Memorial Benefit Management System

**Memorial Cemetery Management Modernization - Phase 1**

(Formerly known as Memorial Cemetery Management Phase 1)

Increment 1

Acceptance Criteria Plan



Department of Veterans Affairs

December 2015

Revision History

Note: The revision history cycle begins once changes or enhancements are requested after the Acceptance Criteria Plan has been baselined.

| Date | Revision | Description | Author |
| --- | --- | --- | --- |
| 12/30/2015 | 1.0 | Baselined and prepared for signatures | Engility |
| 12/21/2015 | 0.3 | Updated information | Engility |
| 12/21/15 | 0.2 | OI&T Program Manager Review |  |
| 12/4/2015 | 0.1 | Draft | Engility |

Artifact Rationale

The Acceptance Criteria Plan (ACP) documents what the customer will accept for each increment, so that all parties have a common understanding of what the project is delivering and what the customer will accept. The plan is required by the Project Management Accountability System (PMAS) Guide prior to the Milestone 1 Review. Attachment A of the Acceptance Criteria Plan is the Customer Acceptance Form. The PMAS Guide requires a Customer Acceptance Form to be completed and approved at the end of each increment. The Customer Acceptance Form is the evidence that an increment has been completed. The increment is not considered finished until the Customer Acceptance Form is approved.

Instructions

| Activity | New Capability (A) | Feature Enhancement (B) |
| --- | --- | --- |
| **Field Deployment (1)** | Yes | Yes |
| **Cloud/Web Deployment (2)** | Yes | Yes |
| **Mobile Application (3)** | Yes | Yes |

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# Introduction

The Memorial Cemetery Management Modernization Phase 1 (CM1) Project shall provide a standardized and automated Workflow Management System solution that provides a Remains Tracking workflow capability for the Department of Veterans Affairs (VA) National Cemetery Administration (NCA). The NCA Customer-facing functionality will be to track the cemetery staff interment process to its completion through an enterprise application software solution.

## Purpose

The purpose of this ACP is to verify complete and accurate development and delivery of NCA’s user requirements for Increment 1 of the Memorial Cemetery Management Modernization – Phase 1 project. This document contains the agreed upon criteria that will determine successful implementation of each release as defined and accepted by all business partners.

## Scope

The CM1 Project shall provide a Workflow Management System capability for the NCA’s cemetery process of remains tracking through a commercial off-the-shelf (COTS) product.

The remains tracking workflow shall track remains from arrival on cemetery grounds to interment. This includes the transfer from the Funeral Home/Family, to the Cemetery Representatives, to the Foreman/Caretaker, to the final resting place. This project request is for technology that can be used to verify and identify the casket, urn, temporary marker, gravesite, and permanent marker using Automated Identification and Data Capture (AIDC). A handheld device or quick way to verify proper placement of casket, temporary marker, and permanent marker is required.

The implementation of this request will allow cemetery and field crews to carry handheld devices and update the data in near real time throughout the cemetery.

# Functionality

The CM1 Project shall deliver a COTS Workflow Management System solution that provides functionality for NCA’s cemetery management process. The functionality of the COTS product shall be tailored to NCA’s business needs for an automated tracking of remains from arrival on cemetery grounds to interment.

## Increment 1 Functionality: Develop Remains Tracking

The below Epics from the Requirements Specification Document (RSD) will provide the basis for the decision by the business owner at the end of this increment to determine whether what was delivered is acceptable or not acceptable.

An Epic is considered acceptable if the acceptance criteria as documented in the [CM1 RSD](http://URL_REDACTEDarboard/ProjectDocs/Memorial_Cemetery_Management_Phase_I/CM1%20RSD.pdf), dated December 2015, for all critical User Stories are met. Every User Story is considered critical for this increment unless the Business Sponsor has indicated otherwise.

EPIC 4.1: Provide for the ability to support Automated Identification and Data Capture (AIDC).

EPIC 4.2:Assign a unique AIDC number to a decedent at the time eligibility is established.

EPIC 4.3: Allow for the inclusion of the AIDC number on tags, documents, or system screens that pertain to the interment.

EPIC 4.4: Allow for retrieval of information from the portable device using the AIDC number.

EPIC 4.5: Allow for identification of interment types.

EPIC 4.6: Allow for multiple transfers of remains.

EPIC 4.7: Allow for acceptance of remains.

# Approval Signatures

REVIEW DATE:

SCRIBE:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

, Business Sponsor Date

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

, Project Manager Date

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

, Service Delivery and Engineering (SDE) Coordinator Date

Attachment A – Customer Acceptance Form Template

This section is used to document the formal acceptance of the increment deliverable. This form is to be completed only at the end of the increment cycle and requires the signatures of the three key stakeholders: the project manager, Service Delivery & Engineering (SDE) coordinator, and the customer.

Project Number/Name: 1503104681/MBMS CM 1

Increment #: 1

Project Manager:

Customer Organization: National Cemetery Administration (NCA)

Planned Milestone Date:

Achieved Milestone Date:

* 1. Project Manager Acceptance:

I attest that all increment requirements have been met. I will retain this form in the project repository with approved signatures.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

, Project Manager (Signed and Printed)

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Title/Office/Date

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Comments

* 1. Service Delivery & Engineering (SDE) Implementation Manager Acceptance:

I attest that the IT infrastructure is in place or that infrastructure funding is allocated to support increment deployment.

YES  NO

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

, Service Delivery and Engineering (SDE) Coordinator (Signed and Printed)

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Title/Office/Date

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Comments

* 1. Customer Acceptance

I attest that I have accepted the delivery of new functionality by the Memorial Benefit Management System Memorial Cemetery Management Modernization Phase 1 – (Formerly known as Memorial Cemetery Phase 1) project as of this date.

YES  NO

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

, Business Sponsor (Signed and Printed)

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Title/Office/Date

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Comments

Questions for Customer Response:

1. Will the new functionality delivered in this increment be placed into production?

\_\_\_\_\_\_Yes / \_\_\_\_\_\_No

If yes, what is the planned production installation date? (This date is not a commitment.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Did the increment release meet all agreed-on functionality?\_\_\_\_\_\_Yes / \_\_\_\_\_\_ No