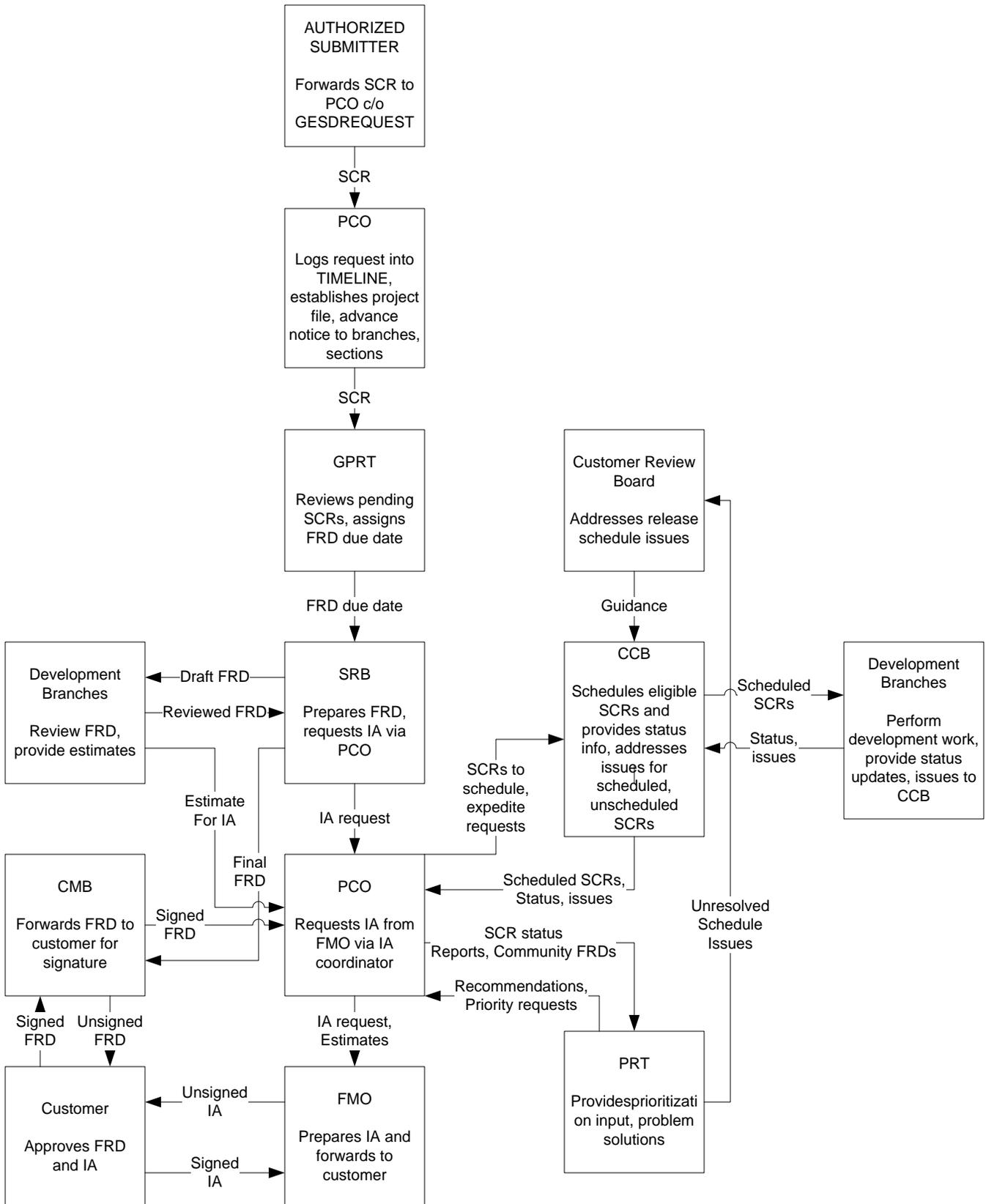


# GESD SCR Process Flows

V 2.0, Revised June 2011



# PCO Communication Plan SCR Process Flow

V 2.0, Revised June 2011

## SCR Process Steps:

1. Authorized Submitter forwards SCR to GESDREQUEST (PCO). This step includes internal development submission of Help Desk issues (IRs and SPRs) requiring system changes
2. PCO Logs request into Timeline, establishes project folder, provides advance copy to involved branches, sections
3. GPRT reviews pending requests, assesses impact, and assigns FRD Due Date
4. SRB prepares FRD for review
5. PCO requests IA when FRD review period begins
6. Development branches review FRD and prepare estimates
7. CMB forwards FRD to customer **for agency-specific changes**
8. FMO prepares IA and forwards to customer
9. Customer returns signed FRD
10. Customer returns signed IA
11. PCO presents eligible projects to CCB for scheduling (FRD and IA signed)
12. CCB schedules projects, addresses problems, issues raised by customers or developers
13. PCO reports scheduled, unscheduled status to PRT biweekly
14. CCB reviews schedule progress and SCR inventory status biweekly
15. Development, Operations branches implement SCRs, report status, issues to CCB

## Abbreviations:

CCB – Configuration Control Board  
CMB – Client Management Branch  
FMO – Financial Management Branch  
FRD – Functional Requirements Document  
GPRT – GESD/PCO Review Team (SRB, PCO)  
IA – Interagency Agreement (funding)  
IR – Incident Report (EmpowHR)  
PCO – Project Control Office  
PRT – Project Review Team (Customer)  
SCR – Software Change Request  
SPR – Software Problem Report (PPS)  
SRB – System Requirements Branch