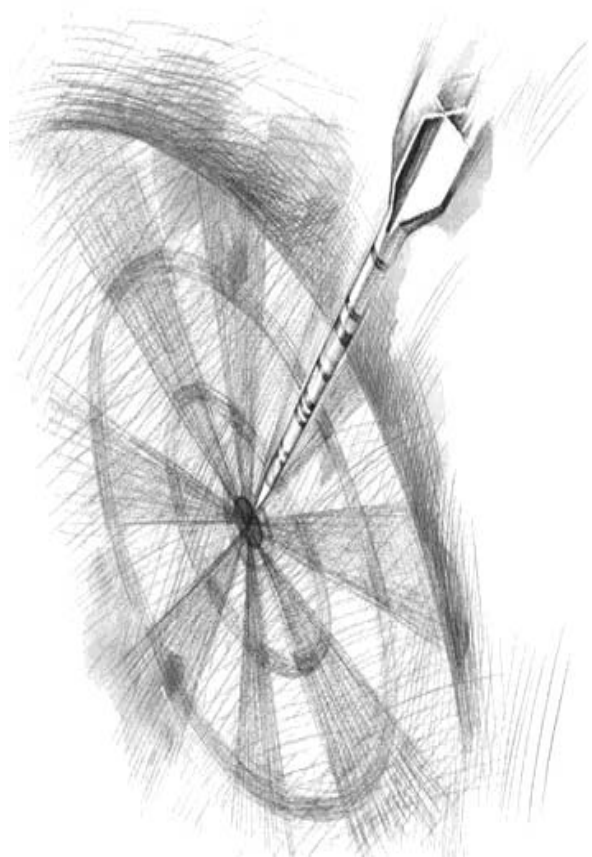


# CDC

## Unified Process A Common Project Delivery Framework

# Quick Guide

Summer 2006



# CDC UP Tools For Projects

**Process Guides:** CDC UP Process Guides help project teams comply with Federal regulations along with PHIN and CDC policies and standards by: 1) presenting requirements in a concise, easy-to-understand, and consistent format that is available on the CDC UP website; 2) setting the requirements in the context of their purpose; 3) providing step-by-step instructions for completing the activities required for compliance with each process; 4) showing the integration points between processes.

- Application Hosting
- Preparedness Data Warehouse
- Classified Information
- Contracts Procurement
- Capital Planning and Investment Control
- Enterprise Architecture
- Operations Designated Server Sites
- Operations Mid Tier Data Center
- Public Health Information Network Messaging
- Public Health Information Network Vocabulary
- Privacy Impact Assessment
- Procurements Overview
- Secure Data Network Application
- Secure Data Network Digital Certificate
- Secure Data Network File Transfer
- Secure Data Network Overview
- Section 508
- Security
- Simplified Acquisitions
- Support Provisioning
- Task Order

**Practices Guides:** CDC UP Practices Guides are brief documents describing the background, requirements, best practices, and key terminology of industry leading project management practices and their accompanying project management templates.

**Templates:** CDC UP Templates are standardized documents with a preset format. They are used as a starting point for project management documents to ensure consistency. CDC UP Templates are designed to be customized for the use of each project and include instructions and boiler plate text to make them readily useful to project teams.

**Checklists:** CDC UP Checklists are brief documents listing the items to be noted, checked, remembered and delivered when completing the accompanying template.

CDC UP Artifacts	Practices	Full	Lite	Checklist
	Guides	Template		
Change Management	■	■		■
Communication Management	FR		FR	FR
Issue Management	■	■		■
Lessons Learned	■	■		■
Meeting Management	FR	■		FR
Project Charter	FR	■	■	FR
Project Close-Out	■	■		FR
Project Management Plan	FR	■	■	■
Project Schedule	■	■		FR
Quality Management	■	■		■
Requirements Management	■	■		FR
Risk Management	FR	■		FR
Project Status Reporting	FR	■		FR
Work Breakdown Structure	■	■		FR

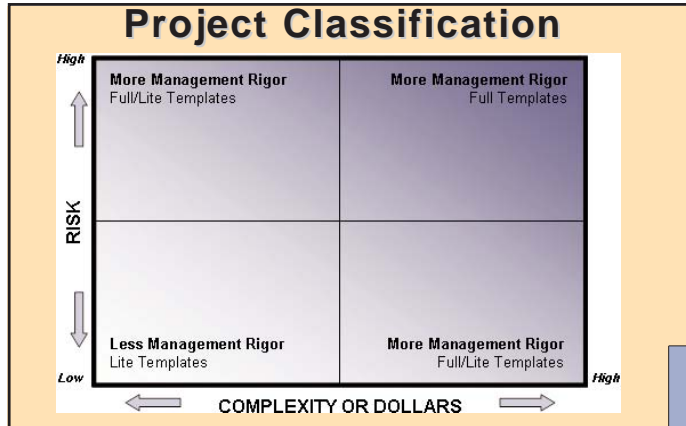
\*FR = Future Release

Use the CDC UP to determine which processes need to be followed for your project

### Process Guide Assessment

Sample Questions	Yes	No
Does my project involve the use of information or database technology and have an expected life span of at least one year?		
Is the system related to my project for individual or small group use and based solely on PC word processor, spreadsheets or similar tools (even if they use macros or scripts)?		
Is my system, which is registered in the ESC, undergoing changes that may affect the investment information currently entered into the ESC or ProSight?		
Does my IT project meet one (or both) of the following conditions? - The project involves information collected or maintained by, or on behalf of, the CDC; or - The project involves an information system or systems used, or organized by, CDC or a CDC contractor or independent organization working on behalf of the CDC		

Use the CDC UP to determine how much management rigor to apply to your project



Department of Health and Human Services  
Center for Disease Control and Prevention

<http://www.cdc.gov/cdcup/>

# What are the CDC UP Goals?

# What is the CDC UP?

## Vision

Establish an environment where CDC initiatives achieve successful outcomes that clearly align with Agency goals and objectives

## Definition

The CDC UP is a clearly defined approach to successful project delivery through a consistent and repeatable integration of practices and process that comply with federal regulations and policies, industry best practices, and PHIN/CDC standards

## Outcomes

Successful projects that are delivered on schedule, within budget, and achieve their stated objectives while utilizing repeatable processes and industry leading practices for efficiency of effort

## How Can CDC UP Help?

- Do you know how to begin your project documentation?
- Do you know what key processes your project needs to follow to meet federal regulations and other compliance mandates?
- Do you have project templates and tools to help jump start project activities?
- Do you have examples of documents from other projects that you can reference?
- Can you go to a different project and re-use their activities and artifacts efficiently?

The CDC UP has the tools, artifacts, processes, standard approaches and instructions to help project managers answer... **YES!**

## Questions or Suggestions?

We want to hear from you! Contact us by completing the contact form on the CDC UP website or by sending an email to the CDC UP e-mailbox <http://www.cdc.gov/cdcup/> [cdcup@cdc.gov](mailto:cdcup@cdc.gov)

## The CDC UP...

... was jointly developed by all C/Os through a collaborative development effort that yielded a relevant and beneficial set of practices and processes that assist project teams with successful project delivery. The CDC UP is not a System Development Life Cycle (SDLC), but instead is a collection of practices, processes, tools, and artifacts that any project manager may use to structure, track and manage project activities and deliverables. The CDC UP can be applied to any project to increase its efficiency and effectiveness.



The CDC UP is comprised of information and support tools that are easily accessible via the CDC UP website and include items such as:

- A "framework" based on industry leading standards designed to promote strategic alignment throughout the CDC that shows high level integration of CDC UP processes and communicates to project teams what needs to be done and when it needs to be done within the project life cycle
- Step-by-step descriptions of all the processes that projects must follow to comply with federal regulations and CDC policies and to promote successful project outcomes
- The approximate timing and level of effort required for each process and the integration points between processes so that project managers can proactively plan for resources, funding, dependencies, and project schedules
- A collection of reusable project templates to facilitate successful project delivery, consistency, structure, tracking, and management of activities and deliverables

## Example Application of CDC UP Project Framework

