
Software Acquisition Planning Sub-Policy

2-1 Purpose

The purpose of the Software Acquisition Planning sub-policy is to ensure that reasonable planning for the software acquisition is conducted and that all elements of the project are included.

HUD Software Acquisition Planning begins with the earliest identification of a role for software in the system to be acquired. The process starts when HUD resources are assigned to form a project team for the acquisition, independent of whether or not the team is formally constituted as an organizational entity. HUD Software Acquisition Planning provides for conducting and documenting Software Acquisition Planning activities and participation in system level planning activities as appropriate.

HUD Software Acquisition Planning includes the preparation for software-related areas in system level planning such as early budgetary action, schedule determination, acquisition strategy, risk identification, and software requirements definition. There are other traditional Software Acquisition Planning activities that must be performed in the context of the system as a whole and in coordination with the HUD project team (e.g., system requirements development, hardware/software partitioning, system level software requirements allocation, and solicitation management).

HUD Software Acquisition Planning also involves planning all aspects of the software acquisition project. Software Acquisition Planning documentation facilitates implementation of the Software Acquisition Policy.

2-2 HUD Sub-Policy

HUD software acquisition projects will follow this written sub-policy for Software Acquisition Planning. This policy specifies that HUD software-related planning requirements will be developed, documented, and baselined prior to release of the solicitation package, then managed, maintained, traceable, and verifiable, throughout the life of the project.

2-3 Responsibilities

The HUD GTR will oversee the HUD Project Leader and will be responsible for the implementation of this sub-policy throughout the project life cycle and, either directly or by delegation, coordination of all activities described herein. Typically a GTM, whether appointed as such directly by the GTR or the CO, will be the designated Project Leader.

2-4 Requirements

HUD software acquisition projects will comply with requirements for Software Acquisition Planning as follows:

- A. The HUD Project Leader will place software-related planning requirements under change control early in the project, but not later than release of the solicitation package, and will appraise all change activity for their impact on performance, architecture, supportability, system resource utilization, contract schedule and cost, and any software being acquire.

- B. Software Acquisition Planning will address the project's entire software acquisition process and life cycle support, life cycle cost and schedule estimates, and performance measurement for software planning activities and resultant products.
- C. HUD will provide experienced software acquisition management personnel to support project Software Acquisition Planning.
- D. HUD will provide adequate resources for solicitation activities including training to perform those activities.
- E. HUD will maintain software acquisition planning documentation over the life of the project. Documentation should also include in the documentation strategic objectives, master schedule of software acquisition milestones, and measurement to determine the progress of software acquisition activities.

2-5 Measurement and Verification

- A. Acquisition organization management and the project manager will conduct periodic reviews of software acquisition planning activities.