Issue Date: <mm/dd/yyyy>
Revision Date: <mm/dd/yyyy>

Document Purpose

This checklist is a brief document listing the items to be noted, checked, remembered, and delivered when completing the accompanying template and/or project management practice.

Activities Checklist

	Do the system models align with the **Federal Enterprise Architecture** (FEA) Reference Models?
	Have **guidelines** for the modeling process been defined and documented? • Recording of assumptions, constraints, issues, etc • Modeling approach • Documentation requirements and design notations • Etc
	Have functional and non-functional **requirements** been identified?
	Have the **relationships** between model elements been identified and documented?
	Has analysis been completed to determine what **impact change** may have on the system or organization (server loads, staffing, security, etc)?
	Have **stakeholders** actively participated, and provided input?
	Has there been **stakeholder agreement** on the new/improved business process?
	Have the following **models** been completed? • Business process models • Conceptual design models • Logical design models • Physical design models
	Do the models contain **enough details** to support development and implementation of the system?
	Have models been **validated** against requirements and stakeholder expectations?

This document is 508 Compliant *[Insert additional appropriate disclaimer(s)]*