



United States Department of Agriculture

Notice ODA-2015-2

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Grain Inspection,
Packers and Stockyards
Administration

Federal Grain Inspection
Service

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Administrator

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TO: FGIS Executive Management Team
Dan Knight, Information Technology Business Director

FROM: Randall D. Jones
Deputy Administrator

SUBJECT: Development of Business Requirements for Application Development

1. PURPOSE

Information technology plays a critical role in the delivery of FGIS systems and serve as a primary tool that allows FGIS to meet the needs of its stakeholders. To facilitate the development of software, this notice provides clarification regarding the roles and responsibilities regarding software development with an emphasis on development and documentation of the business requirements.

2. POLICY

The primary responsibility for the development of business requirements will lie with the Divisions. The Divisions will assess and determine the need for new applications or enhancements. The Divisions will submit business requirements package that includes business requirements, purpose of the change, justification for the new application, the benefits, priority, and any policy that is associated with the requests. The business requirements package shall be submitted to the Office of the Deputy Administrator (ODA) after the review and approval by the Director of the Division. After approval by ODA, the request will be submitted to the Information Technology (IT) Staff for completion of development work. If it is determined that the requirements are incomplete, they will be returned to the Division for changes. ODA will determine the priority of the request and place it on the task list accordingly. Divisions shall submit business requirements similar to the example can be found at <https://ingipsa.gipsa.usda.gov/memos/Business-Requirements.pdf>.

3. CREATION OF BUSINESS REQUIREMENTS

Divisions shall:

1. Develop requirements;
2. Submit requirements package to ODA; and
3. Work with IT staff to complete development work.

ODA shall:

1. Receive package;
2. Review business requirements to ensure they are complete;
3. If needed, returned to Division for additional information or corrections;
4. Review program needs and prioritize; and
5. Submit to Grain Inspection, Packer and Stockyard Administration IT Staff.