



# CHECKLIST

## INTERFACE CONTROL

Issue Date: <dd/mm/yyyy>  
Revision Date: <dd/mm/yyyy>

### Purpose

The purpose of this document is to provide a quick checklist for use by the project manager to ensure that all appropriate activities related to **Interface Control** have been addressed.

### Activities Checklist

This section provides a checklist of activities to ensure proper preparation, use, and post completion review and continued use of this template.

Checklist	
	Has the interface and interface type been defined?
	Have the commands and parameters that need to pass between systems been documented?
	Has a description of how the system communicates with subsystems been documented?
	Has a description of how the system communicates with external systems been documented?
	Has a description of how the system communicates with its users been documented?
	Has the rules for how the system interprets external commands been documented?
	Are the responses and expected behaviors of the system documented?
	Are descriptions of the required interface controls documented?
	Have the interface control practices been defined, communicated and accepted?
	Does the communication plan notify appropriate parties of interface plans, attainment, and issues?
	Have the interface control objectives been established and validated?
	Does a plan exist to monitor interface and performance factors?
	Has access been granted for users that have the authority and ability to provide information regarding the system and interfaces being built?
	Do means exist to measure all components that are critical to interface and performance?
	Are procedures in place to periodically analyze interface measurements against interface objectives?
	Are resources and mechanisms available to address differences in interface measurements and objectives?
	Has the project team given consideration to using an industry recognized standard for system interfaces?
	Has required system performance been defined to support associated business processes?
	Has the system been tested against defined measures and associated business process requirements?
	Have individual interface items been considered and analyzed to determine their impact on the overall project? Items such as physical server consolidation, storage considerations, necessary IT controls, standards and processes, computing resources, required technical skills, additional staffing, licensing requirements, backup requirements, security requirements, system configuration, system monitoring, availability requirements, etc.
	Have minimum levels of interface been outlined?
	Have plans been developed and approved to address any gaps between current (if any) interface and current/future demand?
	Have plans been developed and approved to manage factors associated with expected growth in interface (model) demand?
	Do the interfaces align with the OpDiv's high-level information-exchange diagram?



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ENTERPRISE PERFORMANCE LIFE CYCLE FRAMEWORK

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