# Version Description Document (VDD)

## Purpose

The VDD is the primary configuration control document used to track and control versions of software being released to testing, to implementation, or to the final operational environment. The VDD provides a summary of the features and contents for a specific software build or release, and facilitates product implementation, testing, operations and maintenance. The VDD identifies and describes the version of the computer software configuration items (CSCIs) that comprise the software build or release, including all changes to the CSCIs since the last VDD was issued, as well as installation and operating information unique to the version described. The VDD applies to any release of a product revision, and includes software, hardware, and firmware.

## Document Lifecycle

A VDD is required for each new or modified version of a Business Product/Code that is released to the test, implementation, or operational environments, whether new development or maintenance.  As a result, several VDDs may be produced during the life cycle of a project. Following the release of the Business Product/Code to the target environment, the VDD should be archived as a project record and a new VDD created for the next delivery.

## Audience

The target audience for the VDD includes business, technical, governance, and project management stakeholders.

## Roles and Responsibilities

The following stakeholders have a prescribed interest in the development, content, review and approval, and use of the VDD:

| Stakeholder | Interest |
| --- | --- |
| Project Manager | Ensures a VDD is appropriately developed for each release of a Business Product/Code, if designated as being required per the Project Process Agreement (PPA).  Monitors the actual release delivery and transition effort in accordance with the content of the VDD, and provides appropriate status reporting as needed.  Ensures that the schedule for the release is integrated into the master project schedule. |
| Government Task Leader (GTL) | Ensures that the VDD(s) is delivered in accordance with the requirements of the Statement of Work (SOW) or Task Order (TO). |
| Business Owner | Approves the final VDD(s) and ensures that the |

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| | necessary funding is available for subsequent test, implementation, or production activities associated with the release delivery and transition. |
| System Developer or System Maintainer | Prepares a VDD in conjunction with the associated Business Product/Code to ensure that the VDD accurately and completely reflects the content of the Business Product/Code release being delivered for transition to the target test, implementation, or production environment. |
| Technical Review Board (TRB) | Reviews and approves the VDD prior to release of the VDD and the associated Business Product/Code to the target test, implementation, or production environment.  Identifies any issues, risks, or actions that may affect the release delivery.  Identifies any changes or problems with the VDD requiring further consideration and/or updates to the VDD or other system documentation. |
| ESD Peer Review Group [for ESD IDIQ Contract Task Orders only] | Reviews the VDD prior to it being forwarded to the TRB.  Identifies any issues, risks, or actions that may affect the transition of the associated Business Product/Code release into the target test, implementation, or production environment.  Identifies changes or problems with the VDD requiring further consideration and/or updates to the VDD or other system documentation. |
| ESD Engineering Review Panel (ERP) [for ESD IDIQ Contract Task Orders only] | Reviews the VDD and provides input to the TRB regarding any IT engineering and technology issues and challenges associated with the VDD that may affect the transition of the Business Product/Code release into the target test, implementation, or production environment. |
| OIS Stakeholders (e.g., EDCG, EDG, etc.) | References the VDD when transitioning a release of a Business Product/Code into the target test, implementation, or production environment. |
| IT Infrastructure Implementation Agent or Contractor | References the VDD when transitioning a release of a Business Product/Code into the target test, implementation, or production environment. |
| IV&V Contractor | Reviews the VDD to identify potential improvements or identify problems before they occur. |
| Configuration (or Change) Control Board | Ensures that the VDD accurately and completely reflects the content of the Business Product/Code being released into production for a maintenance release delivered during the Operations & Maintenance Phase (e.g., validates the Change Requests incorporated in the release). |

## Related Deliverables

The content of the following deliverables should be considered during the development of the VDD:

- Business Product/Code
- Release Plan (new development) or Release Management Plan (maintenance)
- System Security Plan (SSP) and/or Information Security Risk Assessment (IS RA)
- System Design Document (SDD)
- Interface Control Document (ICD)
- Database Design Document
- Data Conversion Plan
- Test Plan
- Test Summary Report
- Implementation Plan
- Contingency Plan
- Training Plan
- User Manual
- Operations & Maintenance (O&M) Manual
- Change Requests
- Problem Reports

## Framework Reviews

For new development projects, as well as operations and maintenance projects, the VDD serves as input to the following System Lifecycle Framework reviews:

**Validation Readiness Review (VRR)** – During the VRR, the VDD is reviewed to understand the content of the Business Product/Code release being delivered and to determine if it is ready for transition to the target test environment (e.g., all features and contents of the release are accurately and completely documented).

**Implementation Readiness Review (IRR)** – During the IRR, the VDD is reviewed to understand the content of the Business Product/Code release being delivered, to identify any changes from the previous release if applicable, and to determine if the release is ready for implementation in accordance with the Implementation Plan.

**Operational Readiness Review (ORR) [a.k.a., Production Readiness Review (PRR) for maintenance projects]** – During the ORR, the VDD is reviewed to understand the content of the Business Product/Code release being delivered, to identify any changes from the previous release if applicable, and to determine if the release is ready for transition to production for operations and maintenance support.

## Template

A template exists for the creation of this deliverable, which provides a proposed structure for the document and a detailed description of the information content that should be considered for inclusion in a VDD.

The template for the VDD is available at:
http://www.cms.hhs.gov/SystemLifecycleFramework/03C_Templates.asp#TopOfPage

## Other Available Guidance

Not applicable