

OWNER: CUST-DEV2	ISSUE DATE: 13/12/2010	VERSION: 1.01
<p>TAXATION AND CUSTOMS UNION DG</p> <p>SUBJECT:</p> <p>DLV-0.1-1_TAKE-OVER FAT PROCESS</p>		
<p>CUST-DEV2</p> <p>[REMOVED]</p>		

CUST-DEV2	REF: [REMOVED]
TAKE-OVER FAT PROCESS	
DOCUMENT HISTORY	

DOCUMENT HISTORY

Version	Date	Description	Action (*)	Pages
0.01	01/11/2010	Submitted for Information		
0.02	03/11/2010	Update according to internal comments	I,R	All
1.00	15/11/2010	Submitted for Acceptance		
1.01	13/12/2010	Re-Submitted for Acceptance		

(*) Action: I = Insert R = Replace

CUST-DEV2	REF: [REMOVED]
TAKE-OVER FAT PROCESS	
TABLE OF CONTENTS	

TABLE OF CONTENTS

DOCUMENT HISTORY	2
TABLE OF CONTENTS	3
LIST OF TABLES	4
TABLE OF FIGURES	5
1 INTRODUCTION	6
1.1 Scope	6
1.2 References	6
1.3 Acronyms and Abbreviations	6
2 PROCESS OVERVIEW	8
2.1 Process Goal	8
3 ROLES AND RESPONSIBILITIES	9
4 TAKE-OVER FAT PROCESS	10
4.1 Process Flow	10

CUST-DEV2	REF: [REMOVED]
TAKE-OVER FAT PROCESS	
LIST OF TABLES	

LIST OF TABLES

Table 1-1: Reference documents..... 6

Table 1-2: Acronyms and Abbreviations 7

Table 3-1: Roles and Responsibilities..... 9

CUST-DEV2	REF: [REMOVED]
TAKE-OVER FAT PROCESS	
TABLE OF FIGURES	

TABLE OF FIGURES

Figure 4-1: Take-Over FAT Process..... 10

CUST-DEV2	REF: [REMOVED]
TAKE-OVER FAT PROCESS	
INTRODUCTION	

1 INTRODUCTION

1.1 Scope

This document details CUST-DEV2's Take-Over FAT Process approach.

1.2 References

RD#	Title	Originator	Version	Date
[RD1]	TEMPO - Glossary of Terms (tmp-gen-gls)	DG TAXUD	2.04-EN	01-Aug-07
[RD2]	Framework Quality Plan	CUST-DEV2	00.02.00	
[RD3]	TEMPO – Testing Reference Manual (tmp-ref-tst)	DG TAXUD	1.10-EN	25-Apr-08

Table 1-1: Reference documents

1.3 Acronyms and Abbreviations

See Annex 19 for the full list of Acronyms and Abbreviations. These below are the relevant abbreviations for the Change Management Process.

Acronym or Abbreviation	Definition
ATP	Acceptance Test Plan
DG TAXUD	Directorate General - Taxation and Customs Union
FQP	Framework Quality Plan
CAB	Change Advisory Board
CDA	Centrally Developed Application
CT	Conformance Test
CTP	Conformance Test Protocol
DQR	Delivery Qualification Report
ECG	Electronic Customs Group
FAT	Factory Acceptance Test
MoM	Minute of Meeting
NA	National Administration
ITSM	IT Service management
PSAT	PreSite Acceptance Test
RfA	Request for Action
SFA	Submit For Acceptance
SFR	Submit For Review
SIR	System Investigation Request

CUST-DEV2	REF: [REMOVED]
TAKE-OVER FAT PROCESS	
INTRODUCTION	

TTA	Transit Test Application
-----	--------------------------

Table 1-2: Acronyms and Abbreviations

CUST-DEV2	REF: [REMOVED]
TAKE-OVER FAT PROCESS	
PROCESS OVERVIEW	

2 PROCESS OVERVIEW

2.1 Process Goal

The Take-Over FAT Process defines the activities to be performed in order to reach the Go-Live for a given application.

CUST-DEV2	REF: [REMOVED]
TAKE-OVER FAT PROCESS	
ROLES AND RESPONSIBILITIES	

3 ROLES AND RESPONSIBILITIES

Role	Responsibility
CUST-DEV2 Application Owner	The CUST-DEV2 Application Owner is responsible for: <ul style="list-style-type: none"> • Co-ordinating the definition and validation of the ATP; • Co-ordinating the execution of the pre-FAT and FAT.
DG TAXUD Project Manager	The DG TAXUD Project Manager is responsible for: <ul style="list-style-type: none"> • Validating the ATP; • Auditing the FAT and providing Go/No Go.
QAC	The QA Contractor team is responsible for: <ul style="list-style-type: none"> • Validating the quality of ATP & FAT reports; • Audit FAT; • Produce MoM of meetings.

Table 3-1: Roles and Responsibilities

4 TAKE-OVER FAT PROCESS

4.1 Process Flow

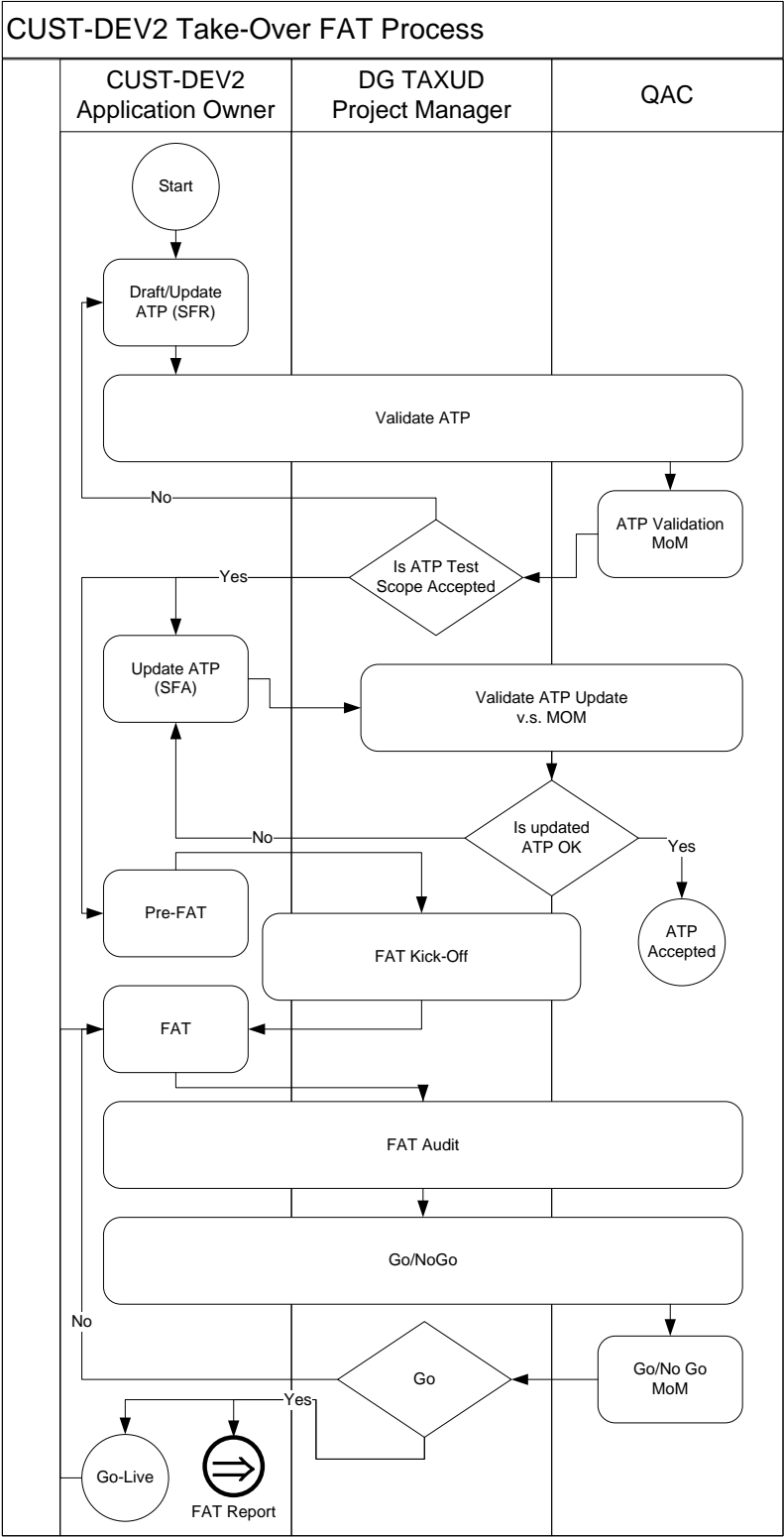


Figure 4-1: Take-Over FAT Process

CUST-DEV2	REF: [REMOVED]
TAKE-OVER FAT PROCESS	
TAKE-OVER FAT PROCESS	

4.1.1.1 Procedure

Step	Take-Over FAT Process
1	Draft/Update ATP (SFR)
<i>Input</i>	Release RfA from DG TAXUD
<i>Description</i>	<p>The CUST-DEV2 Application Owner drafts the ATP report based upon the following information:</p> <ul style="list-style-type: none"> • TAXUD proposal, when available; • Previous ATP or Test Plans, when available in the baseline; • Previous Delivery Notes, when available in the baseline; • Application functional/technical architecture (as per baseline / training material). <p>In case of disagreement on the test scope during the “ATP validation” (step 4), CUST-DEV2 Application Owner should review the ATP and update the ATP report.</p>
<i>Output</i>	ATP SFR document
2	Validate ATP
<i>Input</i>	ATP Sfr document
<i>Description</i>	<p>The ATP is validated by the following parties in a conference call meeting:</p> <ul style="list-style-type: none"> • CUST-DEV2 Application Owner; • TAXUD Project Manager; • QAC. <p>During the meeting, all comments on the ATP are covered. Moreover, it must be decided if the test scope defined in the ATP is validated or not.</p> <p>Ideally, test scope changes are listed and agreed during the meeting. If not, clear action must be defined to reach an agreed scope.</p>
<i>Output</i>	ATP Sfr comment and Test Scope approval
3	ATP Validation MoM
<i>Input</i>	ATP Validation meeting
<i>Description</i>	<p>QAC produces the MoM of the ATP Validation meeting.</p> <p>MoM must contains:</p> <ul style="list-style-type: none"> • All comments made on the ATP during the Validation meeting; • Decision taken on the test scope.

CUST-DEV2	REF: [REMOVED]
TAKE-OVER FAT PROCESS	
TAKE-OVER FAT PROCESS	

<i>Output</i>	ATP Validation MoM
4	Is ATP Test Scope Accepted
<i>Input</i>	ATP Validation MoM
<i>Description</i>	<p>If the test scope is accepted, CUST-DEV2 continues with the following process steps:</p> <ul style="list-style-type: none"> • Update ATP (SfA); • Pre-FAT. <p>If not CUST-DEV2 reviews the test scope and resumes the ATP definition activity.</p>
<i>Output</i>	N/A
5	Update ATP (SFA)
<i>Input</i>	ATP Validation MoM
<i>Description</i>	The CUST-DEV2 Application Owner updates the ATP based on comments formalised in MoM.
<i>Output</i>	ATP (SfA)
6	Validate ATP Update v.s. MOM
<i>Input</i>	ATP (SfA)
<i>Description</i>	<p>The ATP (SfA) is validated against ATP Validation MoM by:</p> <ul style="list-style-type: none"> • TAXUD Project Manager; • QAC.
<i>Output</i>	Validated ATP (SfA)
7	Is updated ATP OK
<i>Input</i>	Validated ATP (SfA)
<i>Description</i>	<p>Have the comments on ATP been correctly implemented?</p> <p>If yes, the ATP SfA is accepted.</p> <p>If no, the ATP document must be amended.</p>
<i>Output</i>	Accepted ATP
8	Pre-FAT
<i>Input</i>	ATP with accepted test scope

CUST-DEV2	REF: [REMOVED]
TAKE-OVER FAT PROCESS	
TAKE-OVER FAT PROCESS	

<i>Description</i>	<p>The CUST-DEV2 Application Owner executes the ATP. The pre-FAT is executed on the initial baseline (as specified in the Take-Over Plan).</p> <p>Note: If it is possible to have the final baseline (as specified in the Take-Over Plan) installed for pre-FAT, this will be used.</p>
<i>Output</i>	FAT Report (on pre-FAT)
9	FAT Kick-Off
<i>Input</i>	ATP SfA
<i>Description</i>	<p>The CUST-DEV2 Application Owner confirms the following FAT elements:</p> <ul style="list-style-type: none"> • Version of the ATP used; • Environment used; • Version of Baseline used; • FAT Schedule.
<i>Output</i>	Start of the FAT
10	FAT
<i>Input</i>	FAT Kick-Off
<i>Description</i>	<p>The CUST-DEV2 Application Owner executes the ATP. The FAT is executed on the final baseline.</p>
<i>Output</i>	Go to the FAT Audit activity
11	FAT Audit
<i>Input</i>	FAT activity
<i>Description</i>	<p>The FAT is audited by the following roles:</p> <ul style="list-style-type: none"> • DG TAXUD Project Manager; • QAC.
<i>Output</i>	Go/No Go Activity
12	Go/No Go Activity
<i>Input</i>	FAT Audit

CUST-DEV2	REF: [REMOVED]
TAKE-OVER FAT PROCESS	
TAKE-OVER FAT PROCESS	

<i>Description</i>	<p>Based on the FAT Result, the Go/NoGo is decision is taken by the following people :</p> <ul style="list-style-type: none"> • CUST-DEV2 Application Owner; • TAXUD Project Manager; • QAC.
<i>Output</i>	Go/No Go