. Include project members, governance boards, agency level offices, external interfaces, and center level offices.
- Click organization chart to open and fill in project information, or replace the diagram. Remember to remove "Sample" before presenting.
- See instructions in the notes area below. Remember to delete this information box and text.

Key Dates, Milestones, and Approach

Key Milestones

Milestone	Date
SCR	MM/DD/YY
KDP A	MM/DD/YY
SRR	MM/DD/YY
EAPR	MM/DD/YY
KDP B	MM/DD/YY
PDR	MM/DD/YY
NAR	MM/DD/YY
KDP C	MM/DD/YY
CDR	MM/DD/YY
KDP D	MM/DD/YY
TRR	MM/DD/YY
ORR	MM/DD/YY
KDP E	MM/DD/YY
EASR	MM/DD/YY
PCR	MM/DD/YY

Project Approach

- [Provide a brief description of the system /service/infrastructure implementation approach.]
- [Describe the project approach toward development (i.e. waterfall, iterative development, or agile that has incremental as opposed to waterfall characteristics.)]
- [Describe any unique project nuances.]

- **Extract key information from the project schedule and plan as needed. See NPR 7120.7/NID 7120.99 Section 2.5.6.3 for project approach details.**
- **See instructions in the notes area below. Remember to delete this information box and text.**

Top 5 Project Risks

LIKELIHOOD

Very High	5	
High	4	
Mod	3	
Low	2	
Very Low	1	

1	2	3	4	5
Very Low	Low	Mod	High	Very High

CONSEQUENCE

Risk positions: 1 (High likelihood ~3.5, High consequence 4), 4 (Mod 3, Low 2), 2 (Mod 3, Mod 3), 3 (Mod 3, High 4), 5 (Low 2, High 4)
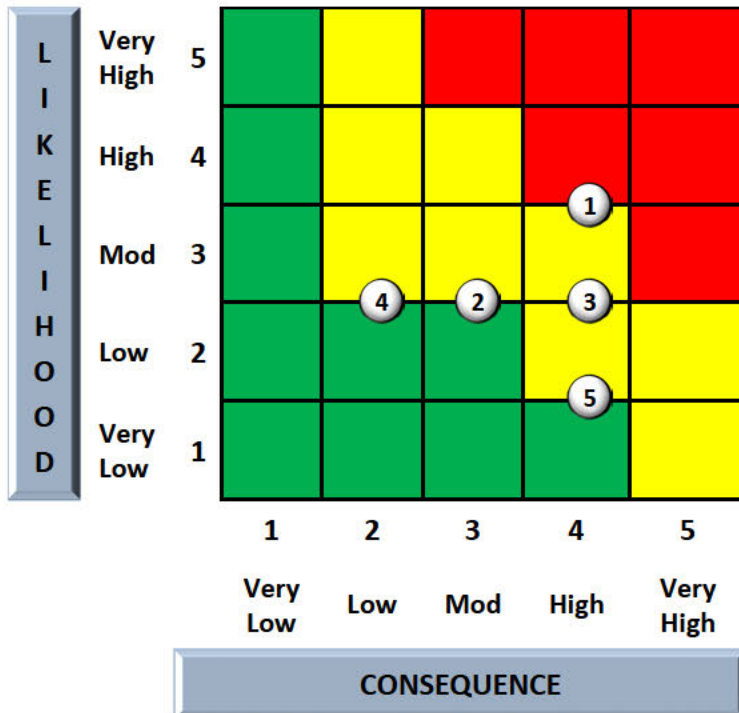
Risk Seq #	Risk ID	Trend	Statement	Status M,W,R,C,A
1	[ID #]	⬇	[Insert risks statement in an If .. then …format.]	[Status Code]
2	[ID #]	⬆	[If x, then y]	[Status Code]
3	[ID #]	⇨	[If x, then y]	[Status Code]
4	[ID #]	☐	[If x, then y]	[Status Code]
5	[ID #]		[If x, then y]	[Status Code]
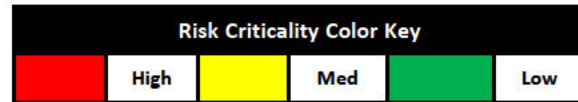
L x C Trend Codes

⬇	Decreasing (Improving)	⬆	Increasing (Worsening)	⇨	Unchanged	☐	New Since Reporting Period

Status Codes

M	Mitigate	W	Watch	R	Research	C	Closed	A	Accept

Risk Criticality Color Key

	High		Med		Low

- If there are less than 5 risks, then only include those risks. If there are more than 5 top project risks then add additional slides.
- Key project dependencies should be shown as risks and have an associated mitigation plan. Use the project risk tracking tool as a resource.
- See NPR 8000.4A, Agency Risk Management Procedural Requirements, available at NPR 8000.4A
- See instructions in the notes area below. Remember to delete this information box and text.

Top 5 Project Issues

ID	Issue	Action Plan	Status	Resolution Date	Requested Assistance
1	[Enter a statement that describes the issue.]	• [Describe the plan or the progress being made to resolve the issue.]	[Escalation]	MM/DD/YY	[Is assistance required for resolving the issue? Yes or No (provide details as needed).]
2	[Enter a statement that describes the issue.]	• [Describe the plan or the progress being made to resolve the issue.]	[Manageable]	MM/DD/YY	
3	[Enter a statement that describes the issue.]	• [Describe the plan or the progress being made to resolve the issue.]	[On Track]	MM/DD/YY	

- Use the latest project issue list to complete this section. Remember to update the color code for Status (right click cell and select Fill color).
- Remember to include issues associated with the RED or YELLOW ratings shown on the "Executive Summary" slide.
- Do not delete this slide if there are no issues; insert "not applicable" or n/a. If there are less than 5 top project issues, then only include those issues. If there are more than 5 top project issues then also include these issues.
- For status = Escalation or Manageable, indicate the person that the issue has been escalated to or by whom the issue is being managed.
- An action plan is required for all status = Escalation or Manageable.
- See instructions in the notes area below. Remember to delete this information box and text.

Project Communications Plan

- [Provide a brief description of the Project Communications Plan.]

    - [Identify the Stakeholders who are included in the Project Communications Plan.]

    - [Identify the Plan status].

- [List any dependencies or issues in executing the Plan in this phase.]

- [Describe readiness for supporting the Plan activities.]

Communications and Outreach Activities

- [Describe Stakeholder communications and outreach activities in this project phase.]
- [Include Topic, Message, Vehicles Used, Target Stakeholders, Frequency, and Status.]
- [Include activities that are completed, in progress, and planned leading up to the next SE Review.]

Topic	Message	Vehicles Used	Stakeholders	Frequency	Status
EXAMPLE: DAR	What to expect	E-mail, Website, briefings, newsletter	All NASA Employees	Daily, Weekly	On Schedule
EXAMPLE: DAR Delay	Delay Schedule	E-mail, Website, briefings, newsletter	All NASA Employees	Once	Planned

- See instructions in the notes area below. Remember to delete this information box and text.

- **Analysis of Alternatives (AoA) Activities**

- **System Concept**

- **System Description**

- **Major System Interfaces**

- **[Add other subtopics as needed]**

SYSTEM OVERVIEW

Analysis of Alternatives (AoA) Activities

- [Briefly describe the analysis of alternative activities performed by the project that contributed to the formulation of the system concept. Examples include comparing tool sets, various software packages or using a virtual server rather than a stand-alone server.]

- The process described here is typically used to form the system concept.
- See instructions in the notes area below. Remember to delete this information box and text.

System Concept

GUIDANCE: The system concept is a high level conceptual approach to solving a problem.

- [Provide an overview of the system concept selected during phase A.]

- [Provide a short statement of work, a concise list of what the project hopes to accomplish, and the high-level factors that will determine the success of the project. (Example: To provide for continuity of operations in the case of a data center outage, move existing secondary servers to a different data center as well as create a secondary or virtual server instance at a different data center for center applications that do not currently have secondary servers.)]

System Description

- [Provide a brief description of the key components, services, activities, solutions or improvements that the system will provide.]

- [Provide an overview of the to-be system/service/infrastructure. A diagram may also be used.]

- Do not describe major interfaces on this slide. A separate slide is used to describe major system interfaces (internal and external).
- See instructions in the notes area below. Remember to delete this information box and text.

Major System Interfaces

- [Provide a high-level illustration of the conceptual solution. Identify, at a high-level, major system internal and external interfaces and their interconnections – details will be added at PDR/CDR.]

- [Insert a user view of the major components that are used in developing the functional architecture of the system.]

- [Describe the functional flow and identify system boundaries. Identify components that are out of scope as well as other systems that are dependent on this system.]

Sample
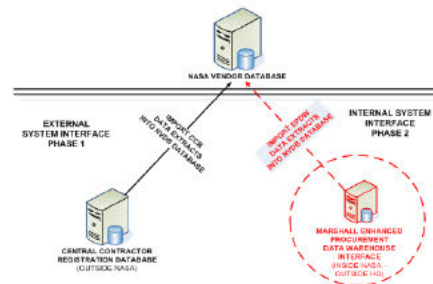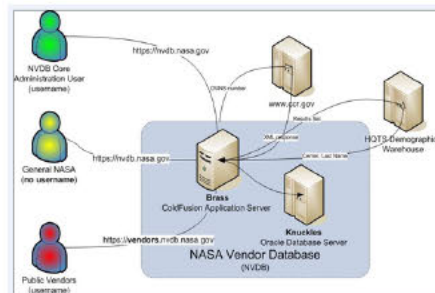
- Information prepared for high-level flow/design can be inserted here if applicable. Replace or remove sample illustration.
- See instructions in the notes area below. Remember to delete this information box and text.

- **Concept of Operations**

- **Requirements Elicitation Approach**

- **Review Specific Questions**

- **Requirements Traceability and Approach to Requirements Management**

- **Functional Requirements**

- **Non- Functional Requirements**

- **Performance Requirements**

- [**Add other subtopics as needed**]

REQUIREMENTS OVERVIEW

- The title of this slide should match a section shown on the agenda slide.
- Replace/delete the picture. (optional)
- Replace [N] on this slide with the number of requirements levels beyond level 3 that will be discussed in this review.
- See instructions in the notes area below. Remember to delete this information box and text.

Concept of Operations

GUIDANCE: The concept of operations describes the operation of the system/service/infrastructure being developed from the various stakeholder/user viewpoints. It documents the users requirements for ultimate system operations. The users and other stakeholders review the concept of operations document and provide feedback and validate any key assumptions. Use text or diagram to describe the high-level concept of operations.

Note: Operations as used here does not refer to the activities associated with the back room/data center activities associated with operating the computer system. The concept of operations is focused on the system from an end user and system administrator viewpoint.

- [Identify and discuss the major operational scenarios.]

- [Include operational concept(s) consistent with system requirements.]

- [Provide use cases if developed. Use cases describe the system from the point of view of the users.]

Requirements Elicitation Approach

- [Briefly describe the approach used for drawing out stakeholder needs, goals, requirements, constraints, priorities, normal operations, and preferences leading to the development of requirements (i.e., surveys, interviews, work groups, brainstorming, requirements workshops, NASA SE Engine, prototyping, and reengineering).]

- [Describe how stakeholders were identified. Has the project identified a steering committee?]

- [Describe steps/process that were used to clarify requirements.]

Review Specific Questions

Question	Response
1. To what level have the requirements been captured; 5 recommended? *(If less than five, briefly discuss.)*	Level [#]
2. Are requirements traceable forward and backward? *(If no, briefly discuss.)*	✔ Yes ✘ No
3. Is a tool/process being used to manage the requirements? *(If no, briefly discuss.)*	✔ Yes ✘ No
4. Are there any requirements that are not verifiable or very difficult to verify? *(If yes, briefly show them on a separate slide.)*	✔ Yes ✘ No
5. Were all stakeholders queried for requirements? *(If no, briefly discuss.)*	✔ Yes ✘ No
6. Have software component requirements been developed? *(If no, briefly discuss.)*	✔ Yes ✘ No
7. Are there any requirements under investigation for final definition/resolution? *(If yes, briefly discuss.)*	✔ Yes ✘ No
8. Does the project control changes to requirements? *(If no, briefly discuss.)*	✔ Yes ✘ No
9. Has the project reviewed the requirements of the Architecture Assessment (AA) checklist and complied with the AA Checklist requirements? *(if no, briefly explain.)*	✔ Yes ✘ No

- See instructions in the notes area below. Remember to delete this information box and *italicized* text from the table.

Requirements Traceability and Approach to Requirements Management

Requirements Approach

- [Describe the projects approach/technique used to develop requirements.]

Requirements Management and Control

- [Describe the project approach for managing versions of requirements as well as the relationships between requirements and high-level goals and objectives. Describe how requirements changes will be managed.]

Requirements Tools

- [Traceability ensures that there is a requirement for each high-level goal and objective. In the table below, identify the tools used to develop the requirements and manage the traceability of the requirements to high-level goals and objectives.]

Tool	Description
[Example: DOORS]	[Example: Enables management and traceability of requirements .]
[Example: RequisitePro]	[Example: Track relationships between requirements to verify that high-level requirements are represented in the detailed software requirement specs.]
[Example: Traceability Spreadsheet]	[Example: A list or requirements including forward and backward traceability and verification methods.]

- Describe the approach or mechanisms used to map requirements to overall project high-level goals and objectives.
- See instructions in the notes area below. Remember to delete this information box and text.

Requirements Definition

GUIDANCE: On the following slides provide an overview of Level 1 –N requirements including functional and non-functional requirements.

- **Level 1**: President/NASA/Directorate/Program Goals and Objectives.

- **Level 2:** High Level Key Stakeholder Functional/Non-Functional Requirements

- **Level 3 through N**: Stakeholder requirements and decomposition of higher level stakeholder requirements to lower levels of the system concept and architecture.

- **Functional Requirement**: Stakeholder requirement that dictates design elements (functions) of the solution.

- **Performance Requirement:** Quantitatively define how well the system needs to perform.

- **Non-functional Requirement:** Requirement imposed on the system via law, government regulation, or Agency policy - including security, Personal Identification Information (PII), Section 508, safety, and other regulations.

- **This slide is for information purposes only. Remember to delete this slide.**

Level 1 High-Level Requirements

- [Enter the NASA/Directorate/Program-Project goals and objectives. Requirements should be numbered 1.0, 2.0, etc. at this level.]

L1	Level 1 Requirement Statement
1.0	[Insert Level 1 requirement statement]
2.0	[Insert Level 1 requirement statement]
3.0	[Insert Level 1 requirement statement]

Level 2 Functional Requirements

Level 2 functional requirements are identified below.

L1	L2	Requirements Statement
1.0		[Insert Level 1 requirement as shown on previous slide.]
	1.1	[Enter Level 2 requirement statement and show how it is derived from the Level 1 requirement. Level 2 includes stakeholder and derived requirements.]
	1.n	[Level 2 Requirement Statement]
n.0		
	n.1	[Level 2 Requirement Statement]
	n.2	[Level 2 Requirement Statement]
	n.n	[Level 2 Requirement Statement]

Level 3 [- N] Functional Requirements

Level 3 - N functional requirements are identified below.

L2	L3	LN	Requirements Statement
1.1			[Enter Level 2 requirement statement and show how it is derived from the Level 1 requirement. Level 2 includes stakeholder and derived requirements]
	1.1.1		[Enter Level 3 requirement and show how it is derived from the Level 2 requirement. Level 3 requirements include stakeholder requirements and decomposition of higher level stakeholder requirements to lower levels of the system concept and architecture.]
		1.1.1.n	[Enter Level N requirement statements beyond Level 3 and show they are derived from the Level N-1 requirement.]
1.n			[Level 2 Requirement Statement]
	1.n.n		[Level 3 Requirement Statement]
		1.n.n.n	[Level N Requirement Statement]

- Use information found in the projects requirements documentation. See NPR 7150.2A (section 5.2.1.1) for a complete list of requirements types.
- Add additional slides needed by the project to represent Level 3 – N requirements.
- See instructions in the notes area below. Remember to delete this information box and text.

Non-Functional Requirements

- [Enter the Non-Functional Requirements imposed on the system via law, government regulation, or Agency policy - include security, Personal Identification Information (PII), Section 508, safety, and other regulations.]

- [Identify any system security requirements for user/device identification, authentication, and authorization, i.e., ICAM and PIV (see requirements in notes below.]

	Non-Functional Requirement Statement
X.x	[Insert non-functional requirement statement]
X.x	[Insert non-functional requirement statement]
X.x	[Insert non-functional requirement statement]

- Obtain non-functional requirements from documentation and applicable standards (i.e. requirements).
- See instructions in the notes area below. Remember to delete this information box and text.

Performance Requirements

- [Quantitatively define how well the system needs to perform – include level of service.]

	Performance Requirement Statement
X.0	[Insert performance requirement statement]
X.0	[Insert performance requirement statement]
3.0	[Insert performance requirement statement]

- NPR 7120.7/NID 7120.99 Success Criteria

- Tailored Success Criteria

- [**Add other subtopics as needed**]

SRR SUCCESS CRITERIA

SRR NPR 7120.7/NID 7120.99 Success Criteria

Item #	Success Criteria	Satisfied?	Details
1.	The project utilizes a sound process for the allocation and control of requirements throughout all levels, and a plan has been defined to complete the definition activity within schedule and cost constraints.	✔ Y ✖ N ΔT N/A	[For Satisfied = Yes, no detail is required in this columns.]
2.	Top-level requirements definition is complete, and interfaces with external entities and between major internal elements have been defined.	✔ Y ✖ N ΔT N/A	[For Satisfied = No, provide the reason for why this success criteria has not been met.]
3.	Requirements allocation and flow down of key driving requirements have been defined down to subsystems.	✔ Y ✖ N ΔT N/A	[For Satisfied = Tailored, insert the tailored entry criteria on the next slide . Note the Item #]
4.	Preliminary approaches have been determined for how requirements will be verified and validated down to the subsystem level.	✔ Y ✖ N ΔT N/A	[For Satisfied = N/A, provide explanation why this success criteria is not applicable to the project.]
5.	Major risks have been identified, and viable mitigation strategies have been defined.	✔ Y ✖ N ΔT N/A	
6.	IT security, privacy, and records retention requirements are complete and have been incorporated into project requirements documentation.	✔ Y ✖ N ΔT N/A	
7.	The preliminary software development/management plan meets the requirements of NPR 7150.2.	✔ Y ✖ N ΔT N/A	
✔ Y (Yes) ✖ N (No) ΔT (Tailored) N/A (Not Applicable)			

- Do not remove the NPR 7120.7/NID 7120.99 success criteria statements listed in the table above.
- See instructions in the notes area below. Remember to delete this information box and text.

SRR Tailored Success Criteria Status

7120.99 SC #	Tailored Success Criteria Description	Satisfied?	Details
[See Instructions]	[Enter tailored NPR 7120.7/NID 7120.99 Success criteria. Identify the Item # of the NPR 7120.7/NID 7120.99 success criteria that has been tailored. (i.e. PDR Tailored success criteria item 1 tailored as follows:]	✔ Y ✖ N	[For Complete = Yes, insert the artifact name and its location.]
[See Instructions]	[Insert other project success criteria]	✔ Y ✖ N	[For Complete = No , insert reason for status.]
[See Instructions]	[Insert other project success criteria]	✔ Y ✖ N	[Insert details]
✔ Y (Yes) ✖ N (No)			

- Use details from the projects Project Plan "Review Plan" section to complete the information on this slide.
- Use NPR 7123.1B, Section 2.2 as a resource for tailoring – see note below.
- See instructions in the notes area below. Remember to delete this information box and text.

- **Lessons Learned**
- **Stakeholder Concur**
- **Conclusion**
- **Request for Approval**
- **[Add other subtopics as needed]**

SUMMARY

Lessons Learned

- [Briefly describe the process for capturing lessons learned/best practices throughout the project.]

- [Briefly describe the key lessons learned identified during this phase.]

- [Provide a summary of project year-to-date (YTD) lessons learned.]

- [Describe lessons learned applied from other projects.]

Phase Lessons Learned	YTD Lessons Learned

Stakeholder Concur

- [Indicate Stakeholder communications activities, issues and concurrence. Stakeholders are those identified in the project plan]

Stakeholder	Meeting Dates	Issues	Concurrence (Y or N)
Agency Level EA			
Agency Level Security			
Agency Level Service Area			

Conclusion

- All entrance criteria have been met.

- All success criteria for the SRR are satisfied.

- [Summarize the key points for the project as reviewed during the presentation.]

- Insert key points describing the project success thus far and readiness to proceed.
- See instructions in the notes area below. Remember to delete this information box and text.

Request for Approval

- The project requests authorization to proceed to the next phase; **Phase B: Preliminary Design and Technology Completion**

- **Concurrence:** (List the SERT and SRR Decision Authority for the SRR)

  - [Name], [Role]: Concur/Non-Concur

  - [Name], [Role]: Concur/Non-Concur

  - [Name], Decision Authority: [Approve/Disapprove]

- Key References and Points of Contact
- [Insert subsections as needed]

BACKUP MATERIAL

Key References and Points of Contact

References

Points of Contact

- Project Repository
  - [Insert location]
- [Others]
  - [Insert information]

Name	Role	Location	Phone

- See instructions in the notes area below. Remember to delete this information box and text.

[Backup Slide Title]

- [Provide backup material. Add additional slides as needed for backup material.]