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A collaborative program between the
Accessibility Community of Practice of the CIO Council, The U.S. Access Board and eFedLink/ODEP

**The Session is Scheduled to begin at 1:00pm Eastern Time
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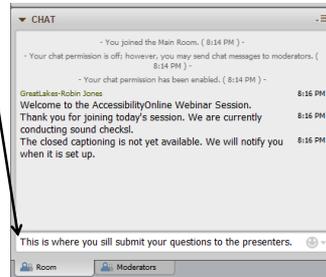


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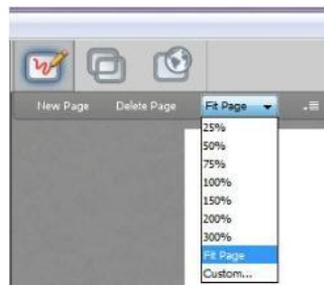
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Section 508 and the HHS Enterprise Performance Lifecycle

Moderator: Timothy Creagan, Senior Accessibility Specialist, U.S. Access Board

Presenter: Mark D. Urban, CDC Section 508 Coordinator, HHS

November 20, 2014

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Agenda

- ▶ Introduction
- ▶ Learning Objectives for today's webinar
- ▶ What is the Enterprise Performance Lifecycle (EPLC)?
- ▶ How does HHS incorporate Section 508 into the EPLC?
- ▶ How can this example apply to your agency?
- ▶ Q& A –

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This webinar is sponsored by:

eFedLink

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Welcome

- ▶ Webinar series: "Best Practices in Federal Section 508 Implementation"
 - This webinar is part of a series. Other presentations can be viewed at:
 - <https://efedlink.org/allqual/resource-shared-webinars.cfm> and <http://www.adaconferences.org/CIOC/Archives/>
- ▶ A **best practice** is a policy, process, procedure or technique proven effective over time and repeatable by multiple agencies.
- ▶ A best practice is generalized so that diverse agencies may use it in their own organizations but specific enough to provide useful guidance and instruction.
- ▶ The CIO Council's Accessibility Community of Practice has published a library of 508 Best Practices at www.Section508.gov

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Section 508 Best Practices Webinar upcoming DATES for 2015:

- ▶ Webinars dates will be bi-monthly during 2015.
January, March, May, July, September, November
- ▶ Next Webinar: January 27, 2015 – Topic: TBD
Time: 1:00 to 2:30 p.m. ET
- ▶ Future webinar dates and topics are forthcoming

Past webinars: ARCHIVED:

- <http://www.adaconferences.org/CIOC/Archives>
- <https://efedlink.org/allqual/collaborate-webex-archive.cfm>

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Section 508 Best Practices Webinar Series 2014 –2015

- ▶ For more information, contact the Education Subcommittee co-chairs:
 - Tim Creagan – creagan@access-board.gov
 - Deborah Kaplan – deborah.kaplan@hhs.gov

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Presenter

Presenter:

Mark D. Urban, CDC Section 508 Coordinator, HHS

Moderator:

Timothy Creagan, Senior Accessibility Specialist, U.S. Access Board

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Section 508 and the HHS Enterprise Performance Lifecycle (EPLC)

Mark D. Urban
CDC Section 508 Coordinator

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Introductions

- ▶ Who am I?
- ▶ Why are you here?
- ▶ What will you learn today?

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What You Will Learn:

- ▶ What is the EPLC (Enterprise Performance Lifecycle)?
- ▶ What is the “Stage Gate Review Process” within the EPLC?
- ▶ What does it mean to have “508 Critical Partner participation” at each phase of the Lifecycle?

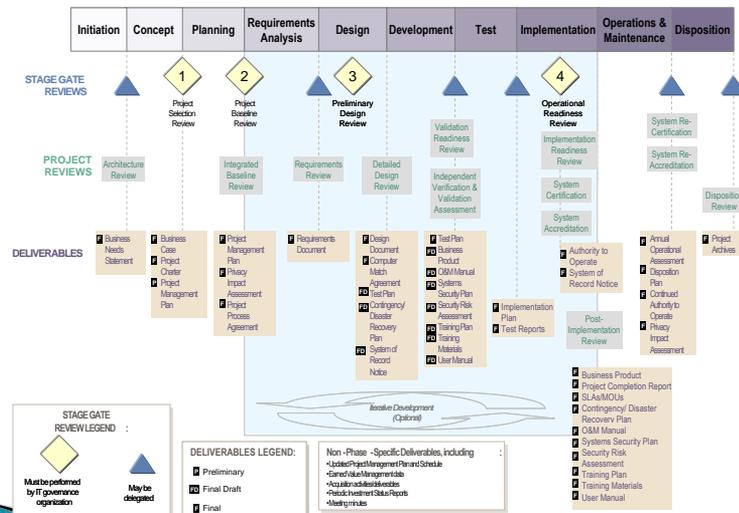
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What You Will Learn (continued):

- ▶ The Importance of the Critical Partner Team and Team Lead - what do they do?
- ▶ What are the Deliverables and Exit Criteria for each phase?
- ▶ How do you review project deliverables using supporting documentation?

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EPLC Overview



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How Critical Partners Participate:

Critical Partners:

- ▶ review the progress of IT projects
- ▶ at specified Stage Gate Reviews
- ▶ to ensure that the projects meet the Critical Partners' respective requirements.



WHO ARE THE CRITICAL PARTNERS?

- Enterprise Architecture
- Security
- Acquisition Management
- Finance
- Budget
- Human Resources
- CPIC (Capital Planning & Investment Control)
- Section 508 *****

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Stage Gate Reviews

What are they?

An independent confirmation by Critical Partners, to the IT governance organization that:

1. Project Managers satisfactorily produced all the required deliverables, and
2. They adequately met all exit criteria for the phase, to permit advancement to the next phase

What question do they answer?

“Do we Proceed?”

What is the purpose?

Risk management

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Stage Gates 1 and 2

- ▶ Initiation Phase – Project Review: Architecture
 - Will this be an EIT Project?
- ▶ Concept Phase – **Stage Gate 1: Project Selection Review**
 - First List of Applicable Provisions
 - Examine technology options in alternatives analysis
- ▶ Planning Phase – **Stage Gate 2: Project Baseline Review**
 - Whether the applicable provisions and the needs statement include 508?

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Stage Gate 3

- ▶ Requirements Analysis Phase – Project Review: Requirements
 - Check Acquisition Plan/solicitation language, technology platforms.
 - Ensure that 508 is in the risk log and requirements documents.
- ▶ Design Phase – **Stage Gate 3: Preliminary Design Review**
 - HHS PAT for system, review platforms
 - 508 training for development team

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Phases in between Stage Gates 3 and 4 –

- ▶ Development Phase – Project Review: Validation Readiness & Independent Verification
 - Acceptance checklists, 508 risk check, test plan review.

- ▶ Test Phase – Project Review: Test
 - Oversee test results. Conduct audits, acceptance checklist review. Perform Risk check.

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Stage Gate 4

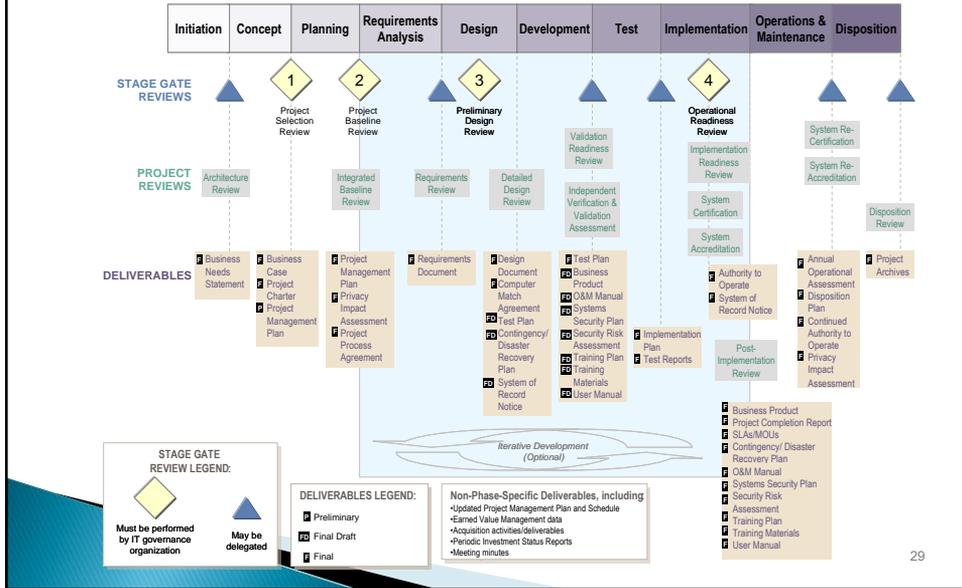
- ▶ Implementation Phase – *Stage Gate 4*: Operational Readiness Review
 - ▶ Go-No Go. Have all 508 issues been resolved or is a remediation plan in place?

- ▶ Operations & Maintenance Phase – Project Review: System Re-certification, System Re-accreditation
 - ▶ Does the Annual Operations Analysis include a check on the 508 compliance of the changes/updates to the system?

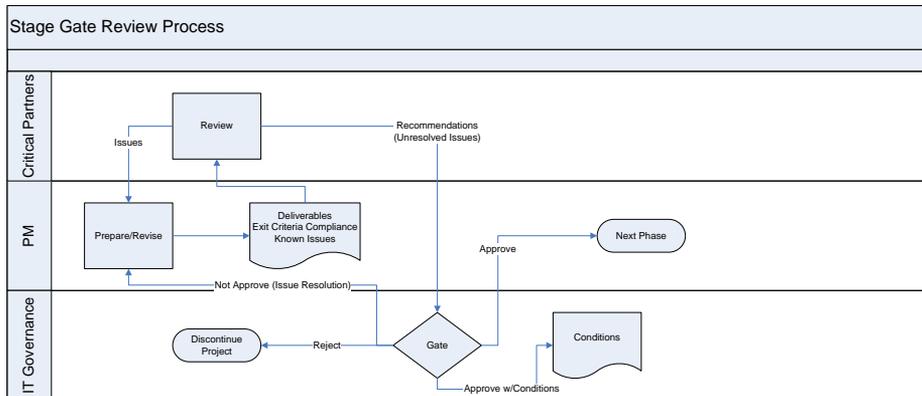
- ▶ Disposition Phase – Project Review: Disposition
 - ▶ What's coming next?

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Let's take another look at the EPLC Overview:



Stage Gates Process



Making the call at each Stage:

- ▶ Recommend
 - ▶ No issues OR
 - ▶ Issues have been remediated OR
 - ▶ Issues cannot be fixed and that's OK
 - ▶ (Because: Exception, remediation plan)

- ▶ Recommend with Conditions
 - ▶ Issues, but the Project is working on it.
 - ▶ Should be phrased as "X" will be done by "DATE".

- ▶ Not Recommended
 - ▶ Presents a clear and significant risk to the agency and the project is not working on the issues.

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Special Circumstances – Tailored projects

- ▶ Tailoring
 - Combine or skip Project reviews
 - Stage Gates may be combined, but not skipped

- ▶ Conduct project reviews as part of the next Stage Gate in the cycle.

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Special Circumstances – Iterative (Agile) process

- ▶ Iterative Development
 - Quick proof of concept, followed by iterative “sprints” or quick cycles.
 - Need to create validation “Check Points” after a number of sprints to ensure the resulting product is still accessible.
 - Alternate approach – check as each feature is complete.
- ▶ Pros and cons to both approaches.

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In Conclusion:

- ▶ The “Stage Gate Review Process” is an important part of the Enterprise Performance Lifecycle (EPLC).
- ▶ Critical Partners review the IT project during the Stage Gate Reviews.
- ▶ The Critical Partners verify that the IT project is meeting the critical requirements of each partner, including Section 508!
- ▶ The EPLC is an important tool in the IT development process – this approach can be used in many different agencies.

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HHS and the Enterprise Performance Life Cycle:

Materials found at: <http://www.hhs.gov/ocio/eplc/>

- ▶ Enterprise Performance Life Cycle Policy
- ▶ Enterprise Performance Life Cycle Artifacts
- ▶ Enterprise Performance Life Cycle Framework
- ▶ Enterprise Performance Life Cycle Frequently Asked Questions (FAQs)
- ▶ Enterprise Performance Life Cycle Glossary of Terms

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RESOURCES

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- CDC Section 508 Helpdesk:
508helpdesk@cdc.gov
- Enterprise Performance Life Cycle
at HHS:
<http://www.hhs.gov/ocio/eplc/>
- The Enterprise Performance Life Cycle
(pdf from slides 22 and 29)
<http://www.hhs.gov/ocio/eplc-lifecycle-framework.pdf>

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