

Software Quality Risk Management Plan (RMP) Document Checklist

Date(s) of Assessment: _____	Project: _____
Assessor(s): _____	Document Title: _____

		Y, N, NA	F, O	Comments
DOCUMENT STANDARDS COMPLIANCE				
1	Have standards/guidelines been identified to define the work product?			
2	Does the work product format conform to the specified standard/guideline (i.e., Template)?			
3	Has the project submitted any request for deviations or waivers to the defined work product?			
4	Have the following areas been addressed completely?			
4a	Approval authority?			
4b	Revision approval?			
4c	Revision control?			
TECHNICAL REFERENCE				
5	Have acceptance criteria been established for the work product?			
6	Are references to policies, directives, procedures, standards, and terminology provided?			
RISK MANAGEMENT PLAN CONTENTS - INTRODUCTION				
7	Does the plan have a clearly defined purpose and scope?			
8	Does the plan specify the project risk objectives and policy toward risk?			
9	Does the plan provide project assumptions and constraints as they relate to the continuous risk management (CRM) process?			
10	Does the plan provide an overview of the CRM process and information flow?			
11	Is the CRM process described in relation to other project management and systems engineering activities?			

Revision: 3.0

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Y=Yes, N=No, NA=Not Applicable, F=Finding, O=Observation

For more information, please visit the NASA GSFC Software Assurance Website, at <http://sw-assurance.gsfc.nasa.gov>.

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ORGANIZATION				
12	Are roles and responsibilities defined for program, project, customer, and provider/supplier key personnel?			
13	Has a CRM training approach been documented for ensuring training of key personnel?			
PROCESS DETAILS				
14	Are process details provided for each CRM phase (i.e., risk identification, analysis, planning, tracking, and controlling)?			
15	Does the process define a continuous assessment for project risks?			
16	Have risk parameters been defined for analyzing and categorizing risks?			
17	Are CRM procedures, methods, and tools identified and defined?			
18	Is a reporting process defined for internal project communication?			
19	Is a reporting process defined for communication external to the project (e.g., program level, GPMC, Headquarters)?			
DOCUMENTATION OF RISKS				
20	Has a defined format been developed for the project Risk List?			
21	Does the plan define the configuration control/change process for risks and the project Risk List?			
22	Does the plan describe how the Risk List will be used?			
23	Does the plan identify an access approach by team members to the Risk List?			
24	Does the plan include an initial set of identified risks and action plans for each?			
APPROVAL PROCESS				
25	Has the plan been approved by the Project Manager?			

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26	Does the Office of Mission Success Director (Code 170) concur with the plan (i.e., does the approval cycle include his/her concurrence)?			
27	Was the Risk Management Plan approved no later than the mid-point of the planned formulation period and prior to any mid-formulation review gates?			
INFORMATION - COMPLETE AND CONSISTENT				
28	Is the document complete?			
29	Does the level of detail provided reflect a comprehensive Continuous Risk Management (CRM) approach?			
30	Is the document currently baselined?			
REFERENCE ITEMS/DOCUMENTS				
<i>GPR 7120.4, RISK MANAGEMENT</i>				
<i>CMMI VERSION 1.1, GUIDELINES FOR RISK MANAGEMENT (RSKM)</i>				

