



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240



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OCIO DIRECTIVE 2005-016

To: Heads of Bureaus and Offices  
Assistant Secretaries

From: W. Hord Tipton  
Chief Information Officer 

Subject: Implementation of Information Technology Solution Development  
Lifecycle Guide (SDLC), Version 1.0

**Purpose:**

This directive issues the implementation of the Department of the Interior's Information Technology Solution Development Lifecycle Guide (IT SDLC), v 1.0., dated September 30, 2005.

**Background:**

The IT SDLC guide establishes procedures for the practices and guidelines governing the eight phases of the solution development lifecycle: initiation, planning, requirements analysis, design, construction, integration and tests, implementation, and steady state.

The SDLC guide is a systematic and uniform methodology for information systems development. Following this guide will ensure that systems developed by the Department meet IT and non-IT mission objectives. It will also help to ensure that they are compliant with the current and planned Information Technology Enterprise Architecture (IEA) and are cost effective.

**Scope:**

This directive applies to all major and non-major IT systems regardless of phase: development, maintenance, and enhancement. It also includes infrastructure computing resources at all levels of sensitivity, whether owned and operated by DOI, or operated on behalf of DOI.

The specific participants in the life cycle process, and the necessary reviews and approvals, vary from project to project. The guidance provided in this document should be tailored to the individual bureau and office based on cost, complexity, and criticality to the agency's mission.

**Time Frame:**

DOI bureaus and offices must implement the DOI SDLC, effective immediately, however, it can be tailored to the specific needs of bureaus and offices by no later than January 30, 2006. The DOI SDLC guide will continue to mature and be updated as processes are performed and evaluated for effectiveness.

**Policy:**

The DOI SDLC guide provides policy for DOI bureaus and offices to manage their IT systems. However, this guide does not supersede existing bureau SDLC or SLC procedures and guidelines that are consistent with the Departments' SDLC. The SDLC process is owned by the DOI, OCIO and managed by the OCIO IT Portfolio Management Division.

**Contact:**

If you have questions concerning these issues, please contact me at 202-208-6194. For further information on IT investment management or DOI's SDLC process, please contact Sally Good-Burton, Chief, Portfolio Management Division at (202) 208-4109.

Attachment

cc: Deputy Assistant Secretary, Business Management and  
Wildland Fire  
Bureau Chief Information Officers  
Bureau Capital Planning Coordinators  
Bureau Acquisition Managers  
Bureau Budget Officers  
DOI Investment Review Board Members