

# Framework Extension Development Guide

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## Version History

Framework tools are available on the Framework Web site.

<b>Release Date</b>	<b>Description</b>
13-Jan-2011	Version 1.0 Framework Extension Development Guide and related tools released.
3-Dec-2010	Proposed Version 1.0 – Framework Extension Development Guide and tools posted for review.

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# Introduction

## About Framework Extensions

Framework Extensions provide a standard set of guidance and tools that extend use of the Framework for various types of technology projects and environments. The Framework provides a base set of practices for project delivery; an extension provides an additional set of practices that interpret and extend the base set of practices.

Extensions, introduced in Framework version 1.5, enhance use of the Framework by establishing a consistent, statewide approach to address specific business or technology requirements. Examples of such practices are investment (funding), portfolio management, service-oriented architecture (SOA), electronic discovery (e-discovery), security, accessibility, or any other set of practices that address specific project requirements, needs, and conditions.

Framework Extensions provide guidance on how to apply these practices during project delivery. Extensions, which may include tools such as checklists, templates, questionnaires, and instructions, can be used to create various types of project deliverables or to help ensure project deliverables created with the base Framework incorporate relevant and necessary content. Project deliverables created with an extension are not required to be submitted to state entities (for example, the Quality Assurance Team).

Current versions of Framework Extensions are available on the DIR website. An example of a current extension is the System Development Life Cycle (SDLC) Extension. The SDLC Extension provides guidance to systems development practitioners during project delivery by addressing requirements, design, testing, and implementation of systems and system components.

## About the Framework Extension Development Guide

The Framework Extension Development Guide (Guide) identifies all activities that must be executed to develop and integrate an extension into the Framework. This Guide describes the methods, steps, limitations, design, and integration factors that ultimately influence how an extension is used in conjunction with the Framework. Although an extension is maintained as a separate product from the Framework, application of the extension is closely integrated with application of the Framework.

The intent of this Guide is to provide a formal, repeatable, and comprehensive process for developing a Framework Extension. This process is built around partnerships among agencies to introduce and develop extensions. Agencies are invited and encouraged to collectively propose, design, create, or review aspects of an extension, with one agency representing and acting on behalf of the agencies in the partnership.

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# Use of the Framework Extension Development Guide

Use the Framework Extension Development Guide as a reference source for creating an extension, from proposal through release. This Guide provides general direction and intent throughout the extension development life cycle. Each extension inherently presents unique requirements and practices that must be addressed in a manner that best represents expansion of the base set of Framework practices.

## Getting Started

Before beginning development, agencies must

- **Develop a comprehensive understanding of the base set of practices in the Framework.**  
The Framework, by design, provides general and broad guidance for project delivery and enables agencies to apply internal practices in a flexible manner. The Framework must be understood to effectively use this Guide.
- **Obtain a general understanding of concepts used in the extension development life cycle.**  
A review of this Guide and glossary terms will help provide an understanding of the concepts.
- **Assess the appropriateness of adding the extension to the Framework.**  
An understanding of the concepts described in this Guide will help agencies determine if adding an extension to the Framework is appropriate before formally proposing the extension. A review of the steps and activities described in this Guide will help the initial assessment. Evaluate the activities against the desire to incorporate specific project-level requirements, needs, and conditions into the Framework.

During development, agencies must

- **Keep development activities focused on the intent and scope of the extension.**  
Throughout development, agencies must frequently refer to the definition, intent, and scope of the extension to ensure activities remain focused.

## Integrating an Extension into the Framework

This Guide describes all activities that must be executed to integrate an extension into the Framework. Framework revisions are based on formal change and release management processes. Therefore, extension integration activities are impacted by maintenance and operations activities already being executed by the Department of Information Resources (DIR) in support of the Framework.

## Improving the Framework Extension Development Guidance

Agencies using this Guide may identify and recommend improvements to extension development activities using the Framework change advisory process. DIR will modify this Guide as needed to ensure the extension development guidance is accurate, up-to-date, and informative.

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# Roles and Responsibilities

## Overview

Two main roles are involved in developing an extension – DIR and the agency that proposes the extension. Any agency, including DIR, can propose an extension. DIR and the proposing agency (the agency) work together to ensure the extension is successfully added to the Framework.

DIR is accountable for ensuring the extension is integrated with existing Framework constructs and practices. DIR staff will assist the agency throughout the extension development life cycle.

The agency is accountable for involving multiple stakeholders (e.g., other agencies, individuals, organizations, committees, or standing bodies) that are impacted by use of the extension and for ensuring the extension meets the needs of those stakeholders. The agency identifies stakeholders who are knowledgeable about the extension content, practices, implications, outcomes, and requirements. The agency also represents and acts on behalf of the stakeholders when working with DIR.

## DIR Roles and Responsibilities

DIR guides and supports development of the extension by performing various functions. DIR responsibilities include:

Function	DIR Responsibilities
Approval	<ul style="list-style-type: none"><li>• Evaluate extension proposals submitted by agencies</li><li>• Approve extension proposals</li><li>• Maintain historical information for extension proposals</li></ul>
Planning	<ul style="list-style-type: none"><li>• Identify staff to work on the extension</li><li>• Assign a liaison to the agency as a single point of contact</li><li>• Develop and approve extension development plans with the agency</li></ul>
Management	<ul style="list-style-type: none"><li>• Guide extension development activities based on approved plans</li><li>• Determine whether the extension is properly integrated with the base set of Framework practices</li><li>• Determine when the extension is ready for release</li><li>• Manage Framework revisions based on formal change and release management processes</li></ul>
Process Improvement	<ul style="list-style-type: none"><li>• Identify, evaluate, and incorporate improvements to the extension development process</li><li>• Monitor and assess whether the Framework Extension Development Guide is accurate, up-to-date, and informative</li></ul>

## Agency Roles and Responsibilities

An agency proposes and develops the extension by performing various functions. Agency responsibilities include:

Function	Agency Responsibilities
Approval	<ul style="list-style-type: none"> <li>Propose extension</li> </ul>
Planning	<ul style="list-style-type: none"> <li>Assign a liaison as an intermediary and single point of contact between DIR and all stakeholders</li> <li>Identify stakeholders impacted by use of the extension</li> <li>Identify specific stakeholders to support development activities (e.g., review or create)</li> <li>Approve extension development plans with DIR</li> </ul>
Management	<ul style="list-style-type: none"> <li>Describe and establish the overarching intent and use of the extension</li> <li>Design and create the extension based on approved plans</li> <li>Ensure stakeholders provide input and remain informed and engaged throughout extension development</li> <li>Validate whether the extension satisfies stakeholder requirements, needs, and conditions</li> <li>Determine when the extension is ready for release</li> </ul>
Process Improvement	<ul style="list-style-type: none"> <li>Identify and evaluate improvements to the extension development process</li> <li>Provide feedback to DIR on whether the Framework Extension Development Guide is accurate, up-to-date, and informative</li> </ul>

## Partnerships

The extension development process promotes partnerships among stakeholders. Multiple stakeholders, such as other agencies or vendors, partner with the agency to fulfill certain responsibilities during the extension development life cycle. The agency is responsible for managing and determining how and to what extent stakeholders perform certain activities. These responsibilities may include:

Function	Other Support Responsibilities
Approval	<ul style="list-style-type: none"> <li>Review extension proposals</li> </ul>
Planning	<ul style="list-style-type: none"> <li>Provide input on development plans</li> </ul>
Management	<ul style="list-style-type: none"> <li>Help describe and establish the overarching intent and use of the extension</li> <li>Help define how and to what extent guidance and tools are included or excluded</li> <li>Help with design of the extension</li> <li>Create parts of the extension</li> <li>Review the extension following creation</li> <li>Validate whether the extension satisfies stakeholder requirements, needs, and conditions</li> </ul>
Process Improvement	<ul style="list-style-type: none"> <li>Identify and evaluate improvements to the extension development process</li> <li>Provide feedback to DIR on whether the Framework Extension Development Guide is accurate, up-to-date, and informative</li> </ul>

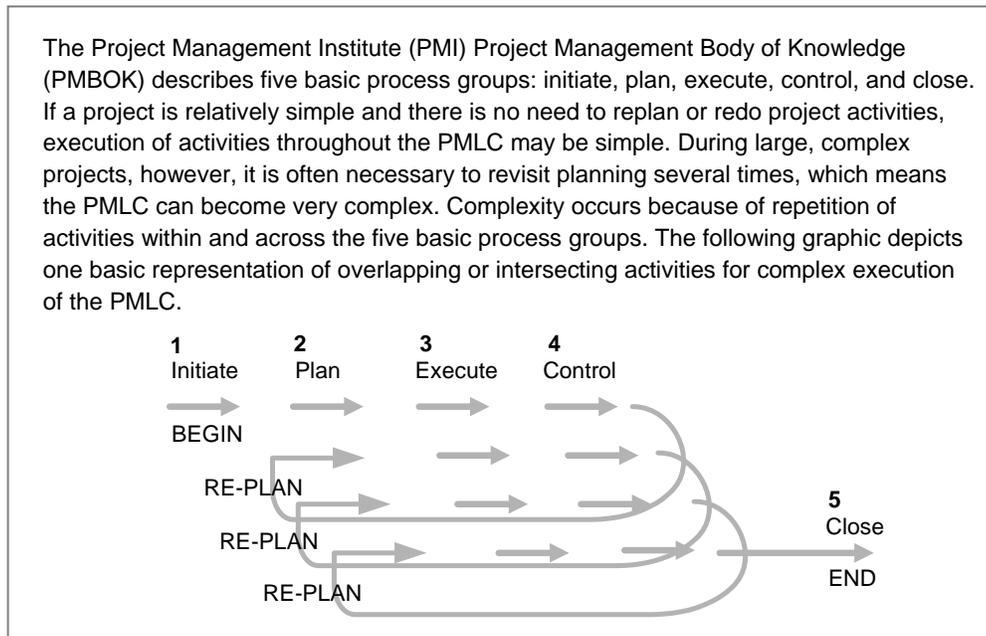
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# Framework Integration

## Basics

The main consideration for integrating an extension with the Framework is life cycles. Life cycles represent the method by which project activities are structured and executed. Project activities executed during delivery involve overlapping or intersecting life cycle activities. When using an extension, activities executed as a result of the extension map directly to activities executed as a result of project management practices. Therefore, life cycles form the basis for developing an extension.

The term *life cycle* can be misleading because it is neither a perpetual circle of events nor is the sequence of events rigidly fixed. Understanding a well-known life cycle such as the project management life cycle (PMLC) helps define how an extension is used in relation to project activities:



**Figure 1. Overlapping or intersecting activities in a project management life cycle**

A Framework Extension may introduce new or multiple life cycles, or may simply append activities to existing life cycle(s) already used for a project. For example, the SDLC Extension introduces a life cycle for developing systems based on well-known industry best practices, but an extension that introduces a life cycle for software development (e.g., SOA) may append activities to existing system development and project management life cycles. How and to what extent project activities and life cycle(s) function in relation to each other must be determined and designed as part of the extension development process.

Regardless of which life cycles are used and perhaps tailored to fit specific project needs, activities and deliverables resulting from use of the extension must fit with the review gate life

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cycle imposed by the Framework. The review gate life cycle includes business justification, project planning, solicitation and contracting, project implementation, and benefits realization. Two basic points support integrating the extension with the review gate life cycle:

1. The Framework is guidance and tools that align with project activities executed at the agency level. Therefore, the Framework is intended to frame existing agency-level project management practices, structures, and processes (e.g., governance, project management methodology, authority, and review gates) by providing guidance at the statewide level. Refer to 1 Texas Administrative Code (TAC) 216 for additional information.
2. Agency project management practices dictate project activities by providing procedures, methods, and practices, including tailoring methods. Therefore, an extension is intended to function with activities executed at a project level.

## **Considerations**

In addition to life cycles, other factors for integrating an extension with the Framework should be evaluated. Consideration of the following factors will influence extension development:

### *Best Practices*

Identify various best practices that are commonly accepted as industry standards for a particular technology area, type, field, or scope of knowledge. For example, consider existing approaches that are commonly used by practitioners across the industry for use of a particular tool. Some best practices may already be described in an existing extension. More than likely, national standards bodies or other entities have published valuable methods related to project management or delivery practices.

### *Existing Extensions*

Review existing extensions to understand how to integrate activities with the review gate life cycle. Existing extensions provide examples of integrating extension activities with project activities. Similar to the process groups described for the PMLC, review gates represent snapshots in time. Evaluate project-level activities that must be performed before conclusion of activities executed for a review gate. Consider including practices in the extension to alert practitioners to activities that must be performed as part of review gate activities.

### *Activity Level*

Include only project-level activities in the extension; addressing broad program activities on a project-by-project basis in an extension is inadequate. Consider whether proposed activities align more closely with activities for a project or a broad program. Broad program activities include internal agency business functions such as a risk management program that has responsibilities across multiple divisions. Delineate possible ways to perform activities at a project level in an extension from activities that are better suited for inclusion in broad programs.

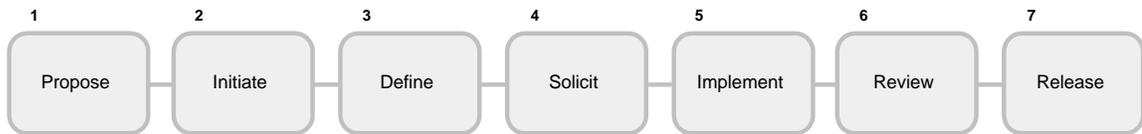
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# Development Process

## Major Steps

Developing an extension involves seven major steps, each of which comprises multiple activities. The process begins when an extension is proposed and, if approved, concludes when the extension is released for publishing.

Development consists of the following major steps:



**Figure 2. Major steps in the extension development process**

Each major step is a specific action involving multiple roles and activities, which are described in detail in separate subsections below and summarized as a quick reference in Appendix A. The following table identifies the major steps and associated extension development tools, if applicable.

Step	Action	Description	Extension Development Tool
1	Propose	Recommend and obtain approval of a new extension	Framework Extension Proposal form
2	Initiate	Establish and begin extension development activities	—
3	Define	Describe guidance and tools (if any) of the new extension	Framework Extension Description form
4	Solicit	Obtain input about the new extension mainly from stakeholders not involved in extension development activities	—
5	Create	Draft the extension and the extension guide	Framework Extension Guide template
6	Review	Provide the draft extension to stakeholders for review	—
7	Release	Publish the extension	—

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## Activities

### Step 1. Propose

The first step – propose – involves recommending and approving a new extension. This step includes the following activities:

Role	Activity	Description
Agency	1.1	Propose an extension using the Framework Extension Proposal form
DIR	1.2	Evaluate (review, assess, and validate) the Framework Extension Proposal
DIR	1.3	Determine if the Framework Extension Proposal is approved and document the results

### Step 1 Activities

- 1.1 The agency proposes a new extension using the Framework Extension Proposal form identified in Appendix C. The proposal describes the intent, desired outcomes, and justification of the extension, and also identifies possible stakeholders and a preliminary extension name, which may change depending on stakeholder input. The agency submits the completed Framework Extension Proposal (MS Word file) to DIR at [projectdelivery@dir.texas.gov](mailto:projectdelivery@dir.texas.gov).

Extensions may be added to the Framework for various reasons. The agency must be able to convey in the Framework Extension Proposal how use of the extension will positively impact both state and agency business outcomes. For example, an extension can be added to help ensure practitioners recognize, evaluate, execute, and promote statewide use of certain technology best practices.

Other reasons for adding an extension include:

- To insert specific practices for particular technology requirements into the broad and general Framework guidance
  - To improve usage of the Framework by adding detailed best practices that further clarify existing Framework practices
  - To promote another layer of statewide consistency for specific best practices commonly accepted as industry standards
  - To improve adaptability of the Framework by adding detailed guidance that clarifies the best alternatives for achieving specific results
- 1.2 DIR evaluates the Framework Extension Proposal against the intent, principles, constraints, and objectives of the Framework. DIR reviews, assesses, and validates whether the extension:
- involves and meets the needs of diverse stakeholders
  - proposes practices that are universally accepted by practitioners
  - enables proper integration with the Framework

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To help ensure the Framework Extension Proposal is complete, DIR works closely with the agency and provides feedback as needed. DIR may also vet the Framework Extension Proposal with stakeholders that may be unknown to the agency.

- 1.3 DIR makes an approval decision about the Framework Extension Proposal and informs the agency. Preference is given to Framework Extension Proposals that involve multiple stakeholders through partnership.

DIR may grant, reject, or defer approval, or the agency may direct DIR to withdraw the Framework Extension Proposal following submission. DIR documents the approval results and maintains historical information.

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## Step 2. Initiate

The second step – initiate – involves establishing and beginning extension development activities. This step includes the following activities:

Role	Activity	Description
DIR	2.1	Identify staff to work on the extension and assign a DIR liaison to the agency as a single point of contact
Agency	2.2	Assign a liaison as an intermediary and single point of contact between DIR and all stakeholders
DIR	2.3	Develop a work plan with agency input
Agency	2.4	Confirm that all stakeholders have been identified
Agency	2.5	Identify specific stakeholders to support development activities (e.g., review or create)
DIR, Agency	2.6	Approve work plan

### Step 2 Activities

- 2.1 Following approval of the Framework Extension Proposal, DIR initiates development activities by first identifying staff to work on the extension. DIR assigns and informs the agency of a liaison. The liaison will serve as a single point of contact to the agency for all extension development activities.
- 2.2 The agency assigns and informs DIR of a liaison. The agency liaison will serve as an intermediary and single point of contact between DIR and all stakeholders. Stakeholders will work directly with the agency liaison unless prescribed differently for certain activities in this Guide. Through collaboration with DIR, the agency will ensure stakeholders remain informed and engaged during extension development activities.
- 2.3 DIR works closely with the agency to develop the draft work plan. The work plan includes, at a minimum, a description of planned activities, resources, deliverables, assumptions, constraints, and a timeline.
- 2.4 As part of developing the work plan, the agency confirms all stakeholders impacted by use of the extension are identified. The agency collaborates with DIR to identify stakeholders that may be unknown to the agency.
- 2.5 The agency identifies specific stakeholders as partners to support extension development. For example, stakeholders may want to create or review certain extension tools. The agency defines the role of each stakeholder and ensures the stakeholder is included in the work plan.
- 2.6 DIR and the agency approve the work plan, which authorizes activities to begin and be executed as planned. DIR guides development activities based on the approved work plan.

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### Step 3. Define

The third step – define – involves describing the guidance and tools (if any) for the new extension. This step includes the following activities:

Role	Activity	Description
Agency	3.1	Describe the extension using the Framework Extension Description form
Agency	3.2	Review the Framework Extension Description with DIR
DIR	3.3	Provide input on the Framework Extension Description, including related process improvements identified by stakeholders before the Framework Extension Proposal was approved

#### Step 3 Activities

- 3.1 The agency uses the Framework Extension Description form identified in Appendix C to define the intent, background, purpose, scope, and tools (if any). The Framework Extension Description outlines the initial structure of the extension, including extension requirements for each Framework review gate. The Framework Extension Description conveys initial plans; final plans will be validated during creation of the actual extension.
- 3.2 The agency reviews the Framework Extension Description with DIR to obtain feedback on initial plans. With DIR, the agency comprehensively assesses the depth of guidance and types of tools that should be included in the extension. Some extensions may exclude specific practices and tools because establishing repeatable processes at the project level may not be useful to practitioners. For example, the scope, extent, and complexity of a specific technology best practice may vary too widely and prevent use of a single approach.
- 3.3 DIR provides input on the Framework Extension Description to the agency and shares any related process improvements identified by stakeholders before the Framework Extension Proposal was approved. These improvements may impact development of the extension. For example, two years ago a project manager may have communicated to DIR the Framework has missing, inconsistent, or unclear guidance on a topic that will be addressed by the extension. The agency must evaluate each process improvement for possible inclusion in the extension.

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## Step 4. Solicit

The fourth step – solicit – involves obtaining input about the new extension mainly from stakeholders not involved in development activities (i.e., work plan activities). This step includes the following activities:

Role	Activity	Description
DIR	4.1	Initiate review of the Framework Extension Description with stakeholders
Stakeholders	4.2	Provide input on the Framework Extension Description
Agency, DIR	4.3	Document stakeholder input

### Step 4 Activities

4.1 DIR initiates review of the Framework Extension Description by coordinating a focus group, workgroup, or other activity to collect input across the state. Although the activity is mainly for stakeholders not involved in extension development activities, stakeholders already involved may also choose to participate. The activity includes, at minimum, statewide notification of the new extension, registration of participants that want to provide input, distribution of activity materials, and formal tracking of all input received. DIR is responsible for ensuring stakeholders receive notification of the activity and have adequate time to review the activity materials.

The activity materials provided for stakeholder review include, at minimum, the Framework Extension Description. Although the Framework Extension Description is the main basis for obtaining input, the agency may also choose to share other supporting information (e.g., draft tools, industry trends).

4.2 Stakeholders provide input on the Framework Extension Description and other supporting information included in the activity materials. The goal is for stakeholders to perform an analysis and propose changes during the activity.

4.3 Although DIR documents the input received, the agency is responsible for documenting the input that is ultimately used to create the extension. The agency chooses to capture input based on methods that work best for the activity participants.

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## Step 5. Create

The fifth step – create – involves drafting the extension. This step includes the following activities:

Role	Activity	Description
Agency	5.1	Design the extension
Agency	5.2	Review design of the extension with DIR
DIR	5.3	Provide input on design of the extension
Agency	5.4	Draft the extension
Agency	5.5	Create a draft guide for the extension using the Framework Extension Guide tool

### Step 5 Activities

- 5.1 The agency uses the Framework Extension Description and stakeholder input to create an initial design for the extension. The agency identifies alternatives and formulates the best approach to address unique requirements and practices of the extension. The agency architects the extension using a design that best suits the requirements, needs, and conditions in the most simplistic manner possible.  
  
The agency assesses and identifies which guidance (and associated tools if necessary) is more appropriate for inclusion in the base Framework instead of the extension. The criterion for inclusion in the Framework versus the extension is based on scope. If it is determined that specific guidance is required on a statewide basis, instead of as a generally accepted practice on a project-by-project basis, then that guidance should be evaluated for inclusion in the Framework.
- 5.2 The agency conducts at least one design review session with DIR to obtain input on the overall design of the extension. The agency uses DIR as a resource to answer any questions and evaluate different options as needed.
- 5.3 DIR provides the agency with input on design of the extension and determines whether the design will enable proper integration with the Framework. This input will enable the agency and DIR to improve the design of the extension.
- 5.4 The agency creates the draft extension, focusing on the input received from stakeholders. As the draft extension is created, the agency considers the effect of changes on existing deliverables such as the Framework Extension Description. The agency updates the Framework Extension Description and other deliverables to ensure information remains consistent and up-to-date.
- 5.5 The agency uses the Framework Extension Guide tool identified in Appendix C to create a draft guide for the extension. Each extension must include a guide that describes how to use the extension and how the extension integrates with the Framework. For example, the SDLC Extension includes an SDLC Guide that is based on the Framework Extension Guide tool.

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To promote standardization across all extensions and allow development of appropriate sections specific to the extension, the Framework Extension Guide tool provides only a minimal outline. Other types of guidance and tools in addition to the guide may also be included and standardized as part of the extension.

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## Step 6. Review

The sixth step – review – involves final critique of the draft extension with stakeholders before publishing. This step includes the following activities:

Role	Activity	Description
DIR	6.1	Initiate final review of the draft extension with stakeholders
Stakeholders	6.2	Provide input on the draft extension
Agency	6.3	Revise the draft extension as needed
Agency	6.4	Review the revised draft extension with DIR
DIR	6.5	Provide input on the revised draft extension

### Step 6 Activities

- 6.1 DIR initiates final review of the draft extension with a specified timeframe (e.g., two weeks). DIR coordinates and posts a draft of the extension for review and final critique by stakeholders across the state.
- 6.2 Stakeholders may provide input at any point during the specified timeframe. The goal is for stakeholders to perform an analysis and provide comments.
- 6.3 The agency revises the draft extension based on input received during the specified period. The agency analyzes the impact of incorporating revisions based on the input. The agency must consider the effect of revisions on existing deliverables such as the Framework Extension Description and update the deliverables to ensure information remains consistent and up-to-date.
- 6.4 The agency conducts at least one review session with DIR to obtain input on the revisions. The agency uses DIR as a resource to answer any questions and evaluate different options as needed.
- 6.5 DIR provides input to the agency on revisions incorporated from stakeholders. DIR verifies that the revised extension remains properly integrated with the Framework. This input helps DIR and the agency to finalize the extension before release.

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## Step 7. Release

The seventh step – release – involves publishing the extension. This step includes the following activities:

Role	Activity	Description
Agency, DIR	7.1	Determine if the extension is ready for release
DIR	7.2	Initiate release of the extension

### Step 7 Activities

- 7.1 The agency and DIR determine whether the extension is ready for release. The extension will be published when both DIR and the agency have addressed stakeholder input. For example, the agency may determine the extension will be published once all comments received during the final review have been resolved.
- 7.2 DIR initiates release of the extension. Extensions are published based on DIR publication requirements and standards.

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## Maintenance Process

Framework Extensions are maintained and retired using formal change and release management processes. The Framework is maintained as a product set under full configuration control. Once an extension is published, revisions must be initiated through submission of a change request in the same manner as for the Framework. For more information regarding the Framework change advisory process (e.g., Change Advisory Board, submission of change requests), refer to the Framework information on the DIR website.

## Appendix A: Extension Development Quick Reference

Step	Role	Activity	Description	Tool
<b>1 – Propose</b> Recommend and obtain approval of a new extension	Agency	1.1	Propose the new extension	Framework Extension Proposal form
	DIR	1.2	Evaluate (review, assess, and validate) the Framework Extension Proposal	—
	DIR	1.3	Determine if the Framework Extension Proposal is approved and document the results	—
<b>2 – Initiate</b> Establish and begin extension development activities	DIR	2.1	Identify staff to work on the extension and assign a DIR liaison to the agency as a single point of contact	—
	Agency	2.2	Assign a liaison as an intermediary and single point of contact between DIR and all stakeholders	—
	DIR	2.3	Develop a work plan with agency input	—
	Agency	2.4	Confirm that all stakeholders have been identified	—
	Agency	2.5	Identify specific stakeholders to support development activities (e.g., review or create)	—
	DIR, Agency	2.6	Approve work plan	—
<b>3 – Define</b> Describe guidance and tools (if any) of the new extension	Agency	3.1	Describe the extension	Framework Extension Description form
	Agency	3.2	Review the Framework Extension Description with DIR	—
	DIR	3.3	Provide input on the Framework Extension Description, including related process improvements identified by stakeholders before the Framework Extension Proposal was approved	—
<b>4 – Solicit</b> Obtain input about the new extension mainly from stakeholders not involved in extension development activities	DIR	4.1	Initiate review of the Framework Extension Description with stakeholders	—
	Stakeholders	4.2	Provide input on the Framework Extension Description	—
	Agency, DIR	4.3	Document stakeholder input	—
<b>5 – Create</b> Draft the extension	Agency	5.1	Design the extension	—
	Agency	5.2	Review design of the extension with DIR	—
	DIR	5.3	Provide input on design of the extension	—
	Agency	5.4	Draft the extension	—
	Agency	5.5	Create a draft guide for the extension	Framework Extension Guide template
<b>6 – Review</b> Provide the draft extension to stakeholders for review	DIR	6.1	Initiate final review of the draft extension with stakeholders	—
	Stakeholders	6.2	Provide input on the draft extension	—
	Agency	6.3	Revise the draft extension as needed	—
	Agency	6.4	Review the revised draft extension with DIR	—
	DIR	6.5	Provide input on the revised draft extension	—
<b>7 – Release</b> Publish the extension	Agency, DIR	7.1	Determine if the extension is ready for release	—
	DIR	7.2	Initiate release of the extension	—

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## Appendix B: Glossary

**agency:** as defined in Texas Government Code, Chapter 2054, a department, commission, board, office, council, authority, or other agency in the executive or judicial branch of state government that is created by the constitution or a statute of this state, including a university system or institution of higher education

**base Framework:** Framework guidance and tools not included within an extension

**extension (Framework Extension):** guidance and tools for various types of technology projects and project delivery environments that interpret and extend the base set of practices already found in the Framework

**extension development life cycle:** all activities executed from proposal through release of an extension

**project:** as defined in Texas Government Code, Chapter 2054, an initiative that provides information resources technologies and creates products, services, or results within or among elements of a state agency; and is characterized by well-defined parameters, specific objectives, common benefits, planned activities, a scheduled completion date, and an established budget with a specified source of funding

**project management life cycle (PMLC):** logical sequence of activities and events that are necessary to drive a project from its initiation to accomplishment

**project management practices:** as defined in Texas Government Code, Chapter 2054, documented and repeatable activities through which a state agency applies knowledge, skills, tools, and techniques to satisfy project activity requirements

**review gate:** a distinct division of project effort for a specified purpose that involves successful completion of specific deliverables in order to obtain agency head approval before proceeding with the remaining project activities. Each review gate is intended to synchronize the state's investment in a project based on approval of business outcomes at a specific point during project delivery.

**SDLC:** System Development Life Cycle

**stakeholder:** a group or individual who can affect or who is affected by the success of an extension

**tailor:** customize a process, tool, or other method to fit specific needs, conditions, or requirements

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## Appendix C: Framework Extension Development Tools

The following tools are used during extension development.

<b>Tool Name</b>	<b>Tool Type</b>	<b>Current Version</b>
Framework Extension Proposal	form	1.0
Framework Extension Description	form	1.0
Framework Extension Guide	template	1.0