



[Link to Implementation Phase \(FM\) IAA Terms & Conditions](#)



[Link to Implementation Dashboard](#)



[Link to Definitions](#)



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Federal Agency Migration Evaluation Quick Guides

Phase 4: Implementation

Overview of the Phase

The purpose of this phase is to migrate the customer agency onto the standard FSSP solution.

	Agency	FSSP	FIT	OMB
4.1 Prepare & sign Inter-Agency Agreement (IAA) for the Implementation Phase, inclusive of subsection of Terms and Conditions from FAME	L	C	A	
4.2 Hold Implementation kick-off meeting	C	L	A	A
4.3 Conduct implementation (e.g., design, develop, test)	C	L	A	A
4.4 Hold regular status meetings with FIT and OMB	C	C	L	A
4.5 Hold regular risk meetings with FIT	L	L	C	

Major Process Steps

L = Lead • Organization(s) responsible for completing the activity and engaging stakeholders
 C = Contribute • Provides resources and consults with the Lead to complete the activity
 A = Advise • Stakeholder(s) responsible for providing input and guidance



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Phase 4: Implementation (Continued)

Key Considerations

- ☑ The customer agency and the FSSP are required to complete the *Implementation Dashboard* for the regular status meetings with FIT and OMB. (4.3)
- ☑ FIT participates in the implementation process (e.g., oversight, risk mitigation) and mediates dispute resolution (e.g., gap conflicts) between the customer agency and FSSP as needed. (4.2)
- ☑ Though most major process steps noted above may conclude before the next one begins, depending on the circumstances, some steps may execute concurrently.
- ☑ A separate operations and maintenance (O&M) IAA will be prepared and signed if O&M is not included in the Implementation IAA.
- ☑ Once the implementation is complete the customer agency and FSSP will be done with FAME. Guidance on O&M governance can be found in the Federal Financial Management Marketplace Governance and FSSP and Customer Agency Governance documents on the FIT website.