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Summary of Changes

The following revises references to background information and updates citations to reflect current guidance, including Office of Management and Budget (OMB) Budget Guidance for FY 2021.

Large structural changes:

- Removed non-standard Investments (Type 06) from reporting
- Updated Cost Pool and IT Tower fields and definitions to align to [TBM taxonomy v3.0](#)
- Updated Part 3 to include funding transfer Investments (Type 04)

Updates to IT Resource Statement

- Replaced duplicative narrative text with link to authoritative source in A-11 Section 51.3

Updates to [Agency Budget Account Summary](#) Requirements:

- No Changes

Updates to [Agency IT Investment Portfolio Summary](#) Requirements:

- Removed references to USSM-designated shared service code “36”
- Relocated Public URL field from Major IT Business Case
- Relocated Planned Acquisitions field from Contracts Report
- Removed Line Item Descriptor field
- Updated Cost Pool reporting to be required for every Investment, as applicable

Updates to [CIO Evaluation Report](#) Requirements:

- Included requirement for CIO Evaluations to be reported for all standard Investments

Updates to [Systems Inventory List](#) Requirements:

- Introduced Systems Unique Identifier Code (SUIC) to track all reported systems
- Removed Average Number of Users field from Systems Table B.1
- Removed End of Contracted Support field from Product Table B.2
- Relocated Function reporting from Product Table B.2 to Systems Table B.1
- Included Custom Developed field to make reporting in Product Table B.2 optional for systems that were custom developed entirely within Government and do not include purchased products or licenses

Updates to [Contracts Report](#) Requirements:

- Updated required contracts reporting to apply to major, non-major, and standard Investments
- Updated contracts reporting to differentiate fields for PIID and Reference PIID (as applicable)
- Relocated Planned Acquisitions field to Agency IT Investment Portfolio Summary

Significant Updates to [Major IT Business Case Requirements](#):

- Relocated Public URL field to Agency IT Investment Portfolio Summary
- Removed Investment Description field
- Removed Justifications and Legal Requirements field

Significant Updates to [Major IT Business Case Details Requirements](#):

- Updated [Section B Investment Risk](#) table to streamline the number of Risk Areas from 20 to 13 and require each Investment that reports risk data to estimate probability and impact for each Risk Area with at least one identified active risk and provide mitigation plan data for Risk Areas with combined scores of “6” or greater
- Updated [Table C.1 Projects Table](#) to remove outdated fields concerning system development lifecycle reporting and replaced them with performance fields to tie project completion to operational outcomes and demonstrate project value
- Removed Modernizing Government Technology (MGT) Act-related fields in [Table C.1 Projects Table](#).

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- Consolidated Tables C.2.1 and C.2.2 into [Table C.2 Project Activities](#) to remove Agile Scrum-specific fields and introduce fields more broadly applicable to iterative software development activities with multiple releases
 - Included new project activity quality fields to address end user engagement and results
- Significant Updates to [IT Infrastructure, IT Security, and IT Management Standard Investments Requirements](#):
- Updated Standard Investment reporting to require all Standard Investments to be reported by Agencies as applicable
 - Updated all Standard Investment Reports to include risk reporting requirements
- Significant Updates to [Appendices](#):
- Updated Appendix B to reflect only the original E-Gov/LoB programs still in operations
 - Removed Appendix B table listing USSM-designated shared services
 - Removed FY 2020 Appendix D Technology Business Management IT Cost Pools and IT Towers and included in guidance reference to [TBM version 3.0](#) and associated definitions
 - Included new [Appendix D. Risk Analysis Materials](#) to provide standard definitions for each Risk Area listed in [Section B Investment Risk of the Major IT Business Case Detail](#)

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POST-95% SOLUTION CHANGE LOG

This change log represents revisions made between the 95% solution released on June 5, 2019 and this final version.

Page	Edit
5	Added Change Log to Guidance
12	Updated August and September dates that were previously “TBD”
Throughout	Updated and removed links to 2019 OMB Circular A-11
Throughout	Removed self-directing links to FY 2021 IT Budget – Capital Planning Guidance

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INTRODUCTION

68 This document provides technical guidance and specific requirements outlined in [OMB Circular A-11](#)
69 Section 55. This introduction is designed to provide context and the overarching strategy behind the
70 changes outlined in this document. In this FY 2021 IT Budget – Capital Planning Guidance, OMB is
71 implementing additional changes that build upon what was done in FY 2020 and chart a course that will
72 continue through the FY 2022 budget cycle and the life cycle of these Investments. The cornerstone of
73 this data and Investment management strategy is the Technology Business Management (TBM)
74 Framework.

75 *Technology Business Management (TBM) is a value-management framework instituted*
76 *by CIOs, CTOs, and other technology leaders. Founded on transparency of costs,*
77 *consumption, and performance, TBM gives technology leaders and their business*
78 *partners the facts they need to collaborate on business aligned decisions. Those decisions*
79 *span supply and demand to enable the financial and performance tradeoffs that are*
80 *necessary to optimize run-the-business spending and accelerate business change. The*
81 *framework is backed by a community of CIOs, CTOs, and other business leaders on the*
82 *Technology Business Management Council.¹*

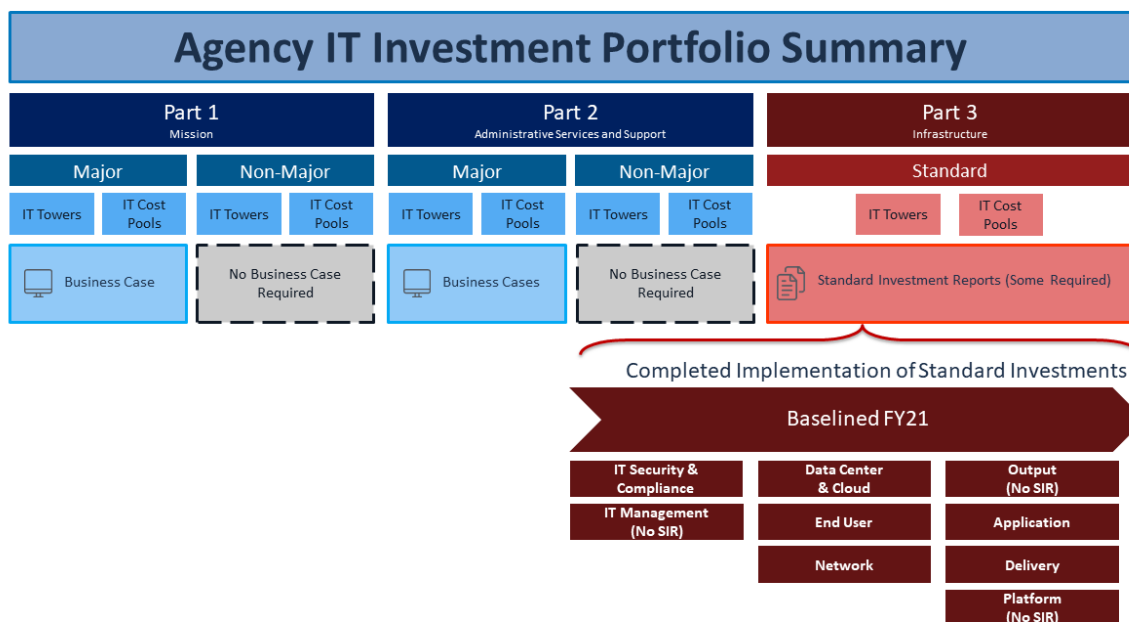
83 - From [TBM Taxonomy Version 3.0](#), from the Technology Business Management
84 Council.

85 OMB is leveraging this widely adopted open source taxonomy, which is used within private,
86 public, and academic sectors and is generating significant value by enabling leaders to manage
87 the cost, quality, and value of their IT services. Leveraging a taxonomy that provides a standard
88 business model for IT and is proactively managed by a non-profit organization also alleviates
89 some of the burden for the government to identify, define, and achieve consensus on the
90 standards and terms used.

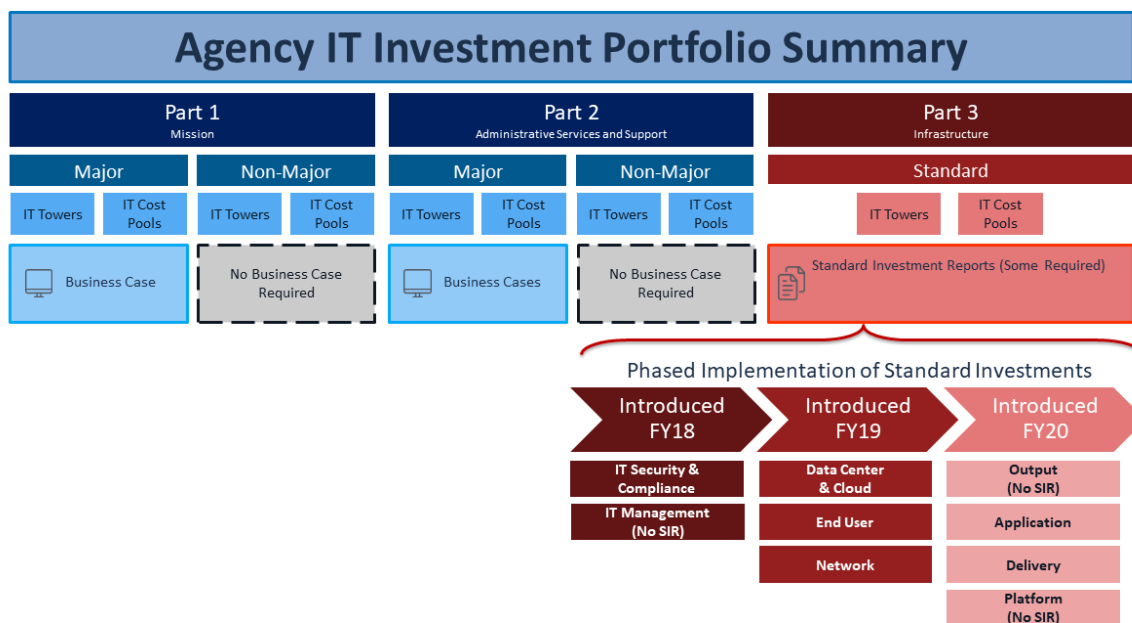
91 OMB has followed an incremental process to roll out these changes. Beginning with the FY 2021
92 submission cycle, the multi-year transition within Capital Planning Investment Control (CPIC)
93 will be completed and all TBM-related reporting will become required. Agencies should plan to
94 leverage progress made during the phased TBM implementation period to establish baselines and
95 prepare to share their data publicly on the IT Dashboard.

96 The Agency IT Investment Portfolio Summary graphic contextualizes the types of structural changes
97 introduced in this Guidance that have been phased in through a multi-year approach, corresponding to the
98 President’s Management Agenda (PMA) Cross Agency Priority (CAP) Goal #10, “Improving Outcomes
99 Through IT Cost Transparency.” For the FY 2021 reporting cycle, all applicable Part 3 standard
100 Investments will be mandatory for reporting, and the IT Dashboard will no longer accept Part 3 non-
101 standard Investments. Cost Pool and IT Tower data will be made public for the first time on the IT
102 Dashboard following the FY 2021 President’s Budget submission.

¹ Technology Business Management Council, TBM Taxonomy Version 3.0, November, 2018



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104

105 **EQUIPPING CHIEF INFORMATION OFFICERS (CIOs)**

106 OMB’s intent is to strongly support CIOs in implementing the authorities within Federal IT Acquisitions
 107 Reform Act (FITARA). Aligning common investments like data centers, end user devices (e.g., laptops,
 108 desktops, and mobile devices), software, and networks and linking budget and performance is critical to
 109 make informed decisions about the performance of these investments. Standard IT Investments and
 110 associated Investment Reports will capture relevant information to inform decisions and management
 111 oversight.

112 Fully implementing the FITARA requires a strong partnership among CIOs, Chief Financial Officers

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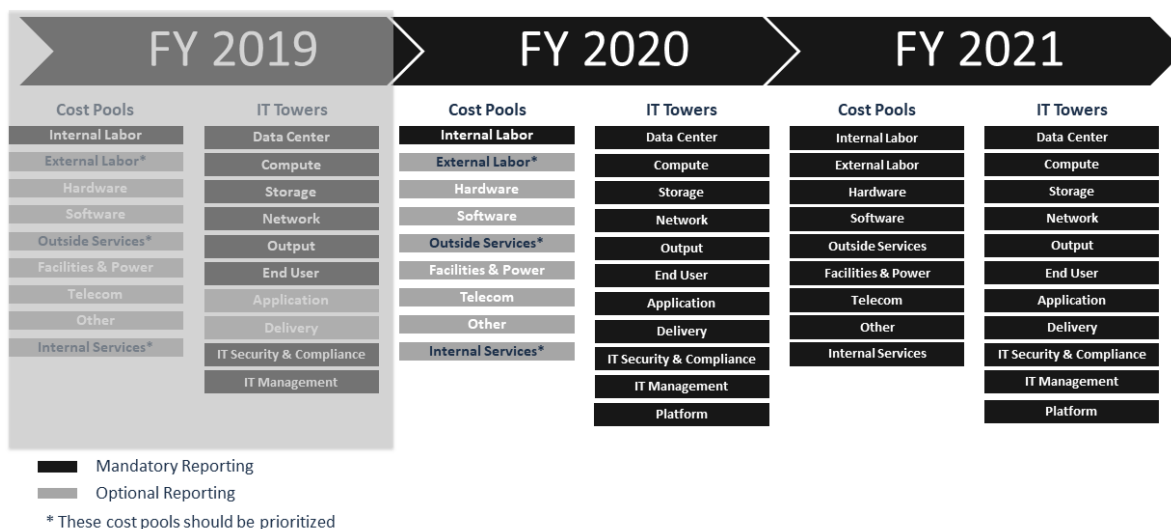
113 (CFOs), budget officers, Chief Acquisition Officers (CAOs), Chief Human Capital Officers (CHCOs),
 114 and senior officials responsible for physical/personal security. Aligning budget and financial management
 115 with TBM will create a strategic framework that supports A-123, IT modernization, and alignment with
 116 Agency budgeting process through A-11.

117 With the completion of the multi-year phased-in implementation process of TBM data within CPIC
 118 reporting, OMB anticipates significant value for Agency CIOs who will be in a position to leverage
 119 existing industry benchmarking data and share identified best practices Government-wide. OMB will
 120 continue to be a strong partner to Agencies in promoting consistent improvements in data quality and
 121 effective IT oversight.

122 The completed phased approach for TBM reporting implementation is depicted in both the TBM IT Cost
 123 Pools and IT Towers Phased Implementation and the standard Investments for Part 3 IT Infrastructure, IT
 124 Security, and IT Management Investments Phased Implementation graphics.

TBM IT Cost Pools and IT Towers Phased Implementation

TBM IT Cost Pools and IT Towers Phased Implementation



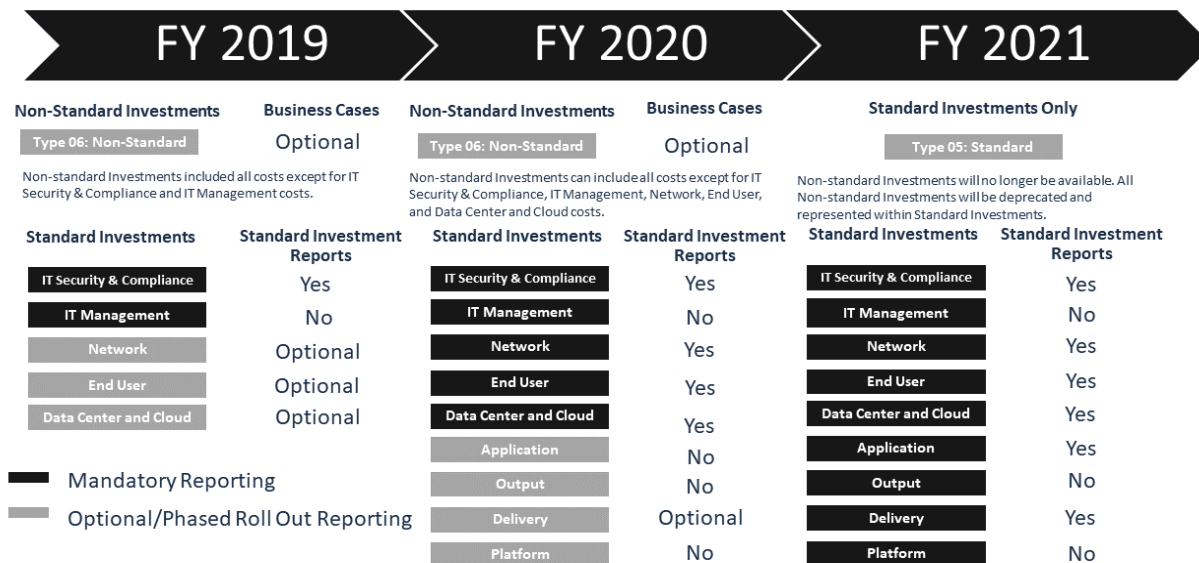
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 127 All Investments should work to disaggregate the total Investment costs to both IT Cost Pools (financial
 128 view) and IT Towers (IT view). It is expected that not every Investment will have costs associated with
 129 each Cost Pools and IT Towers. Only applicable fields should be populated.

130 **FY 2021 Requirements for IT Cost Pools:** Beginning in the FY 2021 cycle, all applicable Cost Pool
 131 costs will be mandatory for reporting.

132 **FY 2021 Requirements for IT Towers:** All applicable IT Tower costs remain mandatory for reporting.

133 **Standard Investments for Part 3 IT Infrastructure, IT Security, and IT Management Investments**
 134 **Phased Implementation**

Standard Investments for Part 3 IT Infrastructure, IT Security and IT Management Investments Phased Implementation



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136 **FY 2021 Requirements for Standard IT Investments:** Throughout the FY 2020 cycle, the IT Security
 137 and Compliance, IT Management, Network, Data Center and Cloud, and End User Standard Investments
 138 were mandatory while the four new standard Investments for Output, Application, Delivery, and Platform
 139 were optional. For the FY 2021 cycle, all standard Investments will now be mandatory for reporting, as
 140 applicable, beginning with the Draft Agency IT Investment Portfolio Summary submission. Agencies
 141 may no longer report costs and functions in non-standard Investments.

143

GENERAL

144 **1. Under what authority is this IT Budget - Capital Planning Guidance issued, and how does it**
 145 **relate to A-11 Section 55?**

146 44 U.S.C. § 3602 directs the Administrator of the Office of Electronic Government to set strategic
 147 direction and oversee implementation of Agency IT governance activities. As such, Circular A-11 Section
 148 55 provides general policy and requirements for Agency IT budget, Investment, and portfolio
 149 management; whereas, this Guidance includes more detailed information on technical requirements and
 150 submissions. This detailed information allows OMB to review and evaluate each Agency's IT spending
 151 and to compare IT spending across the Federal government.

152 **2. How do I submit annual, quarterly, and other regular updates of IT budget and management**
 153 **information, and when are they due?**

154 The Agency’s IT budget and management submissions are executed in three distinct components. First,
 155 the Agency IT Portfolio Summary (formerly Exhibit 53) collects information for all Investments aligned
 156 to Part 1: Mission Delivery; Part 2: Mission Support Services; and Part 3: IT Infrastructure, IT Security,
 157 and IT Management. Second, the Major IT Business Case (formerly Exhibit 300) is used to track the
 158 planning, budgeting, and management of all major Investments aligned to Part 1 and Part 2 of the Agency
 159 IT Portfolio Summary. Third, Standard Investment Reports for Investments corresponding to Part 3 of the
 160 Agency IT Portfolio Summary provide additional transparency into standard Investments. The following
 161 table displays the composite budget organization:

Agency IT Portfolio Summary	
Agency IT Investment Portfolio Summary	Part 1: IT Investments for Mission Delivery
	Part 2: IT Investments for Mission Support Services
	Part 3: IT Investments for IT Infrastructure, IT Security, and IT Management
Agency Budget Accounts Summary	

162 **2.1 Annual Reporting**

163 The IT budget and management requirements have varying reporting frequencies. The following table
 164 depicts the frequencies of each:

Budget and Management Requirement	Requirement	Reporting Mechanism	Frequency
Agency-Level Reporting			
Budget	eGov/LoB Contributions Verification	MAX.gov Community (Instructions); MAX Collect Exercise	August
Budget	IT Resource Statements	MAX.gov , President’s Budget and Congressional Justifications	September (Request) and February (within Congressional Justification materials), and June (Mid-Session Review)

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Budget and Management Requirement	Requirement	Reporting Mechanism	Frequency
Budget	Budget Accounts Summary	IT Dashboard	September, January (President’s Budget), February, and June
Budget & Management	Submission Confirmation	IT Dashboard	September, January, February, and June Submitted at the end of each submission
Investment-Level Reporting			
Budget	FY 2021 Draft Agency IT Investment Portfolio Summary	Details forthcoming	August
Budget	FY 2021 Agency IT Portfolio Summary	IT Dashboard	September (Request), January (President’s Budget), February (Congressional Justification), and June (Mid-Session Review)
Budget & Management	CIO Evaluation Report	IT Dashboard	September, January, February, June Regular Updates Data should be kept updated
Budget & Management	Systems Inventory	IT Dashboard	September, January, February, June Regular Updates Data should be kept updated
Budget & Management	Contracts Report	IT Dashboard	September, January, February, June Regular Updates Data should be kept updated
Budget & Management	Major Investment Business Case	IT Dashboard	September, January, February, June Regular Updates Data should be kept updated
Budget & Management	Major Investment Business Case Detail	IT Dashboard	September, January, February, June Regular Updates Data should be kept updated
Budget & Management	IT Security & Compliance Standard Investment Reports	IT Dashboard	September, January, February, June Regular Updates Data should be kept updated
Budget & Management	Network Standard Investment Reports	IT Dashboard	September, January, February, June Regular Updates Data should be kept updated

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Budget and Management Requirement	Requirement	Reporting Mechanism	Frequency
Budget & Management	Data Center and Cloud Standard Investment Reports	IT Dashboard	September, January, February, June Regular Updates Data should be kept updated
Budget & Management	End User Standard Investment Reports	IT Dashboard	September, January, February, June Regular Updates Data should be kept updated
Budget & Management	Application Standard Investment Reports	IT Dashboard	September, January, February, June Regular Updates Data should be kept updated
Budget & Management	Delivery Standard Investment Reports	IT Dashboard	September, January, February, June Regular Updates Data should be kept updated

165 The following calendar dates satisfy the FY 2021 CPIC Requirements:

- 166 • **August 19, 2019**
- 167 ○ FY 2021 Draft Agency IT Investment Portfolio Summary submission;
- 168 ○ Verification that the required E-Gov/Line of Business (LoB) contribution levels are being
- 169 included in the Agency’s budget plans.
- 170 • **September 9, 2019 – September 13, 2019**
- 171 ○ FY 2021 Budget Request Agency IT Portfolio Summary submission (including the
- 172 Agency IT Investment Portfolio Summary and Agency Budget Accounts Summary).
- 173 • **September 10, 2019 – September 20, 2019**
- 174 ○ FY 2021 Budget Request Agency IT Portfolio Detail submission (including the Systems
- 175 Inventory List, Contracts Report, Major IT Investment Business Case, and Standard
- 176 Investment Reports);
- 177 ○ IT Resource Statements submissions.
- 178 • **January 2020 (specific dates TBD)**
- 179 ○ FY 2021 President’s Budget Agency IT Portfolio Summary submission (including the
- 180 Agency IT Investment Portfolio Summary and Agency Budget Accounts Summary).
- 181 • **January 2020 (specific dates TBD)**
- 182 ○ FY 2021 President’s Budget Agency IT Portfolio Detail submission (including the
- 183 Systems Inventory List, Contracts Report, Major IT Investment Business Case, and
- 184 Standard Investment Reports).
- 185 • **February 2020 (specific dates TBD)**
- 186 ○ The Recertification of “IT Resource Statements” should be included in the Agency’s
- 187 Congressional Justification;
- 188 ○ Final FY 2021 Congressional Justification submissions (applicable if there are changes to
- 189 IT Investments between President’s Budget & Agency’s development of Congressional
- 190 Justification materials).
- 191 • **June 2020 (specific dates TBD)**
- 192 ○ If applicable, update budget data in line with the OMB budget cycle’s Mid-Session
- 193 Review MAX lock for enacted budget;
- 194 ○ If applicable, IT Resource Statements submissions.

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195 The Draft Agency IT Investment Portfolio Summary shall be completed by the Agency and submitted to
196 OMB. This draft will constitute the Agency’s proposal to OMB, providing a comprehensive list of all IT
197 Investments that will be reported as part of the Agency’s FY 2021 IT submission. The Draft Agency IT
198 Investment Portfolio Summary shall be posted online to the [Draft Agency IT Investment Portfolio
199 Summary OMB MAX.gov submission page](#). At a minimum, the Draft Agency IT Investment Portfolio
200 Summary should include the Previous Unique Investment Identifier (UII), Current UII, Mission Support
201 Services Investment Category, Shared Services Identifier, Part of Agency IT Portfolio Summary, Type of
202 Investment, Investment Title, Investment Description, and Federal Enterprise Architecture (FEA)
203 Business Reference Model (BRM) Services – Primary service area.

204 Details and instructions for submitting the verification of eGov/LoB are provided online on [MAX.gov](#).

205 For the FY 2021 cycle, the submission procedure will continue to include Submission Confirmation for
206 both the Agency IT Portfolio Summary and Agency IT Portfolio Detail to promote consistency across
207 Agency data in submissions. Submission of the confirmation for the Agency IT Portfolio Summary will
208 automatically close the window for that submission and open the window for the Agency IT Portfolio
209 Detail submissions. Submission Confirmation for the Agency IT Portfolio Detail submissions will also
210 include validation of the data submitted to ensure that all required Agency IT Portfolio Detail data have
211 been submitted.

212 All subsequent updates to the Agency IT Investment Portfolio Summary will be submitted to the Federal
213 IT Dashboard (ITDB), or as otherwise directed. The Agency IT capital planning office should coordinate
214 and review all versions/revisions of any section/part of the Agency IT Portfolio Summary and Agency IT
215 Portfolio Detail with the Agency CIO, CFO, and Senior Agency Official for Privacy (SAOP) as required
216 by A-11 prior to submitting the approved version to OMB.

217 Additional updates to the Agency IT Portfolio Summary and Agency IT Portfolio Detail may be required
218 after final budget decisions or if the Agency requests supplemental funds that require changes to improve
219 reporting accuracy. While data is submitted to the ITDB, dates of public release of FY 2021 IT budget
220 requests will be consistent with the release dates of the President’s Budget along with an opportunity to
221 submit additional updates, if applicable, to ensure alignment with Congressional Justification materials.
222 Specific instructions and deadlines for submitting updates, corrections, and final submissions will be
223 communicated to Agencies directly. If an Agency requests supplemental funds, approves additional
224 funding, or reallocates funding within its authority and these funding changes result in changes to any part
225 of the Agency IT Portfolio Summary, then the Agency is required to submit a new or revised Agency IT
226 Portfolio Summary and IT Resource Statement as part of their supplemental request.

227 With reference to the requirements in Circular A-11, Sec. 51.3, CIOs should, in conjunction with their
228 Agency’s budget submission, provide the common baseline rating demonstrating the level of CFO and
229 CIO collaboration required to fully implement FITARA as applicable under existing public law. For more
230 information on the reporting requirements for IT Resource Statements, see this document’s IT Resource
231 Statements section.

232 **2.2 Regular Updates Reporting**

- 233 • Updates to the IT Dashboard should be maintained to reflect the most current information
234 available for performance metrics, risks, projects, and/or activities (see Appendix C for a
235 description of major IT Investments and standard Investments). Frequency of reporting is based
236 on the contents of a given Investment. For example, an Investment with the required monthly
237 performance metric for Operations and Maintenance (O&M) spending should have monthly
238 performance actuals to report while Investments with only Development, Modernization, and
239 Enhancement (DME) spending may be less regular in the updates they have available to submit.
- 240 • CIO Evaluation (per [40 U.S.C. § 11315 \(c\)\(2\)](#)) should be updated as soon as CIOs have
241 completed their evaluations using the CIO Evaluation Report. There is no mandated reporting

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242 frequency; however, at a minimum, OMB expects that CIO evaluations will occur each time a
 243 TechStat occurs, a re-baseline is approved by the Agency head (See [M-10-27](#)), when the Business
 244 Cases are submitted to OMB in the Agency budget request, and when the Business Cases are
 245 prepared for the President’s Budget release. These ratings are optional for all Investments that are
 246 not Type 01: Major Investments or Type 05: Standard Investments.

- 247 • Contracts Report and Systems Inventory List should be maintained to reflect the most current
 248 information available.
- 249 • Agencies should make every effort to maintain current data on the IT Dashboard. When
 250 providing updates to the ITDB, OMB expects that updates are provided within 30 days from the
 251 corresponding event (e.g., TechStat sessions, baseline changes, CIO evaluations, status change in
 252 projects/activities, status change to the risk information, etc.).

253 **3. How is IT spending categorized?**

254 Agencies are required to submit all of their IT budget-related costs to OMB through the Agency IT
 255 Portfolio Summary twice a year, initially in September to accompany the Agency Budget Request and
 256 then updated during the President’s Budget process. The Agency’s complete IT Portfolio must be reported
 257 for all Investments, regardless of type, including Type 03 Migration (transition-related activities and
 258 planned fee-for-service) and Type 04 Funding Transfer Investments (contributions to shared or
 259 centralized IT solutions). Any Agency providing a shared or centralized IT service or solution shall report
 260 migration-related costs separately from the spending allocated to maintain operations for current
 261 customers. For the FY 2021 President’s Budget submission, IT funding levels reported in the Agency IT
 262 Portfolio Summary should be consistent with the Agency’s budget materials and should be categorized
 263 based upon the following three parts:

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Category	Description
Part 1. IT Investments for Mission Delivery	Report IT Investments that directly support the delivery of the Agency’s mission. This information should map directly to the Agency’s strategic and annual performance plan. IT Investments may cover more than one Agency mission area reported in the mission area with oversight over the IT Investment.
Part 2. IT Investments for Mission Support Services	Mission support services are comprised of activities that are common across all Agencies and include functional areas such as financial management, human resources transactions, contracting, travel, and grants management. Report all Investments for Mission Support Services specific to an Agency and IT Investments officially designated as shared or centralized services or solutions, such as E-Gov/LoB. Appendix B provides a list of existing E-gov/LOB Investments.
Part 3. IT Investments for IT Infrastructure, IT Security, and IT Management	Report IT Investments for IT goods and services common to all Agencies, such as IT Infrastructure, IT Security, and IT Management. For the FY 2020 submission, Agencies were required to report the five Standard Investments: IT Security and Compliance, IT Management, Network, Data Center and Cloud, and End User while the Output, Application, Delivery, and Platform standard Investments were optional. For the FY 2021 submission, all standard Investments are now mandatory. These Investments should be reported at the point of management and thus may be defined at the bureau level, by functional components, or at the Agency level if the Investments are managed for the enterprise. Consequently, more than one of the same type of standard Investment submitted by

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Category	Description
	Agencies may exist, particularly by federated Agencies, that are managing standard Investments at lower than the enterprise level.

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266 **4. If I submitted an Agency IT Portfolio Summary last year, how do I revise it this year?**

267 If the Agency submitted an Agency IT Portfolio Summary for the FY 2020 Budget, the revised FY 2021
268 Agency IT Investment Portfolio Summary data must be compliant with the FY 2021 specified formats, or
269 it will be rejected. The Agency must note “change in status” for each Investment, as compared to the final
270 FY 2020 President’s Budget (January 2019 or most recent update). Changes must be identified and
271 described in columns fifteen (15) and sixteen (16) of the Agency IT Investment Portfolio Summary.

272 It is important that the Agency updates its Agency IT Investment Portfolio Summary to reflect current IT
273 Investment data on the IT Dashboard. Note that the prior year (PY) funding should be updated to reflect
274 the FY 2019 budgetary resources for the final FY 2021 President’s Budget. An OMB Budget Account
275 code for all “Funding Sources” line items is required for every Investment.

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AGENCY-LEVEL REPORTING

The Agency-level reporting sections include the requirements to be submitted only at the Agency’s portfolio level and not for individual IT Investments.

IT RESOURCE STATEMENTS

5. How do I report IT Resource Statements?

Per the requirements in Circular A-11, Sec. 51.3, CIOs should, in conjunction with their Agency’s budget submissions, provide the common baseline rating demonstrating the level of CFO/CIO collaboration required to fully implement FITARA as applicable under existing public law.

- **For the Agency IT Portfolio Summary**, Agencies are also required to post a copy of these certifications, hereby termed their “OMB Budget Justification - IT Resource Statement”, to the [IT Resource Statements \(BY 2021\) MAX.gov submission page](#). For required annual submissions, OMB expects that this copy will be posted on the same date the Agency IT Portfolio Detail is submitted. Agencies are required to submit an updated IT Resource Statement whenever they submit an updated Agency IT Portfolio Summary (i.e., during Congressional Justification or Mid-Session Review optional submission windows, if applicable).
- **For the Final FY 2021 President’s Budget**, Agencies must update and include a copy of the final “IT Resource Statement” in the Agency’s public Congressional Justification materials.

294 **AGENCY BUDGET ACCOUNTS SUMMARY**

295 **6. How do I report the Agency Budget Accounts Summary?**

296 The Agency Budget Accounts Summary provides an orientation of IT funding levels associated with
 297 Budget Accounts/Funding Sources listed for each IT Investment in the Agency IT Investment Portfolio
 298 Summary. This summary focusing on the Budget Accounts orientation serves as a tool for Agency CIOs
 299 and CFOs to collaborate and jointly certify the Agency’s IT submissions. To support FITARA
 300 implementation and drive increased CIO authorities, the goal is to increase the IT funding dollar amount
 301 that the CIO has direct oversight authority over each Budget Account.

302 The Agency Budget Accounts Summary is to be completed at the Agency level (i.e., not at a component
 303 organization level or at an individual Investment level) for the PY, current year (CY) and the budget year
 304 (BY). It should include all budget accounts that fund IT across the entire Agency, comprehensive of all
 305 component level organizations, for Agency funding only, not the amounts included in contribution
 306 funding columns in the Agency IT Investment Portfolio Summary. While budget account codes are listed
 307 within each IT Investment, this table summarizes the total IT funding levels within each account and the
 308 CIO’s authority for each. For the CIO Oversight Authority column, a dollar amount should be entered
 309 depicting the amount within the budget year that the Agency CIO (not a component-level CIO) has direct
 310 oversight authority over and decision-making authority over, within the total IT funding level listed for
 311 each budget account. The amounts should include all funding sources (see the definition of funding
 312 sources in Appendix C) that are spent on IT. The combined Agency total funding for each year in the
 313 Agency Budget Accounts Summary Table should be the same as the Agency total funding in the Agency
 314 IT Investment Portfolio Summary for the same years.

Agency Budget Accounts Summary Table					
Budget Account Code	CIO Oversight Authority [BY \$M]	Total Agency Funding PY 2019 [PY \$M]	Total Agency Funding CY 2020 [CY \$M]	Total Agency Funding BY 2021 [BY \$M]	Total Agency Funding BY (Budget Authority) 2021 [BY \$M]

315

316

INVESTMENT-LEVEL REPORTING

317 In an effort to clarify the reporting requirements set forth in this Guidance, OMB is separating the
 318 sections based on reporting scale. The reports included in this section are required to be submitted for
 319 each individual Investment as applicable.

320 Investment reporting requirements vary based on two main factors: Part of Agency IT Portfolio Summary
 321 (Column 9 of the Agency IT Portfolio Summary) and Type of Investment (Column 12 of the Agency IT
 322 Portfolio Summary). Investment reporting requirements by Part and Type of Investment are detailed in
 323 the tables below.

324 **Part 1: IT Investments for Mission Delivery**

Guidance Section	Type of Investment			
	1: Major	2: Non-Major	3: Migration	4: Funding Transfer
Agency IT Investment Portfolio Summary	Required	Required	Required	Required
CIO Evaluation Report	Required	Optional	Optional	Optional
Systems Inventory List	Required	Required	N/A	N/A
Contracts Report	Required	Required	N/A	N/A
Major IT Business Case	Required	N/A	N/A	N/A
Major IT Business Case Detail	Required	N/A	N/A	N/A

325 **Part 2: IT Investments for Mission Support Services**

Guidance Section	Type of Investment			
	1: Major	2: Non-Major	3: Migration	4: Funding Transfer
Agency IT Investment Portfolio Summary	Required	Required	Required	Required
CIO Evaluation Report	Required	Optional	Optional	Optional
Systems Inventory List	Required	Required	N/A	N/A
Contracts Report	Required	Required	N/A	N/A
Major IT Business Case	Required	N/A	N/A	N/A
Major IT Business Case Detail	Required	N/A	N/A	N/A

326 **Part 3: IT Investments for IT Infrastructure, IT Security, and IT Management**

Guidance Section	Type of Investment	
	4: Funding Transfer	5: Standard
Agency IT Investment Portfolio Summary	Required	Required
CIO Evaluation Report	Optional	Required
Systems Inventory List	N/A	Required
Contracts Report	N/A	Required
Standard Investment Report	N/A	Required, if applicable

327

328 **AGENCY IT INVESTMENT PORTFOLIO SUMMARY**

329 The President's Budget Agency IT Portfolio Summary is a complete report of all IT resources within the
 330 Agency. Investment costs are to be provided in millions of dollars (\$M). Reporting to three (3) decimal
 331 places (precision to thousands of dollars) is recommended, although Agencies may report up to six (6)
 332 decimal places (whole dollars). For example, \$4,651,123.756 would be represented as \$4.651123.

333 **7. What is the Agency IT Portfolio Summary?**

334 The Agency IT Portfolio Summary includes all IT resources for the IT Investments from all funding
 335 sources. This means that for each Investment, the Agency must identify the funding source and budgetary
 336 resources, including the OMB Budget Account codes, used for the Investment. Agencies should add as
 337 many funding source line items as are appropriate for the Investment.

338 To avoid double counting or under-counting for E-Gov/LoB, Multi-Agency and/or Intra-Agency
 339 collaboration Investments, or IT Infrastructure, IT Security, and IT Management Standard Investments,
 340 the total funding source amounts for an Investment must match the Investment line item. To that end, the
 341 Agency Lead Investment’s Agency IT Investment Portfolio Summary should only include funding from
 342 its own Agency in the “Agency Funding” columns and include funds received from partner Agencies in
 343 the “Contributions” columns. Likewise, the partner Agency’s Agency IT Investment Portfolio Summary
 344 should include funding that is being transferred to the Agency Lead’s Service Management Office (SMO)
 345 in its own “Agency Funding” columns (using the Investment type: “04-Funding Transfer Investments”).
 346 The Major IT Business Case will include all funding (both from the managing partner’s “Agency
 347 Funding” as well as the partner Agency’s contributions). As applicable, all investments should report
 348 Agency funding as well as partner inter/intra-Agency contributions. All budgetary data reported should
 349 reflect budgetary resources.

350 **7.1 Budget Account Codes**

351 Investments are funded by specific budget accounts assigned to each Agency. Agencies should use the
 352 following 10-digit number coding system to update or complete their OMB Budget Account identification
 353 code information for Investment funding sources:

Entry	Description
XXX-xx-xxxx-x	The first three digits are your Agency code (See: Appendix C of OMB Circular No. A-11).
xxx-XX-xxxx-x	The next two digits are your bureau code (See: Appendix C of OMB Circular No. A-11). <i>Note:</i> The “bureau” code embedded in the OMB account number for a funding source might not always refer to a “bureau” as the term is used elsewhere.
xxx-xx-XXXX-x	This is a four-digit account code for the OMB budget account, as used by the MAX.gov A-11 application where Agency budget offices provide budget information for the Budget Appendix. (See: Section 79.2 of OMB Circular No. A-11).
xxx-xx-xxxx-X	This is a single-digit Transmittal Code (See: Section 79.2 of OMB Circular No. A-11).

354 **7.2 TBM IT Portfolio Reporting**

355 All Investments (Part 1, Part 2, and Part 3) shall report their full IT spending within applicable IT Cost
 356 Pool and IT Tower fields for FY 2021 reporting. It is generally expected that Investments’ IT Tower sum,
 357 Cost Pool sum, and Investment FY spend sum by DME and O&M should match for every reported FY.

358 While Part 3 standard Investments focus on IT Tower-related program areas within IT Infrastructure, IT
 359 Security, and IT Management, standard Investment IT Tower reporting should vary to include all

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360 applicable costs needed to establish and maintain the Investment. IT Tower reporting within standard
 361 Investments should not be restricted to a subset of one or more IT towers but should instead reflect
 362 applicable spending across all IT Towers.

363 Each Investment identified in the Agency IT Investment Portfolio Summary must have a UII. The UII is
 364 the primary key for understanding the different Investments.

365 **7.3 Standard Components in the IT Portfolio**

Column/Field	Description
1	<p>Previous UII [12 digits, required for all legacy Investments]</p> <p>This is the identifier depicting Agency code and unique Investment number used to report the Investment in the previous FY 2020 Agency IT Portfolio Summary submission to OMB. Indicating the UII used for a previous submission allows cross-walk and historical analysis spanning FYs. Previous UII is mandatory, with the exception of new Investments. To indicate consolidations/splits/reorganizations, Agencies should provide more than one entry.</p>
2	<p>Current UII [12-digit primary key for all Investments]</p> <p>The Current UII includes an Agency code and a nine-digit unique identifier. Variable information formerly included in the UII of previous years is not part of the UII primary key.</p> <p>XXX- xxxxxxxxx: The first three digits represent your Agency code (see Appendix C of OMB Circular No. A-11).</p> <p>xxx- XXXXXXXXX: The last nine digits serve as the Investment’s unique identifier. This identifier should be system-generated and applied at the Agency level. It will allow Agencies up to one billion unique identifiers to associate with IT Investments. Once used, the unique identifier must be retired from use for any future new Investment and should remain unchanged for any continuing Investment that is not split, consolidated, or reorganized. If an IT Investment is retired, discontinued, or merged with another IT Investment, the UII persists with that IT Investment.</p>
3	<p>Investment Title [255 char max]</p> <p>This is a text field to provide the Investment title. To the extent that they are not part of the name used by the Agency, other identifiers such as bureaus or other numeric codes should not be included as part of an Investment title.</p>
4	<p>Investment Description [1000 char max]</p> <p>Description for each Investment. This description should briefly explain the purpose of the Investment and what program(s) it supports, including the value to the public.</p>
5	<p>Shared Services Category [2-digit code] (variable element)</p> <p>00: Code for all Investments other than those coded “24” or “48.”</p> <p>24: E-Gov initiatives or an individual Agency's participation in one of the E-Gov/LoB initiatives listed in Appendix B.</p> <p>48: Any Multi-Agency (Inter- or Intra-Agency) IT collaboration or an individual Agency’s participation in one of these initiatives, such as use of a centralized FOIA portal.</p>

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Column/Field	Description
6	<p>Shared Services Identifier <i>[4-digit code]</i> These four digits are applicable for all Investments with a Shared Services Category of 24 or 48. A code will be specifically assigned for all E-Gov/LoB shared services in Appendix B, while Agencies should assign their own four-digit unique codes for Multi-Agency initiatives using the “48” shared services category. This code represents the same 4-digit identifier previously provided in the last nine digits of the UII for Investments starting with xxx-99999XXXX.</p>
7	<p>Mission Support Services Investment Category <i>[2-digit code]</i> These two digits indicate the category of common Mission Support Services Investments by Federal Integrated Business Framework (FIBF) Service Area(s). All non-Mission Support Services Investments should use Category 01. Mission Support Services Investments may select more than one code where applicable. 01: Not Applicable 02: Financial Management 03: Human Resources 04: Procurement 05: Travel / Transportation 06: Grants Management 07: Other</p>
8	<p>Bureau Code <i>[2-digit code] (variable element)</i> The two digits indicate the bureau code of the Investment (see Appendix C of OMB Circular No. A-11). If this is a department-level or an Agency-wide activity, use “00” as your bureau code. <i>Note:</i> This field refers to the bureau with management responsibility for the IT Investment, which may differ from the “bureau” code embedded in OMB budget accounts used when providing funding sources.</p>
9	<p>Part of Agency IT Portfolio Summary <i>[2-digit code] (variable element)</i> These two digits indicate one of the three parts of the Agency IT Portfolio Summary, to which the Investment belongs: 01: Part 1. IT Investments for Mission Delivery 02: Part 2. IT Investments for Mission Support Services 03: Part 3. IT Investments for IT Infrastructure, IT Security, and IT Management</p>

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Column/Field	Description
10	<p>Standard IT Infrastructure and Management Category [2-digit code] These two digits indicate the sub-category of Investments identified as Part 3: IT Investments for IT Infrastructure, IT Security, and IT Management. For the FY 2021 reporting cycle, the four previous optional Standard Investments Output, Application, Delivery, and Platform will now be required. All Part 3 Investments should select one of the following codes other than “01: Not Applicable,” while all Part 1 and 2 Investments should select “01: Not Applicable.”</p> <p>01: Not Applicable 02: IT Security and Compliance 03: IT Management 04: Network 05: Data Center and Cloud 06: End User 07: Output 08: Application 09: Delivery 10: Platform</p>
11	<p>Mission Delivery and Management Support Area [2-digit code] (variable element) These two digits indicate the mission delivery and management support areas. Agencies should assign a unique code for each mission delivery and management support area reported. Agencies shall provide a reference table for mission areas via email (ofcio@omb.eop.gov) to include:</p> <ul style="list-style-type: none"> ○ Agency Code [3-digits] ○ Mission Delivery and Management Support Area [2-digit code]
12	<p>Type of Investment [2-digit code] (variable element) These two digits indicate the type of Investment being reported as follows:</p> <p>01: Major IT Investments 02: Non-major IT Investments 03: IT Migration Investment: The portion of a larger asset and for which there is an existing Business Case for the overall asset. The description of the IT Investment should indicate the UII of the major asset Investment of the managing partner. 04: Funding Transfer Investments: These are primarily used to indicate the partner contribution to a Lead Agency Investment through inter- or intra-Agency transfers. The description of the IT Investment should indicate the UII of the Lead Agency’s Investment. 05: Standard IT Infrastructure Investments in Part 3: IT Infrastructure, IT Security, IT Management Investments (IT Security and Compliance, IT Management, Network, Data Center and Cloud, End User, Output, Application, Delivery, and Platform).</p>
13	<p>National Security Systems Identifier [2-digit code] These two digits indicate whether the Investment is a National Security System per the Federal Information Security Management Act of 2002 (FISMA), 44 U.S.C. 3542(b)(2) as follows:</p> <p>01: Non-National Security System Investment 02: National Security System Investment (these investments will not be publicly viewable on the IT Dashboard)</p>

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Column/Field	Description
14	Public URL(s) [List of URLs] List any website or digital service that is supported primarily by this Investment.
15	Change in Investment Status Identifier [2-digit code] This is used when an Investment has a change in status (e.g., downgraded to non-major IT Investment, eliminated, retired, consolidated, split) for the current budget submission relative to the previous budget cycle. The change of status should be indicated with one of the following reasons: 01: Upgraded from non-major to major IT Investment 02: Downgraded from major to non-major IT Investment 03: Split into multiple Investments 04: Consolidation of Investments 05: Reorganization 06: Eliminated by funding 07: Eliminated by split 08: Eliminated by consolidation 09: Eliminated by reorganization 10: New 11: No Change in Status <i>Note:</i> For any new Standard IT Infrastructure, Security, and Management Investment, use Change in Investment Status Identifier 05 (Reorganization). Investments that have been split (Change in Investment Status Identifier 3) must be included in the Agency IT Portfolio Summary, with new UIIs in the Current UII field. Investments that have been consolidated (Change in Investment Status Identifier 4) must include their Previous UII in Column 1.
16	Agency Description of Change in Investment Status [255 char max] This is used when an indicator has been chosen for “Change in Investment Status Identifier” in order to provide a description of the rationale for the change, which may include impacted UIIs, specific references to legislative requirements, or governance board decisions and effective dates.
17	FEA BRM Services – Primary service area [3-digit code] This is the three (3) -digit code that indicates the predominant business function served by the Investment (not necessarily the Agency’s mission/business). BRM version 3.1 contains the current mapping codes.
18	DME PY Agency Funding (PY/2019) [\$M] This should indicate FY 2019 amount. See definition of DME in Appendix C.
19	DME PY Contributions (PY/2019) [\$M] This should indicate the FY 2019 amount contributed from other Agencies. See definition of DME in Appendix C.
20	DME CY Agency Funding (CY/2020) [\$M] This should indicate FY 2020 amount. See definition of DME in Appendix C.
21	DME CY Contributions (CY/2020) [\$M] This should indicate the FY 2020 amount contributed from other Agencies. See definition of DME in Appendix C.
22	DME BY Agency Funding (BY/2021) [\$M] This should indicate FY 2021 amount. See definition of DME in Appendix C.

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Column/Field	Description
23	DME BY Contributions (BY/2021) [\$M] This should indicate the FY 2021 amount contributed from other Agencies. See definition of DME in Appendix C.
24	DME BY (Budget Authority) Agency Funding (BY/2021) [\$M] This should indicate FY 2021 amount. See definition of DME in Appendix C.
25	O&M PY Agency Funding (PY/2019) [\$M] This should indicate FY 2019 amount. See definition of O&M in Appendix C.
26	O&M PY Contributions (PY/2019) [\$M] This should indicate the FY 2019 amount contributed from other Agencies. See definition of O&M in Appendix C.
27	O&M CY Agency Funding (CY/2020) [\$M] This should indicate FY 2020 amount. See definition of O&M in Appendix C.
28	O&M CY Contributions (CY/2020) [\$M] This should indicate the FY 2020 amount contributed from other Agencies. See definition of O&M in Appendix C.
29	O&M BY Agency Funding (BY/2021) [\$M] This should indicate FY 2021 amount. See definition of O&M in Appendix C.
30	O&M BY Contributions (BY/2021) [\$M] This should indicate the FY 2021 amount contributed from other Agencies. See definition of O&M in Appendix C.
31	O&M BY (Budget Authority) Agency Funding (BY/2021) [\$M] This should indicate FY 2021 amount. See definition of DME in Appendix C.
32	Functional/Business Sponsor Name The Functional/Business Sponsor is defined in Appendix C, and provides visibility for Agencies and OMB as to who the sponsor is for each Investment within the IT portfolio.
33	Functional/Business Sponsor Title Indicate the title of the Functional/Business Sponsor.
34	Cloud Computing Alternatives Evaluation [one-digit code] This specifies whether, as of the date of the submission, the Investment, or a component of the Investment, is leveraging, considering, migrating or posing as a candidate for cloud computing. All Investments are required to answer this question regardless of the overall life cycle stage of the Investment, as operational Investments should consider cloud computing alternatives during or as a result of an operational analysis. Select one of the following answers: <ol style="list-style-type: none"> 1. This Investment or a portion of this Investment is leveraging cloud computing. 2. This Investment is migrating to the cloud. 3. This Investment is considering cloud computing. 4. Cloud computing has NOT been considered. 5. Cloud computing is NOT applicable for any portion of this Investment. 6. Cloud computing has been considered but was not selected. <i>Note:</i> For Funding Transfer Investments (Investment Type “04”), this field does not need to be completed.
35	Data Center Inventory ID The unique identifier (or list of the identifiers) for any relevant data centers from your agency’s data center inventory, which is submitted to OMB on a quarterly basis in conjunction with the Integrated Data Collection (IDC). To be put in contact with your agency's IDC submitters and obtain a list of your

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Column/Field	Description
	agency's correct "Data Center IDs," email ofcio@omb.eop.gov .
36	Total Cloud (PaaS/IaaS) Amount (CY/2020) [\$M] This should indicate the CY amounts associated with Platform as a Service (PaaS) and Infrastructure as a Service (IaaS) cloud service offerings for this Investment. Previously this was asked for in the Agency Provisioned IT Services Spending Summary, which has been eliminated.
37	Total Cloud (SaaS) Amount (CY/2020) [\$M] This should indicate the CY amounts associated with Software as a Service (SaaS) cloud service offerings for this Investment. Previously this was asked for in the Agency Provisioned IT Services Spending Summary, which has been eliminated.
38	Total Other Managed Services (non-cloud) Amount (CY/2019) [\$M] This should indicate the CY amounts associated with non-cloud managed services service offerings. Previously this was asked for in the Agency Provisioned IT Services Spending Summary, which has been eliminated.
39	Planned Acquisitions [Yes, No] Indicate whether the Investment is planning to award a contract in the next 12 months. This includes awarding new contracts or renewing an existing expiring contract; this does not include exercising an option year. <i>This field is required for all Investments as applicable.</i>

366 **7.4 IT Cost Pools**

367 All applicable Cost Pool data is required in the FY 2021 submission year. This applies to all Investment
 368 types. It is expected that total Investment spending across the Cost Pool will generally match Investment
 369 totals by DME and O&M. Agencies should reference the [definitions for TBM v3.0](#) provided online by the
 370 TBM Council.

Column/Field	Description
40	Cost Pool: Total Internal Labor Amount (PY/2019) [\$M] [Required, if applicable] This is the total PY amount for Internal Labor.
41	Cost Pool: Total Internal Labor Amount (CY/2020) [\$M] [Required, if applicable] This is the total CY amount for Internal Labor.
42	Cost Pool: Total Internal Labor Amount (BY/2021) [\$M] [Required, if applicable] This is the total BY amount for Internal Labor.
43	Cost Pool: Total External Labor Amount (PY/2019) [\$M] [Required, if applicable] This is the total PY amount for External Labor.
44	Cost Pool: Total External Labor Amount (CY/2020) [\$M] [Required, if applicable] This is the total CY amount for External Labor.
45	Cost Pool: Total External Labor Amount (BY/2021) [\$M] [Required, if applicable] This is the total BY amount for External Labor.
46	Cost Pool: Total Outside Services Amount (PY/2019) [\$M] [Required, if applicable] This is the total PY amount for Outside Services.

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Column/Field	Description
47	Cost Pool: Total Outside Services Amount (CY/2020) [\$M] [Required, if applicable] This is the total CY amount for Outside Services.
48	Cost Pool: Total Outside Services Amount (BY/2021) [\$M] [Required, if applicable] This is the total BY amount for Outside Services.
49	Cost Pool: Total Hardware Amount (PY/2019) [\$M] [Required, if applicable] This is the total PY amount for Hardware.
50	Cost Pool: Total Hardware Amount (CY/2020) [\$M] [Required, if applicable] This is the total CY amount for Hardware.
51	Cost Pool: Total Hardware Amount (BY/2021) [\$M] [Required, if applicable] This is the total BY amount for Hardware.
52	Cost Pool: Total Software Amount (PY/2019) [\$M] [Required, if applicable] This is the total PY amount for Software.
53	Cost Pool: Total Software Amount (CY/2020) [\$M] [Required, if applicable] This is the total CY amount for Software.
54	Cost Pool: Total Software Amount (BY/2021) [\$M] [Required, if applicable] This is the total BY amount for Software.
55	Cost Pool: Total Facilities and Power Amount (PY/2019) [\$M] [Required, if applicable] This is the total PY amount for Facilities and Power.
56	Cost Pool: Total Facilities and Power Amount (CY/2020) [\$M] [Required, if applicable] This is the total CY amount for Facilities and Power.
57	Cost Pool: Total Facilities and Power Amount (BY/2021) [\$M] [Required, if applicable] This is the total BY amount for Facilities and Power.
58	Cost Pool: Total Telecom Amount (PY/2019) [\$M] [Required, if applicable] This is the total PY amount for Telecom.
59	Cost Pool: Total Telecom Amount (CY/2020) [\$M] [Required, if applicable] This is the total CY amount for Telecom.
60	Cost Pool: Total Telecom Amount (BY/2021) [\$M] [Required, if applicable] This is the total BY amount for Telecom.
61	Cost Pool: Total Other Amount (PY/2019) [\$M] [Required, if applicable] This is the total PY amount for Other.
62	Cost Pool: Total Other Amount (CY/2020) [\$M] [Required, if applicable] This is the total CY amount for Other.
63	Cost Pool: Total Other Amount (BY/2021) [\$M] [Required, if applicable] This is the total BY amount for Other.
64	Cost Pool: Total Internal Services Amount (PY/2019) [\$M] [Required, if applicable] This is the total PY amount for Internal Services. Only Type 04 Funding Transfer Investments should report amounts within the Internal Services Cost Pool.

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Column/Field	Description
65	Cost Pool: Total Internal Services Amount (CY/2020) [\$M] [Required, if applicable] This is the total CY amount for Internal Services. Only Type 04 Funding Transfer Investments should report amounts within the Internal Services Cost Pool.
66	Cost Pool: Total Internal Services Amount (BY/2021) [\$M] [Required, if applicable] This is the total BY amount for Internal Services. Only Type 04 Funding Transfer Investments should report amounts within the Internal Services Cost Pool.

371 **7.5 IT Towers**

372 All applicable IT Tower data is required in the FY 2021 submission year. It is expected that total
 373 Investment spending across the IT Towers will generally match Investment totals by DME and O&M.
 374 This applies to all Investments types. Agencies should reference the [definitions for TBM v3.0](#) provided
 375 online by the TBM Council.

Column/Field	Description
67	IT Tower: Total IT Security and Compliance Amount (PY/2019) [\$M] [Required, if applicable] This is the total PY amount for IT Security and Compliance.
68	IT Tower: Total IT Security and Compliance Amount (CY/2020) [\$M] [Required, if applicable] This is the total CY amount for IT Security and Compliance.
69	IT Tower: Total IT Security and Compliance Amount (BY/2021) [\$M] [Required, if applicable] This is the total BY amount for IT Security and Compliance.
70	IT Tower: Total IT Management Amount (PY/2019) [\$M] [Required, if applicable] This is the total PY amount for IT Management.
71	IT Tower: Total IT Management Amount (CY/2020) [\$M] [Required, if applicable] This is the total CY amount for IT Management.
72	IT Tower: Total IT Management Amount (BY/2021) [\$M] [Required, if applicable] This is the total BY amount for IT Management.
73	IT Tower: Total Network Amount (PY/2019) [\$M] [Required, if applicable] This is the total PY amount for Network.
74	IT Tower: Total Network Amount (CY/2020) [\$M] [Required, if applicable] This is the total CY amount for Network.
75	IT Tower: Total Network Amount (BY/2021) [\$M] [Required, if applicable] This is the total BY amount for Network.
76	IT Tower: Total Data Center Amount (PY/2019) [\$M] [Required, if applicable] This is the total PY amount for Data Center.
77	IT Tower: Total Data Center Amount (CY/2020) [\$M] [Required, if applicable] This is the total CY amount for Data Center.

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Column/Field	Description
78	IT Tower: Total Data Center Amount (BY/2021) [\$M] [Required, if applicable] This is the total BY amount for Data Center.
79	IT Tower: Total Compute Amount (PY/2019) [\$M] [Required, if applicable] This is the total PY amount for Compute.
80	IT Tower: Total Compute Amount (CY/2020) [\$M] [Required, if applicable] This is the total CY amount for Compute.
81	IT Tower: Total Compute Amount (BY/2021) [\$M] [Required, if applicable] This is the total BY amount for Compute.
82	IT Tower: Total Storage Amount (PY/2019) [\$M] [Required, if applicable] This is the total PY amount for Storage.
83	IT Tower: Total Storage Amount (CY/2020) [\$M] [Required, if applicable] This is the total CY amount for Storage.
84	IT Tower: Total Storage Amount (BY/2021) [\$M] [Required, if applicable] This is the total BY amount for Storage.
85	IT Tower: Total End User Amount (PY/2019) [\$M] [Required, if applicable] This is the total PY amount for End User.
86	IT Tower: Total End User Amount (CY/2020) [\$M] [Required, if applicable] This is the total CY amount for End User.
87	IT Tower: Total End User Amount (BY/2021) [\$M] [Required, if applicable] This is the total BY amount for End User.
88	IT Tower: Total Output Amount (PY/2019) [\$M] [Required, if applicable] This is the total PY amount for Output.
89	IT Tower: Total Output Amount (CY/2020) [\$M] [Required, if applicable] This is the total CY amount for Output.
90	IT Tower: Total Output Amount (BY/2021) [\$M] [Required, if applicable] This is the total BY amount for Output.
91	IT Tower: Total Application Amount (PY/2019) [\$M] [Required, if applicable] This is the total PY amount for Application.
92	IT Tower: Total Application Amount (CY/2020) [\$M] [Required, if applicable] This is the total CY amount for Application.
93	IT Tower: Total Application Amount (BY/2021) [\$M] [Required, if applicable] This is the total BY amount for Application.
94	IT Tower: Total Delivery Amount (PY/2019) [\$M] [Required, if applicable] This is the total PY amount for Delivery.
95	IT Tower: Total Delivery Amount (CY/2020) [\$M] [Required, if applicable] This is the total CY amount for Delivery.
96	IT Tower: Total Delivery Amount (BY/2021) [\$M] [Required, if applicable] This is the total BY amount for Delivery.
97	IT Tower: Total Platform Amount (PY/2019) [\$M] [Required, if applicable] This is the total PY amount for Platform.
98	IT Tower: Total Platform Amount (CY/2020) [\$M] [Required, if applicable] This is the total CY amount for Platform.

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Column/Field	Description
99	IT Tower: Total Platform Amount (BY/2021) [<i>\$M</i>] [<i>Required, if applicable</i>] This is the total BY amount for Platform.

376

377 **CIO EVALUATION REPORT**

378 **8. What is the CIO Evaluation Report?**

379 Provide CIO numeric evaluation (1-5) for all Part 1 and Part 2 major IT Investments as well as Part 3
 380 standard IT Investments that reflect the CIO’s best judgment of the current level of risk for an Investment
 381 in terms of its ability to accomplish its goals (per [40 U.S.C. § 11315 \(c\)\(2\)](#)). The evaluation could be
 382 informed by the following factors, including but not limited to: risk management, requirements
 383 management, contractor oversight, historical performance, human capital, and other factors that the CIO
 384 deems important to forecasting future success. CIOs should consult with appropriate stakeholders (e.g.,
 385 CAOs, chief management officers, program managers, customers, etc.) in making their evaluation. Each
 386 evaluation should include a narrative explanation when the numerical rating has changed since the last
 387 evaluation and a numeric rating based on the aforementioned factors.

388 When evaluating the level of risk associated with an Investment that creates, collects, uses, processes,
 389 stores, maintains, disseminates, discloses, or disposes of personally identifiable information, the CIO and
 390 SAOP are required to work together to ensure that the evaluation considers the associated risk to
 391 individuals. The SAOP is the agency official responsible for managing the risk of personally identifiable
 392 information (PII) exposure for individuals.

393 While CIOs have authority and responsibility over the entire IT portfolio, OMB is only requiring CIO
 394 evaluations to be reported for major IT Investments that relate to Mission Delivery and Mission Support
 395 Services Investments (Part 1 and Part 2 of the Agency IT Portfolio Summary) and standard IT Services
 396 Investments that relate to IT Infrastructure, IT Security, and IT Management Investments (Part 3 of the
 397 Agency IT Portfolio Summary) beginning with the September 2019 annual submission. Agencies may
 398 elect to provide CIO evaluations for other Investment types at their discretion.

399 The following factors and supporting examples can be used to inform the CIO Evaluation for all
 400 Investment types:

Evaluation Factor	Supporting Examples
Risk Management	<ul style="list-style-type: none"> • Risks and associated impact are well understood by senior leadership. • Risk log is current and complete. • Risks are clearly prioritized. • Risk response plans are in place to manage risks. • Change control is established and communicated to all stakeholders (especially with system and process dependencies). <p><i>Note:</i> Risk management implies that active risks are being managed and mitigated accordingly. Active risks include but are not limited to funding cuts and staffing changes.</p>
Requirements/Outcomes Management	<ul style="list-style-type: none"> • Product delivery increments are small in duration and cost. • Investment objectives are clear and scope is controlled. • Outcomes and/or requirements are clear and validated. • Stakeholders are actively involved in the requirements process per appropriate methodology. • Product backlog is prioritized periodically based on recent release and stakeholder feedback.
Contractor Oversight	<ul style="list-style-type: none"> • Acquisition strategy is defined and managed via an Integrated Program/Project Team, which includes all the relevant disciplines. • Accountable oversight official (e.g., COR, PM, etc.) receives key deliverables and reports, such as current status and risk logs. • Designated officials are providing appropriate management of contractors such that the government is monitoring, controlling, and

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Evaluation Factor	Supporting Examples
	mitigating the impact of any adverse contract performance. <ul style="list-style-type: none"> Product demos are conducted and reviewed to ensure stakeholder requirements are being met throughout the systems development process.
Performance	<ul style="list-style-type: none"> No significant projected deviations from planned cost, schedule, scope, cost savings/return on Investment, and value of the Investment metrics. Lessons learned and best practices are incorporated and adopted.
Human Capital	<ul style="list-style-type: none"> Qualified management and execution team for the IT Investments and/or contracts supporting the Investment. Low turnover rate and hiring contingency in place.
Other	<ul style="list-style-type: none"> Other Agency or program specific factors that the CIO deems important to forecasting future success.

401
 402 The Agency CIO rates each investment based on his or her best judgment, using a set of pre-established
 403 criteria. As a rule, the Evaluation should reflect the CIO's assessment of the risk and the Investment's
 404 ability to accomplish its goals. CIOs should consult with appropriate stakeholders in making their
 405 evaluation, such as CAOs, program managers, etc. Evaluation ratings are scored on a five-point risk scale,
 406 as follows:

Evaluation (By Agency CIO)	Color
5 – Low Risk	Green
4 – Moderately Low Risk	Green
3 – Medium Risk	Yellow
2 – Moderately High Risk	Red
1 – High Risk	Red

408 The following fields will comprise the CIO Evaluation Report:

Column /Field	Description
1	UII [12-digit primary key for all Investments]
2	CIO Rating [1-digit]
3	CIO Comments [500 Char]

409

410 **SYSTEMS INVENTORY LIST**

411 **9. What is the Systems Inventory?**

412 Agencies should report all Information Systems (see [Appendix C](#)) funded by this Investment in the
 413 following tables. Systems data relates to Agency efforts including but not limited to category
 414 management, application rationalization, security patching, and asset inventory management.

415 Systems Inventory List (SIL) reporting allows for a many-to-many relationship between Investments and
 416 systems; a single system may be funded by multiple Investments with costs split among them, and a
 417 single Investment may fund multiple systems. Where single systems are funded by multiple Investments,
 418 Agencies should determine how to allocate relevant costs appropriately across those Investments. It is
 419 expected that some Investments may not fund a system.

420 For shared services, only the Lead Agency Investment is required to report the relevant system(s). For
 421 purposes of reporting in this table, only include systems currently in operation (i.e., post-deployment). A
 422 system may include multiple products. If practical, Agencies should leverage existing asset inventory
 423 solutions to generate this data.

Section A: General Information	
Column /Field	Description
1	UII [12-digit primary key for all Investments]
2	Are all systems in this Investment PIV-enabled systems (per HSPD-12 and OMB Memorandum M-11-11)? [Yes/No]

424

Section B: Systems Inventory

425 *Note:* Responses to SIL tables are per FISMA definitions (See [Appendix A](#)). For Systems Table B.1
 426 below, report each system and sub-system funded by the Investment.

Systems Table B.1	
Column /Field	Data Description
1	System Unique Identifier Code The System Unique Identifier Code (SUIC) includes an Agency code and an eleven-digit unique identifier. XXX- xxxxxxxx- xxxx: The first three digits represent your Agency code (see Appendix C of OMB Circular No. A-11). xxx- XXXXXXXX- xxxx: The next seven digits serve as the system’s unique identifier. xxx- xxxxxxxx- XXXX: The last four digits serve as the sub-system’s unique identifier. This identifier should be system-generated and applied at the Agency level. [14-digit primary key for all systems]
2	System Name Agency internal name for system or sub-system, as applicable (e.g., Delphi, HUDCaps, AGMAX, etc.). [250 char max]
3	Initial Operating Year The fiscal year in which the system was first deployed. [YYYY]
4	System Function(s) For administrative and mission support systems, provide all relevant service area functions associated with this system as defined by the Federal Integrated Business Framework (FIBF) , e.g., “FFM.010” as applicable. [7 digit code for each function or N/A]

Systems Table B.1	
5	<p>Custom Developed <i>Indicate whether all components of the system were entirely custom developed within Government and do not contain any purchased products (e.g., commercial-off-the-shelf software, licensing, etc.). [Yes/No]</i></p>

427 For Product Table B.2 below, report the following data for every product (e.g., application software,
 428 middleware software, reporting products, servers, etc.) of each system and sub-system reported in
 429 Systems Table B.1 that indicated “No” in Column 5 “Custom Developed.” Systems and sub-systems may
 430 have one or more products that should be reported individually rather than included within broader
 431 license agreements.

Product Table B.2	
Field	Data Description
1	<p>System Unique Identifier Code <i>[14-digit primary key for all systems]</i></p>
2	<p>Product Name <i>Indicate the official product name (e.g., Enterprise Business Suite, Momentum, HCM). [250 char max]</i></p>
3	<p>Vendor Name <i>Indicate the official vendor name (e.g., Oracle, SAP, CGI, GSA) for the specific product (i.e., non-integrated services). [250 char max]</i></p>
4	<p>Version Number <i>Indicate the Product Name version number to at least the first minor version digit (e.g., 12.1, 9.2, etc.). [250 char max]</i></p>
5	<p>Last Major Tech Refresh Date <i>Provide the date that the product last had a major refreshment, replacement, or addition of hardware or software (not patching). [MM-YYYY]</i></p>
6	<p>Anticipated Major Tech Refresh Date <i>Provide, if applicable, the anticipated date that the product will have its next major refreshment, replacement or addition of hardware or software (not patching). [MM-YYYY]</i></p>
7	<p>Product Expected End of Life <i>If there is no planned end of life, enter “N/A”. End of Life represents the date on which the vendor is no longer providing regular support (extended support for a software version for example is outside of the expected end of life) for a solution, or the original manufacturer is no longer manufacturing parts. [MM-YYYY or N/A]</i></p>

432

433 **CONTRACTS REPORT**

434 **10. What is the Contracts Report?**

435 The Contracts Report contains all contracts in direct support of an Investment and is collected in
 436 accordance with OMB's strategy to align Investment data with FPDS data in order to facilitate Agency
 437 and OMB engagement around critical points in contract or acquisition management. This collection may
 438 include contracts without a defined period of performance. Contract reporting does not include Inter-
 439 Agency Agreements (IAAs).

440 For all IT Investments, including major, non-major, and standard Investments, the Contracts Report is
 441 required, if applicable. Investments should update these fields regularly throughout the reporting cycle.

Section A: General Information	
Column /Field	Description
1	UII [12-digit primary key for all Investments]

442

Section B: Contracts/Acquisitions	
Column /Field	Description
1	<p>Procurement Instrument Identifier (PIID) The unique identifier for each contract, agreement, or order associated with this Investment (Federal Procurement Data Systems (FPDS) data element 1A). Enter PIID numbers for contacts, agreements, or orders both that have already been awarded. Completed and/or expired contracts do not need to be included. Data definitions can be found at Federal Procurement Data System. Please note that reference PIIDs should not be entered for this field. <i>Agencies should provide as many entries as applicable. [PIID by number/character as submitted to FPDS]</i></p>
2	<p>Reference PIID For each PIID number reported for contract support obtained via an order or call, report the Reference PIID per FPDS instructions for element 1c. <i>Agencies should provide one entry per PIID reported as applicable; not all PIIDs will have a Reference PIID. [Reference PIID by number/character as submitted to FPDS]</i></p>

443

444 **MAJOR IT BUSINESS CASE**

445 **11. What is the Major IT Business Case?**

446 The Major IT Business Case is one component of the Agency’s total budget justification (see Section 51.2
 447 of OMB Circular No. A-11). OMB uses data reported in the Major IT Business Case to make quantitative
 448 decisions about budgetary resources consistent with the Administration’s program priorities as well as
 449 qualitative assessments about whether the Agency’s programming processes are consistent with OMB
 450 policies and guidance. OMB may request additional supporting information from Agencies as necessary.

451 OMB provides specific policy, procedural, and analytic guidelines for planning, budgeting, acquisition,
 452 and management of major IT capital Investments in addition to general guidance issued in OMB Circular
 453 No. A-11 and OMB Circular No. A-130. A general definition of a major investment can be found in
 454 [Appendix C](#).

455 The Agency IT Portfolio Summary and Major IT Business Cases (including Business Case and Business
 456 Case Detail) describe the justification, planning, and implementation of an individual capital asset
 457 included in the Agency IT Portfolio Summary and serve as key artifacts of the Agency’s Enterprise
 458 Architecture (EA) and CPIC processes.

459 In keeping with the FY 2020 cycle, Business Cases are only required for Part 1 and Part 2 major IT
 460 Investments. Also in keeping with the FY 2020 cycle, Part 3 standard Investments are not required to
 461 submit business cases though are required to submit Standard Investment Reports for IT Security and
 462 Compliance, Network, Data Center and Cloud, End User, Application, and Delivery standard
 463 Investments.

464 Together, the Major IT Business Case and Major IT Business Case Detail provide the budgetary and
 465 management information necessary for sound planning, management, and governance of major IT
 466 Investments. These documents help Agencies explicitly align IT Investments with strategic and
 467 performance goals, and ultimately provide value to the public by making Investment and management
 468 information more transparent. As architecture-driven IT Investments are funded in the "Select" CPIC
 469 phase, the Investments move forward into the implementation phase. The system development life cycle
 470 processes are then followed and actual outputs, schedule, and operational performance expenditures are
 471 tracked against planned numbers using performance-based management processes as part of the CPIC
 472 “Control” Phase.

473 **11.1 How will Agencies manage IT capital assets/Investments?**

474 There are three primary OMB Circulars that describe the complete set of requirements regarding the
 475 management of IT resources.

- 476 1. The [Capital Programming Guide](#) of OMB Circular No. A-11 provides guidance on the principles
 477 and techniques for effective capital programming.
- 478 2. [OMB Circular No. A-11, Appendix J](#) explains the principles of financing capital asset
 479 acquisitions.
- 480 3. [OMB Circular No. A-130](#) establishes additional requirements for EAs, planning and control of
 481 information systems and IT Investments, IT Governance, and performance management.

482 These requirements include, but are not limited to, the following objectives of the CPIC processes for
 483 their portfolio of IT resources:

- 484 • Implement the strategies and requirements of and manage the full scope of decisions related to all
 485 Agencies’ IT described in [FITARA](#) and Title VIII Subtitle D of the National Defense
 486 Authorization Act (NDAA) for Fiscal Year 2015, Pub. L. No. 113-291.
- 487 • Ensure that the planning and management of Agency IT resources fully implement the
 488 requirements of [OMB Circular No. A-130](#), “Managing Information as a Strategic Asset.”

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- Ensure that covered Agencies shall continue to provide information to the ITDB, as detailed within this Guidance, which is issued annually in conjunction with the release of OMB Circular A-11. As a part of that guidance, Agency engagements including PortfolioStat, Agency Strategic Reviews, OMB and/or Agency-led TechStat reviews, and Desk Officer Reviews will be used to meet FITARA requirements. Per OMB M-15-14:
 - TechStat Sessions - A TechStat is a face-to-face, evidence-based accountability review of an IT program with Agency leadership. TechStat sessions are a tool for getting ahead of critical problems in an Investment, turning around underperforming Investments, or terminating Investments if appropriate. For all Agency-led TechStat reviews of Investments, the Agency shall contact ofcio@omb.eop.gov with the subject line, “[Agency Acronym] TechStat Notification,” at least two weeks ahead of the TechStat session. Agencies shall follow the Agency’s TechStat policy and procedures based on the CIO.gov [TechStat Toolkit](#) when managing TechStat sessions. Agencies shall report the outcomes and outputs of all TechStat sessions to the quarterly IDC process, per FITARA these should include:
 - the root causes of the high level of risk of the investment;
 - the extent to which these causes can be addressed; and
 - the probability of future success.
 - Evaluate and select capital assets that will support core mission functions performed by the Federal Government and that demonstrate projected returns on Investment that are clearly equal to or better than alternative uses of available public resources. The Investments should be informed by and address performance gaps and goals identified in an Agency’s strategic plan, annual performance plan, EA Implementation Roadmap, and IT asset inventory.
 - Initiate improvement to existing assets or acquisition of new assets only after considering alternative governmental source or private sector solutions. Agencies shall maintain an up-to-date comprehensive inventory of all IT systems, IT hardware and software assets at the Agency, bureau and program levels that includes details on the product, vendor, and version types.
 - Assign an Agency functional/business sponsor (separate from the PM) for each Investment who is responsible for the program or function supported or implemented by the Investment. The sponsor is responsible for expressing the value of, ensuring successful implementation of, and providing accurate and timely data for the IT Investment to the Agency CIO and OMB. Each major and non-major IT Investment listed in Agency IT Portfolio Summary must include the name of the functional/business sponsor name and title.
 - Encourage iterative (e.g., agile) development whenever possible to ensure that solutions are delivered using an iterative approach through close collaboration with product owners and business sponsors who are embedded in iterative (e.g., agile) teams which allows for frequent reassessment in an incremental manner by implementing IT reforms based upon current guidance and best practices such as U.S. Digital Service Playbook, [TechFAR](#), modular development guidance, and Investment guidance.
 - Encourage iterative (e.g., agile) development and digitalization where ever possible. “Digitalization” is purposely and deliberately differentiated from “automation,” a process which has been underway for decades.
 - Automation can be characterized as the use of information technology to speed up existing business processes and interactions, and often can bring significant computing power to assist in performing tasks which would otherwise require excessive amounts of labor and resources. Examples of automation include payroll processing, performing bookkeeping and financial calculations, and even first- and second-generation web forms that largely mirror the paper forms and business practices upon which they were originally based.
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- 538 ○ Digitalization is fundamentally different from automation in that one of its core premises is to
539 prioritize customer experience. Another core premise of digitization is that the power of
540 information technology and the use of user and ecosystem interaction data can, and should,
541 be harnessed to redefine, optimize, and personalize the experiences by which Agencies
542 interact both internally and externally. Quite often, digitalization harnesses newer forms of
543 technology (such as mobile, sensors, social media, metadata, shared services, etc.) to deliver a
544 differentiated and personalized end-user experience.
- 545 ● Structure major planning and acquisition into useful segments with a narrow scope and brief
546 duration. These segments should make adequate use of competition and appropriately allocate
547 risk between the Federal Government and the contractor. The Agency CIO must approve or
548 define the cost, schedule, and performance goals for major acquisitions, and the Agency's CFO
549 must evaluate the proposed cost goals.
- 550 ● Ensure a continuous linkage between Federal, Agency, and bureau EAs based on the Agency
551 Information Resources Management (IRM) Strategic Plan, demonstrating such consistency
552 through alignment with the Agency's Enterprise Roadmap and target architecture, compliance
553 with Agency business requirements and standards, as well as identification of milestones, as
554 defined in the Agency's EA transition strategy.
- 555 ● Institute performance measures and management processes to monitor and compare actual
556 performance to planned results. Each methodology should have a set of measures that are
557 consistent, appropriate, and tailored to that methodology.
- 558 ● Achieve, on average, 90 percent of Agency cost, schedule, and performance goals for major
559 acquisitions, per requirements of [Federal Acquisition Streamlining Act of 1994 \(FASA, Title V\)](#).
560 Through the TechStat process and as part of the Clinger-Cohen Act responsibility, Agency heads
561 should review major acquisitions that have not achieved 90 percent of the goals to determine
562 whether there is a continuing need and what corrective action, including termination, should be
563 taken.
- 564 ● Ensure that Agencies' financial management systems conform to the requirements of [OMB](#)
565 [Circular No. A-123, Appendix D](#) (formerly OMB Circular A-127).
- 566 ● Conduct post-implementation or post-occupancy reviews of capital programming and acquisition
567 processes and projects to validate estimated costs and benefits and to document effective
568 management practices (e.g., lessons learned) for broader use.
- 569 ● Establish oversight mechanisms that require periodic review of operational capital assets to
570 determine how mission requirements might have changed and whether the asset continues to
571 fulfill ongoing and anticipated mission requirements, deliver intended benefits to the Agency and
572 customers, and meet user requirements.
- 573 ● Develop, maintain, and submit within five business days (upon OMB request) the following
574 Investment artifacts for all *major IT Investments, as applicable:
- 575 ○ Risk management plan and risk register
- 576 ○ Investment charter, including Integrated Project Team (IPT) and the associated project
577 charter (if applicable)
- 578 ○ Acquisition Strategy
- 579 ○ Investment-level alternative analysis and benefit-cost analysis
- 580 ○ **Release Plan with budget baseline
- 581 ○ **Product Backlog
- 582 ○ **Sprint Plan with backlog and burn down chart
- 583 ○ Operational analyses (for operational and mixed life cycle systems)
- 584 ○ Post implementation review results (Investment level or project-specific)
- 585 ○ Documentation of Investment re-baseline management approval(s)
- 586 ○ Documentation/justification of an Investment's elimination due to funding, consolidation,
587 reorganization, or split

588 *Note: Specific artifacts required for standard Part 3: IT Infrastructure, IT Security and
589 Management Investments have not been specified.

590 **Note: Release Plan, Product Backlog, and Sprint Plan are project level and not IT
591 Investment level specific. These are required only for software development projects being
592 managed using iterative (e.g., agile) methodology.

593 **11.2 What must I report in the Major IT Business Case and Major IT Business Case Detail, and**
594 **when?**

595 The policy and budget justification principles in the Major IT Business Case and Major IT Business Case
596 Detail apply to all Agencies of the Executive Branch of the Federal Government that are subject to
597 Executive Branch review (see Clinger-Cohen Act of 1996). Section 25 of OMB Circular No. A-11 details
598 this authority to collect and review Business Cases for major IT Investments.

599 All information necessary to complete the Major IT Business Case and Major IT Business Case Detail
600 should already exist as part of the Agency's overall capital planning activities and within project- and
601 program-specific documentation. The materials used to populate Major IT Business Case and Major IT
602 Business Case Detail should be readily available to OMB upon request.

603 Additional information on the submission process will be posted on the OMB MAX.gov site: [Official FY](#)
604 [2021 Budget Guidance on IT Capital Planning](#). As always, pre-decisional, IT security-sensitive, and
605 procurement-sensitive information will not be displayed to the public.

606 All software development projects must produce usable functionality at intervals of no more than six
607 months. Projects that do not involve software development are not required to leverage iterative/agile
608 methodologies. All projects within Investments are required to use modular development principles. All
609 major software development projects within Investments are required to incorporate contract terms that
610 require the use of modular/iterative (e.g., agile) development principles.

611 Major IT Business Case Detail in major IT Investments shall establish cost, schedule, and performance
612 targets for PY and CY. Furthermore, periodic performance metric updates for ongoing operations will
613 vary according to the nature of the metric (e.g., reporting frequency), as indicated in Table D.2.

614 **11.3 How will Multi-Agency Collaboration and Intra-Agency Shared Services Investments be**
615 **captured in the Major IT Business Case and Major IT Business Case Detail?**

616 For Multi-Agency Collaboration and Intra-Agency Shared Services Investments, the Agency Lead that
617 provides services or coordination services to other Agencies or other units within their Agency will be
618 primarily responsible for completing and submitting the Multi-Agency collaboration or Intra-Agency
619 shared services Major IT Business Case and Major IT Business Case Detail, managing it through the
620 Agency Lead's capital programming and budget process. The Agency Lead or SMO for Multi-Agency or
621 Intra-Agency collaboration Investments is also responsible for ensuring that the Investment is included in
622 their Agency IT Portfolio Summary. A SMO is a Federal organization between the agencies and
623 commercial service providers with subject matter experts who drive standardization, integrate solutions,
624 and respond to Agency concerns.

625 Specifically, the tracking of partner Agency funding, and related capital assets (e.g., migration
626 Investments, SMO, supporting components) for Government-wide E-Gov/LoB Investments will be
627 captured via the [OMB MAX Funding Tool for E-Gov-LoB Initiatives](#). Agency Leads for Government-
628 wide E-Gov/ LoB Investments listed in Appendix B are required to submit Major IT Business Cases
629 unless they obtain a waiver from OMB.

630 Agency Leads and SMOs are required to submit Major IT Business Cases using the UIs listed in
631 Appendix B. Agencies with significant Investments in financial management, human resources, grants, or
632 acquisitions systems, and/or services that would either provide new or modify existing capabilities to be
633 used government-wide or that would duplicate those already available are required to submit a Major IT

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634 Business Case. The provider is responsible for coordinating with the customer to provide the total cost of
635 migration. The customer Agency will still include this Investment in their Agency IT Portfolio Summary
636 and reference the Current UII of the provider Agency in the “Investment Description” field but only
637 report their shared cost.

638 During the development of the shared services Major IT Business Case and Major IT Business Case
639 Detail, Agencies are encouraged to utilize the [USSM](#) M3 Playbook. High risk Investments as identified
640 by the USSM in partnership with OMB will be required to receive approval from OMB prior to
641 advancing to the next phase as identified in the M3 Playbook. OMB may require additional information
642 related to these Investments and will work with the customer and provider Agencies to coordinate data
643 requests.

644 Partner Agencies should reference the name and Current UII of the Multi-Agency/Intra-Agency shared
645 services Investment in the “Investment Description” field of their own partner Agency IT Portfolio
646 Summary. Partner agencies should also ensure their activities and participation are included in the
647 appropriate sections of the Multi-Agency major IT Business Case. The entire Life Cycle Cost total for
648 the Investment, including funds provided by partner Agencies, should be included in the Multi-Agency
649 Collaboration or Intra-Agency Shared Services Investments Business Case.

650 Investments that provide a service to other agencies but do not receive contributions from partner
651 Agencies should be reported as Multi-Agency Collaboration Investments. Investments for Multi-
652 Agency collaboration, shared services, and/or LoBs will be reflected in the managing partner's
653 annual Enterprise Roadmap submission to OMB.

654 OMB may require additional information from partner Agencies related to the Multi-Agency
655 collaboration Major IT Investments. When necessary, OMB will work with the managing partners to
656 coordinate data requests.

657 **11.4 What fields are included and how do I complete the Major IT Business Case?**

658 Each Investment identified in the Major IT Business Case must have a UII. The Major IT Business Case
659 captures data on the strategic relevance, planning, budgeting, and technical capability for Agency major
660 IT Investments. Section A refers to the Investment UII’s 12-digit coding. Section B includes additional
661 fields concerning how the Investment relates to and supports the Agency mission, its cost effectiveness,
662 and a description of leadership. Section C includes fields relevant to Investment past, current, and out-
663 year budgeting. Agencies should complete relevant sections based on the type of Major IT Investment as
664 described in the tables in Investment-Level Reporting.

665 The following are the sections of the Major IT Business Case:

Section A: General Information	
Column /Field	Description
1	UII [12-digit primary key for all Investments]

666

Section B: Investment Detail	
Column /Field	Description
1	<p>Agency Strategic Objective/Priority Goal Provide at least one Agency Strategic Objective code (A-11 Section 230) and/or Agency Priority Goal code (A-11 Section 250) that this Investment aligns to on performance.gov. If this Investment aligns to more than one Agency strategic objective code and/or Agency Priority goal code, list all that apply. You may locate the full list of current Agency Strategic objective and/or Agency Priority Goal alphanumeric identifier codes by downloading the spreadsheet available on performance.gov. Agencies should provide as many entries as applicable. [11 char]</p>
2	<p>Return on Investment Briefly describe the Investment’s quantitative and qualitative return on Investment (ROI), including primary and secondary costs and benefits (internal and external to the government) and outcomes achieved or planned. The quantitative analysis should compare the Investment’s planned life cycle cost with any projected or realized cost savings, cost avoidance, and relevant justifications. If no cost savings or avoidance are planned, compare the investment’s planned life cycle cost with a quantitative estimate of current or future benefits and their justification. Additionally, provide a qualitative analysis outlining any additional elements (i.e., legislative mandates, outstanding audit findings or material weakness, Presidential Directive) utilized in alternative selection and how this Investment will address those elements. The response in this field should provide the justification for continued funding of this Investment. The results in Table D.1 should map to the Investment’s planned outcomes and benefits as described in this section to demonstrate how the ROI is being realized by the Investment. [3500 char]</p>
3	<p>Elimination or Reduction If this Investment eliminates or reduces another major or non-major IT Investment(s), please list the Investment(s) and their status as represented below. (Eliminated or reduced Investments should be listed until removed from the Agency’s IT Investment Portfolio Summary. Most eliminated Investments should remain in the Agency IT Investment Portfolio Summary for two years.)</p> <ul style="list-style-type: none"> • Investment UII(s) [12-digit UII] • To Be Status [to be eliminated/to be reduced]
4	<p>Current Shared Service Does the Investment currently include an intra- or inter-Agency shared service (common, shared, or centralized solution)? [Yes/No]</p>
5	<p>Future Shared Service Does the Investment plan to include an intra- or Inter-Agency shared service that it does not currently include (common, shared, or centralized solution)? [Yes/No]</p>
6	<p>Paperwork Reduction Act OMB Control Number(s) If systems contained in this Investment collect data from the public, please identify the OMB Control Numbers which authorize that data collection as per the Paperwork Reduction Act. Use Reginfo to identify information collection requests and OMB control numbers. Agencies can work with their Records Officers to determine the applicability. [Optional]</p>

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Section B: Investment Detail	
Column /Field	Description
7	PM Name Provide the name of the Investment-level project/program manager. [250 char]
8	PM Email Provide the e-mail address of the Investment-level project/program manager. [250 char]
9	PM Qualifications The qualification/experience level of the PM. Select one of the following: <ul style="list-style-type: none"> • FAC-P/PM(DAWIA-3) – Senior • FAC-P/PM(DAWIA-2) – Mid-Level • FAC-P/PM(DAWIA-1) – Entry Level • Other certification with 4 or more years of PM experience (within the last five years) • Other certification with between 2 and 4 years of PM experience (within the last five years) • Other certification with less than two years of PM experience (within the last five years) • No certification, but with 4 or more years of PM experience (within the last five years) • No certification, but with between 2 and 4 years of PM experience (within the last five years) • No certification, but with 2 or less years of PM experience (within the last five years)

667

Section C: Life Cycle Costs

668 Provide the total estimated life cycle cost for this Investment by completing the following table. All totals
 669 represent all IT resources and budgetary sources of funding, consistent with the Agency IT Portfolio
 670 Summary. Totals are to be reported in **millions of dollars**. Variations from planned expenditures will be
 671 reflected in Table C.2 in the Major IT Business Case Detail. Federal personnel costs should be included
 672 only in the rows designated as "... Govt. FTE costs" and should be excluded from other costs.

673 For Multi-Agency Investments, this table should include all funding (both managing and partner Agency
 674 contributions), and subsequently may not match figures provided in the Agency IT Portfolio Summary.

675 To the degree possible, the costs associated with the entire life cycle of the Investment should be included
 676 in this table. Whether solutions being developed in an iterative (e.g., agile) fashion or other development
 677 methodology, for years beyond the budget year, please provide your best estimates for planning purposes,
 678 understanding that estimates for out-year costs will be less certain than estimates for the budget year or
 679 earlier.

680 For lines in the table that ask for changes in your current submission compared to your most recent
 681 previous submission, please use the FY 2020 President’s Budget as your previous submission. When
 682 making comparisons, please ensure that you compare same-year-to-same-year (e.g., the FY 2019 level for
 683 2019 versus the FY 2020 level for 2019). Significant changes from the previous submission should be
 684 reflected in an updated Investment-level Alternatives Analysis, subject to OMB review.

685 *Note:* Do not enter information for the dark gray cells (these will be calculated).

	PY-1 &	PY 2019	CY 2020	BY 202	FY+ 1	FY+ 2	FY+ 3	FY+4 &
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	Prior			1	2022	2023	2024	Beyond
Planning Costs								
DME (Excluding Planning) Costs								
DME (Including Planning) Govt. FTE Costs								
Sub-Total DME (Including Internal Labor/Govt. FTE Costs)								
O&M Costs								
O&M Internal Labor (Govt. FTE) Costs								
Sub-Total O&M Costs (Including Internal Labor/Govt. FTE Costs)								
Total Cost (Including Internal Labor/Govt. FTE Costs)								
Total Internal Labor (Govt. FTE) Costs								
Number of FTE rep by Cost								
Total change from PY final President's Budget (\$)								
Total change from PY Final President's Budget (%)								

686

Table/Field	Description
2.a.	In which year did or will this Investment begin? [YYYY] <i>Specify a year, e.g., PY-1 = 2018</i>
2.b.	In which year will this Investment reach the end of its estimated useful life? [YYYY] <i>Specify a year, e.g., BY+5 = 2026</i>
3	Compare the funding levels for PY and CY to the final FY 2020 President's Budget for those same years. Briefly explain any significant changes. [500 char] <i>When making comparisons, ensure that you compare same-year-to-same-year (e.g., the FY 2019 level for 2019 versus the FY 2020 level for 2019).</i>

687 **MAJOR IT BUSINESS CASE DETAIL**

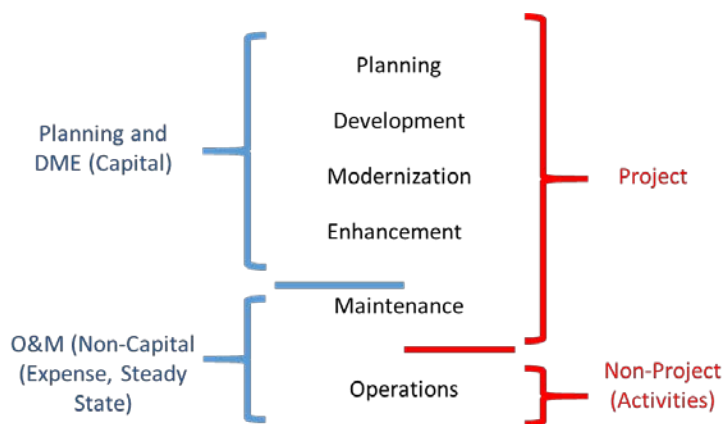
688 **12. What is the Major IT Business Case Detail?**

689 The Major IT Business Case Detail is designed to coordinate OMB’s collection of Agency information
 690 for its reports to Congress, as required by the [Federal Acquisition Streamlining Act of 1994 \(FASA, Title](#)
 691 [V\)](#) and [Clinger-Cohen Act of 1996](#). The Major IT Business Case should demonstrate support for the
 692 mission statements, long-term goals and objectives, and annual performance plans developed pursuant to
 693 the [Government Performance and Results Act – Modernization Act \(GPRA-MA\) of 2010](#). Major IT
 694 Business Case Detail on Major IT Investments establishes reporting requirements through the ITDB to
 695 ensure the proper execution of those Investments against the established performance plans.

696 Major IT Business Case Detail is used to provide OMB with Current Year (FY 2020) and Budget Year
 697 (FY 2021) Investment plans and performance data. Include in this exhibit, at a minimum, all projects,
 698 activities, and operations scheduled to commence or continue in the CY and/or BY. Information in the
 699 Major IT Business Case Detail should reflect current status; therefore, the Federal ITDB should be
 700 updated as soon as the data becomes available for continuous updates.

701 In Major IT Business Case Detail, Investments are described as:

- 702 • Investment
 - 703 ○ Projects
 - 704 ▪ Activities
 - 705 ○ Operations



707
 708
 709 While project reporting is often focused on DME efforts, OMB has consistently maintained that
 710 maintenance-related projects (e.g., fixing or replacing existing infrastructure resulting in no enhancement
 711 or modernization) within O&M spending should also be reported. The graphic above displays the
 712 breakdown of DME and O&M spending that relates to project and non-project reporting. Not every O&M
 713 dollar spent should be incorporated within a project. However, large scale refreshes and other
 714 maintenance projects with a defined start and end date should be reported moving forward. See Appendix
 715 C for examples of maintenance projects that should be reported. OMB does not intend for Agencies to
 716 retroactively report old maintenance projects.

717 Report information about these areas in the following Major IT Business Case Detail sections:

718 A: **General Information:** Enter basic information about the major IT Investment.

719 **B: Investment Risk:** Provide data for relevant risks related to the A-11 Risk Areas.

720 **C: Project Plan and Execution Data:**

721 C.1: **Projects:** Identify all of the Investment’s projects with activities occurring in CY and BY.

722 C.2: **Project Activities Table:** Outline the activities that are performed to achieve the outcome of
723 each project.

724 **D: Operational Data:**

725 D.1: **Operational Performance Information:** Identify performance targets and results for
726 evaluating operations.

727 D.2: **Metrics Definitions:** Identify measures used for monitoring performance.

728 D.3: **Metrics Actuals:** Identify actual results for measures used for monitoring performance.

729

Section A: General Information	
Column /Field	Description
1	UII [12-digit primary key for all Investments] Agency-provided UII, consistent with Agency IT Portfolio Summary.

730

Section B: Investment Risk

Risk assessments should include both project and operational risk information from all stakeholders and should be performed throughout the life cycle of the Investment. This section should follow the Regular Updates Reporting schedule (see Section 2.2).

In Risk Table B, provide risk assessment information related to each of the 13 Risk Areas at the Investment level. Risk Area data should be consistent with what is included in management briefings or Agency status reviews on an ongoing basis. If the Investment is managing multiple individual risks within a single Risk Area, provide responses for the overall area on the basis of the individual risk with the highest probability and impact combined score. If multiple individual risks within a single Risk Area have the same combined score, report on the basis of the risk with the higher impact rating. The probability and impact combined score will be the product of the probability and impact estimates using the numerical designations for each probability and impact benchmark provided in Risk Table B.1; for example, a Risk Area with probability rated as “Low” (2) and impact rated as “High” (4) will have a combined risk score of 2 x 4 = 8. Include the following data in Table B:

Risk Table B.1	
Column /Field	Description
1	Risk Area Provide data for relevant risks related to the A-11 Risk Area below. Definitions of each Risk Area are provided in Appendix D. Risk Areas include: 1) Technology 2) Project Schedule and Resources 3) Business 4) Organizational and Change Management 5) Strategic 6) Security 7) Privacy

Section B: Investment Risk	
	<ul style="list-style-type: none"> 8) Data 9) Integration 10) Project Team 11) Requirements 12) Cost 13) Project Management
2	<p>Active Risk For each Risk Area listed in Column 1, indicate whether the Investment has identified at least one active risk. <i>[Yes/No]</i></p>
3	<p>Risk Probability The likelihood that risk associated with each Risk Area will become realized as an issue. Investments should only report Risk Probability for Risk Areas that reported “Yes” in Column 2. <i>For the purposes of standard reporting across Agencies, the following probability benchmarks have been provided for each response to indicate the estimated likelihood that a given risk will become realized as an issue [Very Low, Low, Medium, High, Very High]:</i></p> <ul style="list-style-type: none"> 1) <i>Very Low – 0-10%,</i> 2) <i>Low – 11-30%,</i> 3) <i>Medium – 31-60%,</i> 4) <i>High – 61-90%,</i> 5) <i>Very High – 91-100%.</i>
4	<p>Risk Impact The level of a potential negative impact for the Risk Area if realized as an issue. Investments should only report Risk Impact for Risk Areas that reported “Yes” in Column 2. <i>For the purposes of standard reporting across Agencies, the following impact benchmarks have been provided for each response to indicate the estimated detriment to Investment outcome objectives in the event that a given risk is realized as an issue [Very Low, Low, Medium, High, Very High]:</i></p> <ul style="list-style-type: none"> 1) <i>Very Low – little or no impact on achieving Investment objectives,</i> 2) <i>Low – some impact on achieving Investment outcome objectives, but has little or no impact on achieving the Agency’s mission</i> 3) <i>Medium – significant impact on achieving Investment outcome objectives, with moderate impact on the Agency’s ability to deliver core mission functions,</i> 4) <i>High – significant impact on both achieving Investment outcome objectives and the Agency’s ability to deliver core mission values but has little or no impact on the Government as a whole,</i> 5) <i>Very High – severe impact on executing the Agency’s core mission with ramifications for the Government as a whole.</i>
5	<p>Mitigation Strategy/Contingency Plan For each Risk Area with a combined probability and impact score of a “6” or greater, provide a short description of each individual risk with a combined probability and impact score of “6” or greater along with both the Investment’s mitigation strategy for preventing each risk from becoming realized as an issue and the contingency plan should the mitigation strategy fail. The mitigation strategy and contingency plan should deal with methods for avoiding or pre-empting risk as well as addressing any realized issues. This field is optional for Risk Areas with scores of “5” or lower. Investments should only report Mitigation Strategy/Contingency Plan data for Risk Areas that reported “Yes” in Column 2. <i>[1000 char]</i></p>

Section C: Project Plan and Execution Data

Tables C.1 and C.2 are used to report all projects with activities underway in any portion of CY or BY, regardless of where the project occurs in the Investment life cycle (projects may be conducted in Planning, DME, and/or Maintenance). At a minimum, Tables C.1 and C.2 should include:

- Projects and activities that started in a previous fiscal year (PY and earlier) that have not been completed by the beginning of the CY; and
- Projects and activities that start and finish in the CY and BY **or** start but do not finish in CY or BY.
- Projects and activities commencing beyond the BY may also be reported, as available.

Include the following data in Table C.1:

Projects Table C.1	
Column /Field	Description
1	Unique Project ID An Agency-specified number that uniquely identifies the project within the Investment.
2	Project Name Name used by the Agency to refer specifically to the project. <i>Project names should include brief but sufficient wording to align to the project's goal. [100 Char]</i>
3	Project Goal Brief description of primary goal/outcome the project is planning to provide for the Investment upon completion. <i>[250 char]</i>
4	Existing Metric ID If the primary goal of this project relates to an existing Investment performance metric, provide the metric ID supported by completion of this project. There is an expectation that the Investment will continue reporting actuals for this metric in Section D: Operational Data upon project completion. <i>Enter the existing metric's ID only if this project's primary metric is currently reported in Section D. This field is optional for End User and Application Standard Investment Reports. [Numeric]</i>
5	New Metric Description If the primary goal of this project does not relate to an existing Investment performance metric, provide the metric description for a new performance metric that will be enabled by completion of this project. There is an expectation that the Investment will begin reporting actuals for this metric in Section D: Operational Data upon project completion. <i>Enter description if the Investment did not provide a metric ID in Column 4. The Investment should begin reporting this metric using the parameters specified in Projects Table C.1 Columns 6-8 upon project completion. This field is optional for End User and Application Standard Investment Reports. [500 char]</i>
6	Metric Target at Deployment Metric target value at project's completion. <i>If the value reported in this field relates to an existing metric entered in Column 4, then the Investment should update the metric's current FY target to reflect the value reported in this field upon project completion. If the value reported in this field relates to a new metric described in Column 5, then the Investment should begin reporting the new metric using the value reported in this field as the current FY target upon project completion. This field is optional for End User and Application Standard Investment Reports. [Numeric]</i>
7	Unit of Measure Brief indication of what quantity is measured (e.g., number, percentage, dollar value)

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Section C: Project Plan and Execution Data	
	for each metric. <i>Enter unit of measure only for new metrics reported in Column 5. The Investment should begin reporting the new metric using the value reported in this field as its unit of measure upon project completion. This field is optional for End User and Application Standard Investment Reports. [50 char]</i>
8	Measurement Condition Indicates whether a desired result would be “over target,” indicating that the trend should maintain or increase, or “under target,” indicating that the trend should maintain or decrease. <i>Enter unit of measure only for new metrics reported in Column 5. The Investment should begin reporting the new metric using the value reported in this field as its measurement condition upon project completion. This field is optional for End User and Application Standard Investment Reports. [Over target/Under target]</i>
9	Project Start Date Actual start date of in-progress projects or planned start of projects that have not yet begun (may be before the current FY or activities listed in Table C.2). <i>[MM-DD-YYYY]</i>
10	Project Completion Date Planned date of completion of in-progress projects or actual completion date of projects that have been completed (may be after BY or completion date of activities listed in activities Table C.2). <i>[MM-DD-YYYY]</i>
11	Project Life-Cycle Cost Enter the total cost of all activities related to the project as described in OMB Circular A-131 (in \$ millions). This only includes costs for the project, and does not include operations costs.
12	Primarily a Software Development or Deployment Project? Is developing or deploying software solutions a primary focus of this project? <i>[Yes/No]</i>

732 Each project listed in Table C.1 should have at least one associated activity. Please include any relevant
733 project activities in Table C.2.

734 In Table C.2, describe, at a minimum, all project activities for projects in Table C.1 that started in a
735 previous FY (PY and earlier) and that have not been completed by the beginning of the CY, as well as
736 activities that are scheduled to start in the current FY and BY. In line with modular development
737 principles, each software development project should produce usable functionality at intervals of no more
738 than six months. "Actual Costs" should include all completed budgetary outlays for that activity, and for
739 the activity to be considered complete, none should remain. Include the following data in Table C.2:

Project Activity Table C.2	
Column /Field	Description
1	Unique Project ID An Agency-specified number that uniquely identifies the project within this Investment.
2	Activity Name A short description consistent with the critical steps within the Agency project management methodology. <i>[100 char]</i>
3	Activity Description Describe what work is accomplished by the activity. <i>[250 char]</i>
4	Structure ID Agency-specified identifier that indicates the work breakdown structure (WBS) the Agency uses to associate the activity with other activities or a project. Provide this in the format of “x.x.x.x.x” where the first string is the Unique Project ID and each

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Project Activity Table C.2	
Column /Field	Description
	following string (separated by periods) matches the structure ID of a parent activity. See below for more guidance about parent and child activities expressed through this structure. <i>[x.x.x.x.x]</i>
5	Start Date Planned The planned start date for the activity. This is the baseline value. <i>[MM-DD-YYYY]</i>
6	Start Date Projected If the activity has not yet started, enter the current planned start date of the activity. <i>[MM-DD-YYYY]</i>
7	Start Date Actual When the activity starts, enter the actual start date here. <i>[MM-DD-YYYY]</i>
8	Completion Date Planned The planned completion date for the activity. This is the baseline value. <i>[MM-DD-YYYY]</i>
9	Completion Date Projected If the activity has not yet completed, enter the current planned completion date of the activity. <i>[MM-DD-YYYY]</i>
10	Completion Date Actual When the activity ends, enter the actual completion date here. <i>[MM-DD-YYYY]</i>
11	Total Costs Planned The planned total cost for the activity. This is the baseline value. <i>[\$M]</i> <i>Note:</i> For programs that are employing earned value management, Agencies should reflect “budget at completion” in the “Total Costs Planned” Column 11 and “estimated at completion” in the “Total Costs Projected” Column 12.
12	Total Costs Projected When the activity is not yet completed, enter the current planned total cost of the activity. <i>[\$M]</i> <i>Note:</i> For programs that are employing earned value management, Agencies should reflect “budget at completion” in the “Total Costs Planned” Column 11 and “estimated at completion” in the “Total Costs Projected” Column 12.
13	Total Actual Costs When the activity ends, enter the total actual costs for the activity here. <i>[\$M]</i>
14	Software Development Activity with Multiple Releases Indicate whether this activity primarily relates to software development and includes multiple releases. <i>[Yes/No]</i>
15	Last Three Dates of Release to Production Enter the last three dates of successful software code releases to production. If the activity has successfully released software code to production fewer than three times, enter any relevant release date(s). <i>Required only for activities that responded “Yes” in Column 14 “Software Development Activity with Multiple Releases.” [MM-DD-YYYY]</i>
16	Last Three Dates of Release to Test Enter the last three dates of successful software code releases to test. If the activity has released software code to test fewer than three times, enter any relevant test date(s). <i>Required only for activities that responded “Yes” in Column 14 “Software Development Activity with Multiple Releases.” [MM-DD-YYYY]</i>
17	Estimated Frequency of Rollback of Planned Releases The percent frequency of all planned releases for which the activity performed a rollback. <i>Required only for activities that responded “Yes” in Column 14 “Software Development Activity with Multiple Releases.” [Percentage]</i>

Project Activity Table C.2	
Column /Field	Description
18	Estimated Time between Code Creation and Releases The estimated average number of days that occur between software code development and successful release to production. <i>Required only for activities that responded “Yes” in Column 14 “Software Development Activity with Multiple Releases.” [Number]</i>
19	Mode of End User Engagement Enter the type of end user engagement methodology the activity uses to ensure stakeholder acceptance of deliverables. <i>Select one:</i> <ol style="list-style-type: none"> 1. None; 2. User Acceptance Testing; 3. Through Planning & Needs Development; or 4. Other.
20	End User Results Enter the date and results of the activity’s last end user engagement activity, if applicable. <i>Responses should reflect the regularity of engagement with end users (e.g., daily, weekly, monthly, etc.) [1000 Char]</i>

740 **Reporting Parent and Child Activities (WBS Structure)**

741 “Child” activities may be grouped under “Parent” activities to reflect the WBS used by the Agency to
 742 manage the Investment. If a WBS is not used by the Agency, report the relationship between parent
 743 activities and child activities in “Structure ID” using this method. Agencies are encouraged to report a
 744 transparent view of the Investment baseline on the Federal ITDB (at least Level 3 of the WBS). Levels 1
 745 and 2 typically do not provide enough information to describe the work to be accomplished in short
 746 enough duration that early warnings of Investment performance can be identified ([M-10-27](#)).

747 When reporting an activity, enter the “Structure ID” as a period-delimited string consisting of the “Unique
 748 Project ID” and each nested parent activity between the project level and the child activity. The “Structure
 749 ID” to enter will vary depending on the activity’s WBS level.

750 Example: For child activity 3 that is part of parent activity 10, which in turn is part of parent
 751 activity 2, which in turn is part of Project A, enter: A.2.10.3

- 752 ▪ Project A
- 753 ○ Parent Activity 2
- 754 ▪ Parent Activity 10
- 755 • Child Activity 3

756 There is no limit to the number of nested “child” and “parent” relationships allowed, and this depth may
 757 vary from activity to activity and from project to project.

758 If any of a parent activity's child activities occur in the current FY, then all child activities of the parent
 759 activity must be reported, regardless of their timing. This is to ensure that a complete view of the parent
 760 activity is available.

761 All activities with no child activities must have, at a minimum, *Unique Project ID, Activity Name, Activity*
 762 *Description, Structure ID, Start Date Planned, Start Date Projected (or Actual), Completion Date*
 763 *Planned, Completion Date Projected (or Actual), Total Costs Planned, and Total Costs Projected (or*
 764 *Actual).*

765 Completed activities must also have *Start Date Actual, Completion Date Actual, and Total Actual Costs.*
 766 Any parent activities with a child activity must be completely described by the aggregate attributes of its

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767 child activities. In the ITDB, the cost and schedule information for parent activities will be based on the
 768 cost and schedule information of the lowest level of child activities reported. Agency-submitted cost and
 769 schedule information is not required for parent activities.

770

Unique Project ID	Activity Name	Structure ID	Start Date Planned	Completion Date Planned	Planned Total Costs
A	Design	A.2	2/1/2019	2/29/2019	\$2.5
A	Business Requirements	A.2.1	2/1/2019	2/10/2019	\$1.0
A	Technical Requirements	A.2.2	2/11/2019	2/20/2019	\$1.0
A	Architecture	A.2.3	2/21/2019	2/28/2019	\$0.5

771
 772 Parent activities like the one highlighted above (Structure ID: A.2) are optional. Reported parent activities
 773 values will be ignored, as calculated values will be determined by aggregating the cost and schedule
 774 information reported in the child activities.

Section D: Operational Data

775 Section D applies to operational and mixed life-cycle Investments with operational components. It
 776 focuses on operational analysis results and performance metrics.

777 **Operational Analysis**

778 Provide the date and results of the last Operational Analysis (for operational and mixed life cycle
 779 systems/Investments).

Operational Analysis Table D.1		
Date of Analysis	Analysis Results	Analysis Conclusion
[MM-DD-YYYY]	[Limit: 2500 char] Include a summary of the results including identified actions.	[Drop Down menu: continue as-is, initiate remediation action, initiate innovation action, initiate modernization/replacement action, initiate disposal action]

780 **Operational Performance**

781 Performance of operational Investments is continuously monitored to demonstrate the Investment is
 782 meeting the needs of the Agency, delivering expected value, and/or being modernized and replaced
 783 consistent with the Agency's Strategic Plan, Investment portfolio, enterprise architecture, risk
 784 management framework, acquisition strategy, and human capital plan. Measures used for monitoring
 785 performance should be as “outcome” based as possible rather than “output” based and should help
 786 benchmark Investment performance and trigger considerations of how the Investment's objectives could
 787 be better met, how costs could be reduced, and whether the organization should continue performing a
 788 particular function. The [OMB Capital Programming Guide](#) (page 45-46) directs that operational
 789 performance metrics should seek to answer more subjective questions in the specific categories of:

Customer Satisfaction (Process Results) – Analysis should focus on whether the Investment supports the Investment’s customer processes as designed. The focus is on how well the Investment is delivering goods or services it was designed to deliver. Metrics appropriate for monitoring performance in this category might address the following:

- Process execution (e.g., acquisition, efficiency, correctness, completeness, timing);
- Product or service delivery (e.g., quality, timeliness, coverage, availability, satisfaction);
- Technology functionality or usability (e.g., end-user satisfaction);
- Increased access to innovative contractors and providers; and
- Technology performance (e.g., service level agreements).

Strategic and Business Results – Analysis should focus on the effect the Investment has on the performing organization. The focus is on how well the Investment contributes to the organization’s achievement of strategic goals, fulfillment of its mission, and/or meeting service level agreements with its customers. Metrics appropriate for monitoring performance in this category would be specific to the strategic or business concern and would typically address effectiveness or the Investment contribution. Metrics appropriate for monitoring performance in this category might address the following:

- Business process improvements or advances that support Agency priority goals and measures; and
- Actions, time, or burden reduction in activities for either Federal users or American taxpayers using the tools.

Financial Performance – Analysis should focus on the comparison of current performance with a

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811 pre-established cost baseline. The Investment should also be subjected to a periodic review for
 812 reasonableness and cost efficiency. Metrics appropriate for monitoring performance in this category
 813 might address the following:

- 814 • Cost control (e.g., costs remaining within the specified constraints);
- 815 • Cost reasonableness (e.g., with respect to the cost of similar Investments – benchmarks); and
- 816 • Cost efficiency (e.g., cost per unit – transaction, user, query – especially units of business
 817 interest).

818 **Innovation** – Analysis should focus on identifying means of maintaining or improving Investment
 819 performance in terms of Customer Satisfaction, Strategic and Business Results, and Financial
 820 Performance. The focus is on how Investments might maintain with fewer resources or improve
 821 current performance through innovative processes such as: generating net new learnings (research and
 822 development), supporting buy/build marketplace health, promoting vendor independence and
 823 strategic flexibility, employing modularization, rationalizing architecture, and incentivizing high
 824 risk/low cost/high yield innovation projects within the Investment.

825 Of all the metrics in use to monitor Investment performance fully, report a minimum of five, drawing
 826 on those that best reflect the value of the Investment based upon the following:

- 827 1. **Customer Satisfaction (Process Results):** Provide a minimum of one metric that reflects this
 828 category.
- 829 2. **Strategic and Business Results:** Provide a minimum of three metrics that reflects this category.
 830 *a. At least one of the metrics must have a monthly reporting frequency.*
 831 *b. For Investments listed in Part 1 of the Agency IT Investment Portfolio Summary, at least*
 832 *one of these metrics must contribute to a Strategic Objective or Agency Priority Goal.*
- 833 3. **Financial Performance:** Reporting metrics that reflect this category is optional.
- 834 4. **Innovation:** Reporting metrics that reflect this category is optional.

835 *Note:* The fifth metric, or more as Agencies may report more than five metrics, can come from any
 836 category.

837 All data will be displayed to the public on the ITDB. Ensure that all metrics provided are publicly
 838 releasable.

839 **Defining Metrics**

840 Use the following table to define the attributes of each individual metric:

Metrics Definitions Table D.2	
Column /Field	Description
1	Metric ID Unique ID provided by Agency for the metric. When reporting actual results (see below), use this ID to reference the correct metric. <i>[numeric]</i>
2	Metric Description Description to help the user understand what is being measured. In this field, describe the units used, any calculation algorithm used, and the definition or limits of the population or “universe” measured. <i>[500 char]</i>
3	Unit of Measure Brief indication of what quantity is measured (e.g., number, percentage, dollar value) for each metric. <i>[50 char]</i>
4	Performance Measurement Category Mapping

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Metrics Definitions Table D.2	
Column /Field	Description
	Identify the measurement category, as shown above in this section’s instructions. <i>[Measurement Category]</i>
5	Agency Baseline Capability What was the quantitative value of your Agency’s capability per this metric prior to this Investment’s life cycle. If your Agency has not measured this capability before, you may leave this field blank; otherwise, provide the numeric value of the historic capability measurement.
6	2019 Target Metric target value from FY 2019, relative to the reporting frequency. <i>[numeric]</i>
7	2020 Target Metric target value for FY 2020, relative to the reporting frequency. <i>[numeric]</i>
8	Measurement Condition Indicates whether a desired result would be “over target,” indicating that the trend should maintain or increase, or “under target,” indicating that the trend should maintain or decrease. <i>[Over target/Under target]</i>
9	Reporting Frequency How often actual measurements will be reported (monthly, quarterly, semi-annually, or annually). Annual reporting frequencies are reserved for annual operating cost measures, performance measures associated with the Agency’s annual performance plan, or other measures that can only be appropriately measured on an annual basis. <i>[Monthly, Quarterly, Semi-Annual, Annual]</i>
10	Agency Strategic Objective or Priority Goal Each Investment must have at least one active metric in the Strategic and Business Results category (of any reporting frequency) tied to the foremost Agency strategic objective (SO), or Agency priority goal (APG) (as required by A-11 Section 230 and Section 250 respectively). Provide that code for the associated metric using the appropriate alphanumeric identifier provided by performance.gov . <i>[11 char]</i>
11	Is the Metric Retired? Check this box when performance metrics are no longer useful for Investment management. <i>[Check Box]</i>

841 **Providing Actual Results**

842 As actual results are measured at the appropriate frequency, they should be reported as new entries in
843 Table D.3:

Metric Actual Results Table D.3	
Column /Field	Description
1	Metric ID Unique ID provided by Agency for the metric. When reporting actual results (see below), use this ID to reference the correct metric. <i>[numeric]</i>
2	Actual Result Actual result measured. <i>[numeric]</i>
3	Date of Actual Result End date of the most recent reporting period. <i>[MM-DD-YYYY]</i>
4	Comment Comments for metrics that have not been met will be valuable for OMB and Agency Reviewers. <i>[500 char] (optional)</i>

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844 When adding a new metric, include historical actual result information as available.

845 **IT INFRASTRUCTURE, IT SECURITY, AND IT MANAGEMENT STANDARD**
 846 **INVESTMENTS**

847 **13. How do IT Infrastructure, IT Security, and IT Management Standard Investments differ from**
 848 **Major Business Cases?**

849 Beginning with the FY 2018 Guidance, standard IT infrastructure Investments were introduced and
 850 aligned to the IT Tower layer of the TBM taxonomy. For FY 2021, Agencies shall complete their
 851 realignment of costs represented in their IT Portfolio Summary Part 3: IT Infrastructure, IT Security, and
 852 IT Management non-standard Investments into standard Investments that will be consistent throughout
 853 and across each Agency. This is intended to provide more visibility to Agency CIOs.

854 The standard Investments are related to costs associated with all agencies and are not mission-specific.
 855 Some standard Investments will have Standard Investment Report cost breakdowns tailored to the
 856 commodity IT data that they comprise while others will be tailored to specific sub-Towers. While
 857 standard Investments are organizationally aligned to the IT Towers to represent IT Infrastructure, IT
 858 Security, and IT Management programs, it is expected that these Investments will comprise spending
 859 across multiple IT Towers (e.g., a Network Standard Investment may include Network and Delivery IT
 860 Tower spending). Existing Mission Delivery and Mission Support Services (Part 1 and 2) IT spending
 861 should not be included in standard Investments for IT Infrastructure, IT Security, and IT Management
 862 (Part 3).

863 Each Standard Investment Report will have its own reporting requirements and frequency. Please refer to
 864 table in Section 2.1 Annual Reporting for more detail on this. Please note that the reporting requirements
 865 for standard Investments differ from those of major Investments; while PM qualifications are required to
 866 be reported within Major IT Business Case submissions, they are not required to be reported for any
 867 standard Investment submissions.

Standard Investment	Reporting Level	Relationship to other reporting	Frequency
IT Security and Compliance	Every cyber security program should be represented as a separate Investment	Budget Data Request on Government-wide Tracking of Resources for Cyber Activities (Cyber Budget Data Request (BDR)): The data required within this investment report enables alignment of Security Operations Center (SOC) data as a subset within overall Agency cybersecurity data.	September (Request), January (President’s Budget), February (Updates if needed to align with Congressional Justification materials); Regular updates Data should be kept updated
Network	Each WAN Network should be represented as a separate Investment; LAN and MAN Networks may be reported at the Agency’s point of management	Cyber BDR: Network security capability costs EIS/Contract data: Network & Telecommunication costs FISMA Metrics: Identify, Detect, Protect (related to security performance and inventory collected through DHS’s CyberScope	September (Request), January (President’s Budget), February (Updates if needed to align with Congressional Justification materials); Regular updates Data should be kept updated

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Standard Investment	Reporting Level	Relationship to other reporting	Frequency
Data Center and Cloud	Agencies should report at most granular level possible (i.e., tiered data center or cloud procurement level), but may report at the bureau or Agency level if further granularity cannot be obtained	IDC: The data required within this Investment Report enables alignment of budget to Data Center inventory and performance metrics.	September (Request), January (President’s Budget), February (Updates if needed to align with Congressional Justification materials); Regular updates Data should be kept updated
End User	Agency’s discretion whether to report at an Agency level, component level, or more granular. Recommend at the point in which End User Services are managed	IDC: The IT category management performance metrics reporting requirements for workstations, software, and mobile services are captured through the IDC process.	September (Request), January (President’s Budget), February (Updates if needed to align with Congressional Justification materials); Regular updates Data should be kept updated
Application	Agency’s discretion whether to report at an Agency level, component level, or more granular. Recommend at the point in which Application Services are managed	N/A	September (Request), January (President’s Budget), February (Updates if needed to align with Congressional Justification materials); Regular updates Data should be kept updated
Delivery	Agency’s discretion whether to report at an Agency level, component level, or more granular. Recommend at the point in which Delivery Services are managed	N/A	September (Request), January (President’s Budget), February (Updates if needed to align with Congressional Justification materials); Regular updates Data should be kept updated

869 **14. IT Security and Compliance Standard Investment**

870 **Standard Investment Definition:** An IT investment which includes the provisioning of SOCs and
 871 associated costs in alignment with the TBM IT Security and Compliance tower.

872 **Investment Usage:** In the spirit and support of FISMA and FITARA, every organization managing a
 873 security program must report an IT Security and Compliance Standard Investment to provide visibility
 874 into costs and outcomes of its cybersecurity activities. These Investments should include bureau or
 875 Agency-wide IT security and compliance spending, such as Agency or component SOCs, not contained
 876 within specific program budgets.

877 **Standard Investment Report: Yes.**

878 Cybersecurity is a top priority for the Administration, and Agencies are required to report on their
 879 Standard Investments for IT Security and Compliance at the level at which they are managed and
 880 executed. For any Investment designated as an IT Security and Compliance Standard Investment (code
 881 “02” in Column 10 of the IT Investment Portfolio Summary), complete the following Investment report.

882 This IT Security and Compliance Standard Investment Report is required for the FY 2021 reporting cycle.
 883 Where the Standard Investment Report lists reporting requirements referencing sections within the Major
 884 IT Business Case Detail, the standard Investment should fully adhere to all reporting requirements
 885 described in those sections.

886 The following are the sections of the IT Security and Compliance Investment Report:

Section A: General Information	
Column /Field	Description
1	UII [12-digit primary key for all Investments]

887

Section B: Security Operations Center Reporting

888 Each dollar spent should maintain or enhance security posture and reduce risks. In line with previous
 889 years, the security-related information collected through the CPIC process will be used in conjunction
 890 with information collected through multiple collections to gain a more complete understanding of
 891 agencies’ capabilities and resourcing. In a change from previous years, the information collected in the
 892 previously used Cybersecurity Costs and Capability table will be removed and replaced. Though the
 893 information was valuable in understanding how agencies budget for cybersecurity, the data collected was
 894 largely duplicative of information collected through the annual Cyber BDR, where they will remain due
 895 to additional reporting requirements that would be impractical to collect through the CPIC process for
 896 Agencies.

897 For this collection, agencies are asked to report budget information related to their SOCs. These vital
 898 security hubs are at the epicenter of Federal cybersecurity, and gaining greater detail regarding their costs
 899 and operations is necessary to continue driving improvements in the protection of Federal systems and
 900 information. In Table B.1 Agency SOC, Agencies should report the following data in separate rows for
 901 each Agency-operated SOCs included within this Standard Investment Report. As Section B now focuses
 902 exclusively on Agency SOC spending and management as a subset of Agency and bureau-level security
 903 and compliance spending, there is no expectation that the total spend reported in Section B should match
 904 the Investment’s total IT spend. Total costs reported in Table B.1 or B.2 are not required to equate to the
 905 total IT Security and Compliance Standard Investment or IT Security and Compliance IT Tower spend
 906 across the IT Portfolio. Costs associated with these tables may equal or be a subset of Investment or IT
 907 Tower spending.

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Table B.1 Agency SOC	
Column/Field	Description
1	SOC Identifier Provide the individual SOC name or numerical designation used by the Agency
2	Covered Entities [5 digit code] List of Federal organizations (e.g., Agencies, bureaus, components) for which the SOC provides security services <i>[Agency/Bureau code(s) from OMB Circular A-11 Appendix C. Please append Agency code before Bureau code, if applicable, e.g., USDA, Office of the Secretary is coded 005(Agency) 03 (Bureau) as “00503”]</i>
3	PY 2019 Amount [\$M]
4	PY 2019 Total Federal FTEs [Count]
5	PY 2019 Total Contractor FTEs [Count]
6	CY 2020 Amount [\$M]
7	CY 2020 Total Federal FTEs [Count]
8	CY 2020 Total Contractor FTEs [Count]
9	BY 2021 Amount [\$M]
10	BY 2021 Total Federal FTEs [Count]
11	BY 2021 Total Contractor FTEs [Count]
12	Performance Hours The number of operating hours per day during which the SOC executes upon core capabilities of a SOC, including detection, monitoring, analysis and investigation, and responding to potential incidents <i>[Number]</i>
13	Continuous Operations? Does the SOC operate continuously during weekends, holidays, and Agency closures? <i>[Yes, No]</i>

908 In Table B.2 Contracted SOCs, Agencies should report the following data in separate rows for each
 909 instance in which this Investment contracts from a SOC service provider. Costs included in this table
 910 should be reflected in this standard Investment’s Outside Services Cost Pool.

Table B.2 SOC as a Service	
Column/Field	Description
1	SOC Identifier Provide the individual SOC name or numerical designation used by the Agency
2	Service Provider Type Select whether the service provider is “Government” or “Private”
3	Provider Entity [3 digit code] The top-level Department or Agency which provides SOC services to the reporting Agency <i>(Note: Required only if Service Provider Type is “Government”)</i> <i>[Agency Code from OMB Circular A-11 Appendix C]</i>
4	Covered Entities [5 digit code] List of Federal organizations (e.g., Agencies, bureaus, components) for which the SOC provides security services <i>[Agency/Bureau code(s) from OMB Circular A-11 Appendix C. Please append Agency code before Bureau code, if applicable, e.g., USDA, Office of the Secretary is coded 005(Agency) 03 (Bureau) as “00503”]</i>
5	PY 2019 Amount [\$M]
6	CY 2020 Amount [\$M]
7	BY 2021 Amount [\$M]
8	Performance Hours

Table B.2 SOC as a Service	
	The number operating hours per day during which the SOC executes upon core capabilities of a SOC, including detection, monitoring, analysis and investigation, and responding to potential incidents <i>[Number]</i>
9	Continuous Operations? Does the SOC operate continuously during weekends, holidays, and Agency closures? <i>[Yes, No]</i>

911

Section C: Investment Risk	
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912 Please see [Section B of the Major IT Business Case Detail](#) (Investment Risk) for fields and instructions
 913 on submissions for risk data under the IT Security and Compliance Standard Investment Reports.

914

915 **15. IT Management Standard Investment**

916 **Standard Investment Definition:** An IT Investment for the provisioning of an enterprise-wide IT
917 management capability as defined by the TBM IT Management tower.

918 **Investment Usage:** An IT Management Standard Investment is created for each independently managed
919 enterprise-wide IT Management capability within an Agency. For example, enterprise-wide IT
920 Management capabilities may be independently managed based on sub-agencies or capability. These
921 capabilities may include but are not limited to strategic planning, IT budgeting, enterprise architecture,
922 and IT governance.

923 **Standard Investment Report: No.**

924 There is no Standard Investment Report for IT Management Standard Investments included in the FY
925 2021 cycle. However, the need for a Standard Investment Report will continue to be evaluated to
926 determine whether additional information relating to this type of Standard Investment would provide
927 useful and actionable data for OMB and agencies.

928 **16. Network Standard Investment**

929 **Standard Investment Definition:** An IT investment for the provisioning of an enterprise-wide wide-area
 930 network (WAN), local-area network (LAN), and metropolitan-area network (MAN) capabilities as
 931 defined by the TBM Network tower.

932 **Investment Usage:** Agencies should report Network Standard Investments at the WAN level. Agencies
 933 should report one Network Standard Investment for each WAN or MAN they manage but may report
 934 LANs together in one Investment if they are managed at the same level. Agencies should determine how
 935 best to include their LANs in their Investment reporting based on how they are managed (e.g., by region).

936 **Standard Investment Report: Yes.**

937 This Network Standard Investment Report is required for the FY 2021 reporting cycle. Where the
 938 Standard Investment Report lists reporting requirements referencing sections within the Major IT
 939 Business Case Detail, the standard Investment should fully adhere to all reporting requirements described
 940 in those sections.

941 Agencies are required to create budget plans for their network and telecommunications capabilities using
 942 the Network Standard Investment type. Agencies should report their Enterprise Infrastructure Solution
 943 (EIS) transition costs within one or more Network Standard Investments. EIS is a government-wide
 944 acquisition that replaced Networx contract and is mandated to use when purchasing Agency infrastructure.
 945 The scope of budget and performance data for this type of IT Investment is different from the
 946 mission/business Investment and the other specialty types of Investments. The data collected in the
 947 Network Standard Investment is tailored to capture data relevant only to that type of Investment.

948 Each Network Standard Investment shall report spending across the following categories of data:

Service Area	Service Description
Transition Services	Transition services related to the migration from Networx/local network and telecommunications capabilities to EIS capabilities
Data Services	VPN, Ethernet, Optical Wavelength Services, SONET, Private Line, Dark Fiber, IP services
Voice Services	VoIP, Private Branch Exchange (PBX)
Legacy Voice Services	Traditional Voice services, Circuit Switched Data Service, Toll Free
Satellite Service	Satellite (mobile and fixed) primary communication and disaster communications
Managed Services	Managed Network Services, web conferencing services, Unified Communications, Integrated Performance Monitoring, Managed Mobility, Audio Conferencing, Video Conferencing
Service Related Equipment	Separately identifiable and separately priced hardware (e.g. router, switches), firmware, and software components, along with the installation (e.g. wiring), maintenance, relocation and/or removal of network services
Service Related Labor	Sum of both internal and external labor to deliver network or voice services not collected in other categories
Access Arrangements	Connects an Agency’s location with dedicated, relatable bandwidth to the service provider’s network. This service is a necessity for most EIS services.

949 The following are the fields in a Network Investment:

Section A: General Information	
Column/Field	Description
1	UII [12-digit primary key for all Investments]
2	Brief Description – Brief description of the organizational/geographic area or areas

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Section A: General Information	
	supported by the network that can clarify costs and metrics
3	Network Primary POC – The name of the managerial primary point of contact for this network’s operations
4	Primary POC Email – The email address of the primary POC
5	Anticipated EIS Transition Date – The date by which it is expected to disconnect services from Network. If this network is not intending to transition to EIS, please indicate such by identifying that it is not applicable, “N/A”.

950

Section B: Investment Cost Detail

951 Complete a table for each applicable Network Component (Transition Services, Data Services, VoIP
 952 Voice Services, Legacy Voice Services, Toll Free Voice Services, Managed Network Services, Satellite
 953 Services, Equipment& Cable and Wiring, Labor, and Access Arrangements).

Column/Field	Description
1	<p>Network Component</p> <p><i>Note:</i> Accepted responses in this field will be limited to the areas described above, specifically:</p> <ul style="list-style-type: none"> • Transition Services • Data Services • VoIP Voice Services • Legacy Voice Services • Toll Free Voice Services • Managed Network Services • Satellite Services • Equipment & Cable and Wiring • Labor • Access Arrangements <p>Definitions for these types can be found above.</p>
2	PY 2019 Amounts [\$M]
3	CY 2020 Amounts [\$M]
4	BY 2021 Amounts [\$M]

954

Section C: Project Plan and Execution Data
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955 Please see [Section C of the Major IT Business Case Detail](#) section (Project Plan and Execution Data) for
 956 instructions on submissions for Projects under the Project Plan and Execution Data for Network Standard
 957 Investment Reports. Network Standard Investments should only report those project and activity fields
 958 that are applicable to the Investment.

Project Table C.1

959 Please see [Table C.1 of the Major IT Business Case Detail](#) section (Projects Table) for fields and
 960 instructions on submissions for Projects under the Project Plan and Execution Data for Network Standard
 961 Investment Reports. Examples of Projects that may be included in this table include:

- 962 • EIS transition
- 963 • Network consolidation initiatives
- 964 • Network cable replacement

Project Activity Table C.2

965 Please see [Table C.2 of the Major IT Business Case Detail](#) section (Project Activity Table) for fields and
966 instructions on submissions for Activities under the Project Plan and Execution Data section of Network
967 Standard Investment Reports as well as information on the reporting structure of Parent and Child
968 Activities.

Section D: Performance Metrics

969 Please see [Section D of the Major IT Business Case Detail](#) section (Performance Metrics) for instructions
970 on submissions for Performance Metrics and Metrics Actuals under the Performance Metrics section of
971 Network Standard Investment Reports. Network Standard Investments should only report those metrics
972 that are applicable to the Investment.

Operational Analysis Table D.1

973 Please see [Table D.1 of the Major IT Business Case Detail](#) section (Operational Analysis) for fields and
974 instructions on submissions for Performance Metrics and Metrics Actuals under the Performance Metrics
975 section of Network Standard Investment Reports.

Metrics Definition Table D.2

976 Please see [Table D.2 of the Major IT Business Case Detail](#) section (Metrics Definition) for fields and
977 instructions on submissions for Performance Metrics and Metrics Actuals under the Performance Metrics
978 section of Network Standard Investment Reports.

Metric Actual Results Table D.3

979 Please see [Table D.3 of the Major IT Business Case Detail](#) section (Metric Actual Results) for fields and
980 instructions on submissions for Performance Metrics and Metrics Actuals under the Performance Metrics
981 section of Network Standard Investment Reports.

Section E: Investment Risk

982 Please see [Section B of the Major IT Business Case Detail](#) (Investment Risk) for fields and instructions
983 on submissions for risk data under the Network Standard Investment Reports.
984

985 **17. Data Center and Cloud Standard Investment**

986 **Standard Investment Definition:** An IT investment for the provisioning of an enterprise-wide data
 987 center and/or cloud capability as defined by the TBM Data Center, Storage, and Compute IT Towers in
 988 Appendix C.

989 **Investment Usage:** Agencies should report Data Center and Cloud Standard Investments at the most
 990 granular level available, such as by data center or cloud procurement. If this level of granularity is not
 991 available, Agencies should report at the bureau or Agency level and include all relevant data centers
 992 and/or cloud procurements at this level of management. Non-tiered data centers should be reported as part
 993 of other investments by including costs within the Data Center IT Tower within the Agency IT Portfolio
 994 Summary.

995 **Standard Investment Report: Yes.**

996 This Data Center and Cloud Standard Investment Report is required for the FY 2021 reporting cycle.
 997 Where the Standard Investment Report lists reporting requirements referencing sections within the Major
 998 IT Business Case Detail, the standard Investment should fully adhere to all reporting requirements
 999 described in those sections.

1000 Data centers should be broken down to separate investments at the finest granularity possible by the
 1001 Agency. For federated agencies, at a minimum, this should be separated into individual Investments for
 1002 each component level organization. Data Center ID may include a list of Data Center IDs if this
 1003 information is available for broken-out Investments.² This Investment may include multiple data centers if
 1004 the Agency is unable to break costs out separately and these data centers are managed together.

1005 For the 2021 budget year submissions, performance metrics and measures for Data Center and Cloud
 1006 Investments shall continue to be calculated by OMB from Agencies' quarterly IDC data center inventory
 1007 submissions, in order to reduce Agency burden and ensure consistency and fidelity of those metrics.
 1008 OMB will leverage the "Data Center ID" to combine performance and spending data for each individual
 1009 data center or cloud instance.

1010 *17.1 Tower Mapping*

1011 The Data Center and Cloud Standard Investment Report type combines three TBM Framework IT
 1012 Towers: Data Center, Compute, and Storage.

- 1013 • **Data Center:** Purpose-built data center facilities that house and protect critical IT equipment
 1014 including the space, power, environment controls, racks, and cabling, and that require data center
 1015 specific upkeep (commonly known as "smart hand" support).
- 1016 • **Compute:** Physical servers running a version of Microsoft's Windows Server or the Linux
 1017 operating system; IBM AS/400 platform; servers running vendor-specific, proprietary Unix
 1018 operating systems (e.g., IBM AIX, Sun Solaris, HP UX); and traditional mainframe computers
 1019 and operations running legacy operating systems.
- 1020 • **Storage:** Offline storage resources used for archival, backup, and recovery efforts to prevent data
 1021 loss or data corruption, support disaster recovery and compliance requirements of the distributed
 1022 storage; includes mainframe offline storage (i.e., any storage resources used for archive, backup
 1023 and recovery to support data loss, data corruption, disaster recovery, and compliance
 1024 requirements of the mainframe storage).

² These categorizations of data centers map to Agencies' quarterly IDC submissions, in which each record is identified as a tiered data center, a non-tiered data center, or a private-sector cloud instance, as per the definitions established in OMB M-16-19, "Data Center Optimization Initiative (DCOI)", August 1, 2016, https://obamawhitehouse.archives.gov/sites/default/files/omb/memoranda/2016/m_16_19_1.pdf, and in OMB's Quarterly IDC Instructions.

1025 **Cloud:** Cloud spending may be included in these towers. In order to separate cloud spending from these
 1026 towers, the Investment Cost Detail section of this report asks for the disaggregation of cloud spending
 1027 from the IT Towers included in this Standard investment Report. Cloud spending includes, but is not
 1028 limited to: Virtual servers running a version of Microsoft's Windows Server or the Linux operating
 1029 system; includes hardware, software, labor, and support services and central storage such as SAN, NAS,
 1030 and similar technologies for the distributed compute infrastructure; also includes the equipment, software,
 1031 and labor to run and operate; includes mainframe online storage (i.e., attached storage arrays and the
 1032 associated equipment, software, and labor) to run and operate.

1033 *17.2 Scenario Mapping*

1034 Data Center and Cloud Standard Investment Reports shall be captured at the physical location where the
 1035 data center is located or, for cloud environments, at the management unit operating the cloud
 1036 infrastructure. If this level of granularity in reporting is not available, Standard Investment Reports should
 1037 be captured at the bureau or Agency level. This shall include relevant tiered data centers, including those
 1038 housing high-performance computing (HPC)³ capabilities. This standard Investment type will
 1039 accommodate Agencies' different data center infrastructure configurations as follows:

- 1040 • **A Single Tiered Data Center:** In this scenario, the Agency is reporting this data center through
 1041 the quarterly IDC with a Tier Classification equal to “Tiered”. This data center requires a Data
 1042 Center and Cloud Standard Investment Report. In addition, the Agency shall provide the Federal
 1043 Real Property Profile ID (for physical data centers in owned or leased property) associated with
 1044 their data center. Agencies with multiple tiered data centers shall submit spending on each data
 1045 center data center *separately*.
- 1046 • **A Tiered Data Center with High Performance Computing (HPC) Capabilities:** In this
 1047 scenario the Agency is reporting this data center through the quarterly IDC with a Tier
 1048 Classification equal to “Tiered” and with a non-zero number of HPC nodes. This data center
 1049 requires a Data Center and Cloud Standard Investment Report. In addition, the Agency shall
 1050 provide the Federal Real Property Profile ID (for physical data centers in owned or leased
 1051 property) associated with their data center with HPC capabilities.
- 1052 • **Tiered Data Center with a Physical Location Connected to One or More Cloud**
 1053 **Capabilities:** In this scenario the Agency is reporting this data center through the quarterly IDC
 1054 with a Tier Classification equal to “Tiered” and the facility is connected to one or more cloud
 1055 capabilities. For example, an Agency might manage some resources in-house, while hosting other
 1056 key parts of their IT infrastructure as a public or managed service (also known as a hybrid cloud).
 1057 This data center requires a Data Center and Cloud Standard Investment Report.
- 1058 • **A Data Center that Consumes Data Center Shared Services from another Agency:** In this
 1059 scenario the Agency is reporting this data center through the quarterly IDC with a Tier
 1060 Classification equal to “Tiered” and the facility is connected to one or more cloud capabilities. As
 1061 a result, the Agency would report spending associated with the Internal Services (i.e., federal
 1062 managed service provider) Cost Pool.
- 1063 • **A Data Center that Provides Data Center Shared Services to another Agency:** Federal
 1064 government data centers that are providing data center shared services to another federal
 1065 government Agency shall incorporate their costs for each Cost Pool associated with the data
 1066 center for each applicable sub-Tower.
- 1067 • **A Cloud Data Center (also known as private-sector cloud or “the public cloud”):** This
 1068 scenario includes IaaS and PaaS as well as HPC-equivalent cloud implementations not located on
 1069 Federal facilities. SaaS costs will be captured under the End User Investment. The Agency shall
 1070 incorporate their cost for each Cost Pool associated with their cloud data center for each sub-

³ Computing capabilities that are measured in floating point operations per second (FLOPS) typically either gigaFLOPS (10⁹) or teraFLOPS (10¹²).

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1071 Tower. Agencies with multiple cloud data centers shall report spending on each instance
 1072 *separately.*

- 1073 • **A Non-Tiered Data Center with a Physical Location:** This scenario does not require
 1074 submission of a Data Center and Cloud Standard Investment Report.

1075 The “Data Center ID” identifier in OMB’s IDC will be used to connect Agencies’ data centers inventory
 1076 and performance data. This will be combined with budget and spending data that will be captured in their
 1077 Data Center and Cloud Standard Investment and associated Investment Reports to inform oversight and
 1078 Investment decision-making by both the Agencies and OMB.

1079 The following are the sections of the Data Center and Cloud Investment Report:
 1080

Section A: General Information	
Column /Field	Description
1	UII [12-digit primary key for all Investments]
2	Data Center ID – The unique identifier from your Agency’s data center inventory, which is submitted to OMB on a quarterly basis in conjunction with the IDC. Your Agency's Data Center and Cloud Standard Investment Report must map to its corresponding IDC record by way of this identifier. To be put in contact with your Agency's IDC submitters and obtain a list of your Agency's correct "Data Center ID"s, email ofcio@omb.eop.gov . Agencies should provide as many entries as applicable or enter “N/A” if the standard Investment relates solely to cloud capabilities and does not fund an Agency data center.

1081

Section B: Investment Cost Detail
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1082 The table below shall be reported for each of the tiered and cloud data centers in each Agency’s
 1083 inventory.

Column/Field	Description
1	Component <i>Note:</i> Accepted responses in this field will be limited to the areas described above, specifically: <ul style="list-style-type: none"> • Data Center (non-cloud costs) • Storage (non-cloud costs) • Compute (non-cloud costs)
2	PY 2019 Amounts [\$M]
3	CY 2020 Amounts [\$M]
4	BY 2021 Amounts [\$M]

1084

Section C: Investment Risk

1085 Please see [Section B of the Major IT Business Case Detail](#) (Investment Risk) for fields and instructions
 1086 on submissions for risk data under the Data Center and Cloud Standard Investment Reports.
 1087

1088 **18. End User Standard Investment**

1089 **Standard Investment Definition:** An IT investment for the provisioning of an enterprise-wide end user
 1090 capability as defined by the TBM End User tower.

1091 **Investment Usage:** Agencies should report End User Standard Investments at the point of management.

1092 **Standard Investment Report: Yes.**

1093 This End User Standard Investment Report is required for the FY 2021 reporting cycle. Where the
 1094 Standard Investment Report lists reporting requirements referencing sections within the Major IT
 1095 Business Case Detail, the standard Investment should fully adhere to all reporting requirements described
 1096 in those sections.

1097 Agencies have the ability to determine the most appropriate level/approach in reporting Investments in
 1098 this section. The crucial requirement is that the Investments are reported where they are managed. If, for
 1099 example, software is acquired and deployed at the enterprise level, then a single Investment identifying
 1100 the software that is managed in that manner makes sense. If there is a bureau, component, mode or sub-
 1101 Agency that acquires and manages other off the shelf software to meet a local requirement, those
 1102 acquisitions and their budget should be reported separately.

1103

1104 The End User Investment Report should include costs and relevant information necessary for decision-
 1105 making and management oversight of the Agency’s End User portfolio which includes:

- 1106 • **Workspace**
- 1107 • **Mobile Devices**
- 1108 • **End User Software**
- 1109 • **Network Printers**
- 1110 • **Conferencing & AV**
- 1111 • **IT Helpdesk**
- 1112 • **Deskside Support**

1113

1114 OMB memos on Category Management are listed in Appendix A. The desire is to capture End User
 1115 performance data within the Category Management sections of the IDC quarterly reporting process.

1116

1117 The following are the sections of the End User Investment Report:

1118

Section A: General Information	
Column /Field	Description
1	UII <i>[12-digit primary key for all Investments]</i>

1119

Section B: Investment Cost Detail
--

1120 The below table includes Investment components/sub-Towers (workspace, mobile devices, end user
 1121 software, network printers, conferencing & AV, IT Helpdesk, Deskside Support). This Investment may
 1122 not have spending in all components/sub-Towers; please complete the table based upon what is applicable
 1123 for the scope of this Investment. The budget definition helps with Agencies in portfolio reviews, and will
 1124 allow for alignment to appropriate strategic sourcing solutions.

1125

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Column /Field	Description
1	<p>End User Component</p> <p><i>Note:</i> Accepted responses in this field will be limited to the areas described above, specifically:</p> <ul style="list-style-type: none"> • Workspace • Mobile Devices • End User Software • Network Printers • Conferencing & AV • IT Helpdesk • Deskside Support
2	Total PY 2019 Amounts [\$M]
3	Total CY 2020 Amounts [\$M]
4	Total BY 2021 Amounts [\$M]

1126

Section C: Project Plan and Execution Data

1127 Please see [Section C of the Major IT Business Case Detail](#) section (Project Plan and Execution Data) for
 1128 instructions on submissions for Projects under the Project Plan and Execution Data for End User Standard
 1129 Investment Reports. End User Standard Investments should only report those project and activity fields
 1130 that are applicable to the Investment.

Project Table C.1

1131 Please see [Table C.1 of the Major IT Business Case Detail](#) section (Projects Table) for fields and
 1132 instructions on submissions for Projects under the Project Plan and Execution Data for End User Standard
 1133 Investment Reports.

Project Activity Table C.2

1134 Please see [Table C.2 of the Major IT Business Case Detail](#) section (Project Activity Table) for fields and
 1135 instructions on submissions for Activities under the Project Plan and Execution Data section of End User
 1136 Standard Investment Reports as well as information on the reporting structure of Parent and Child
 1137 Activities.

Section D: Investment Risk

1138 Please see [Section B of the Major IT Business Case Detail](#) (Investment Risk) for fields and instructions
 1139 on submissions for risk data under the End User Standard Investment Reports.

1140

1141 **19. Output Standard Investment**

1142 **Standard Investment Definition:** An Output Standard Investment is an IT investment for the
1143 provisioning of an enterprise-wide independently-managed output capability as defined by the TBM
1144 Output tower.

1145 **Investment Usage:** An Output Standard Investment is created for each independently managed
1146 enterprise-wide output capability within an Agency. For example, several centrally-managed Agency
1147 print shops would call for one Output standard investment; several independently-managed Agency print
1148 shops would call for several Output standard investments.

1149 **Standard Investment Report: No.**

1150 There is no Standard Investment Report for Output Standard Investments included in the FY 2021 cycle.
1151 However, the need for a Standard Investment Report will continue to be evaluated to determine whether
1152 additional information relating to this type of Standard Investment would provide useful and actionable
1153 data for OMB and agencies.

1154 **20. Application Standard Investment**

1155 **Standard Investment Definition:** An IT investment for the provisioning of an enterprise-wide shared
 1156 application capability based on the definition of the TBM Application tower to include sub-towers:
 1157 Application Development, Application Support & Operations, and Business Software. Application
 1158 resources shared across the enterprise (e.g., testing personnel, integrated development environments,
 1159 testing software) are included. Application resources specific to program IT investments (e.g., dedicated
 1160 analysts and programmers) are not included. Application resources, tools, and services associated with
 1161 development projects for the enterprise application capability itself are included.

1162 **Investment Usage:** An Application Standard Investment is created for each independently managed
 1163 enterprise-wide application capability within an Agency. For example, enterprise-wide application
 1164 capabilities may be independently managed based on sub-agencies or technologies (e.g., mobile vs. web
 1165 vs. mainframe). These capabilities may include but are not limited to Agency custom software
 1166 development programs

1167 An Application Standard Investment is not created for an application capability that is provisioned as part
 1168 of a program-specific IT investment. The expenditure of IT resources for such an Application capability is
 1169 included with the program-specific IT investment. Application Part 3 Investments may exist for some
 1170 Agencies in instances where Agency-level software development work is provided as an intra- and/or
 1171 inter-Agency service.

1172 **Standard Investment Report: Yes.**

1173 This Application Standard Investment Report is required for the FY 2021 reporting cycle. Where the
 1174 Standard Investment Report lists reporting requirements referencing sections within the Major IT
 1175 Business Case Detail, the standard Investment should fully adhere to all reporting requirements described
 1176 in those sections.

1177 The following are the sections of the Application Investment Report:
 1178

Section A: General Information	
Column /Field	Description
1	UII [12-digit primary key for all Investments]

1179

Section B: Investment Cost Detail	
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1180 The below table includes Investment components/sub-Towers (Application Development, Application
 1181 Support & Operations, and Business Software). This Investment may not have all components/sub-
 1182 Towers; please complete the table based upon what is applicable for the scope of this Investment. The
 1183 budget definition helps with Agencies in portfolio reviews, and will allow for alignment to appropriate
 1184 strategic sourcing solutions.

Column /Field	Description
1	Application Component <i>Note:</i> Accepted responses in this field will be limited to the areas described above, specifically: <ul style="list-style-type: none"> • Application Development • Application Support & Operations • Business Software
2	Total PY 2019 Amounts [\$M]
3	Total CY 2020 Amounts [\$M]
4	Total BY 2021 Amounts [\$M]

1185

Section C: Project Plan and Execution Data

1186 Please see [Section C of the Major IT Business Case Detail](#) section (Project Plan and Execution Data) for
1187 instructions on submissions for Projects under the Project Plan and Execution Data for Application
1188 Standard Investment Reports. Application Standard Investments should only report those project and
1189 activity fields that are applicable to the Investment.

1190

Project Table C.1

1191 Please see [Table C.1 of the Major IT Business Case Detail](#) section (Projects Table) for fields and
1192 instructions on submissions for Projects under the Project Plan and Execution Data for Application
1193 Standard Investment Reports.

Project Activity Table C.2

1194 Please see [Table C.2 of the Major IT Business Case Detail](#) section (Project Activity Table) for fields and
1195 instructions on submissions for Activities under the Project Plan and Execution Data section of
1196 Application Standard Investment Reports as well as information on the reporting structure of Parent and
1197 Child Activities.

Section D: Investment Risk

1198 Please see [Section B of the Major IT Business Case Detail](#) (Investment Risk) for fields and instructions
1199 on submissions for risk data under the Application Standard Investment Reports.

1200

1201 **21. Delivery Standard Investment**

1202 **Standard Investment Definition:** An IT investment for the provisioning of an enterprise-wide shared
 1203 delivery capability based on the definition of the TBM Delivery tower that includes enabling capabilities
 1204 (e.g., Business Software). Delivery resources, products, and services shared across the enterprise (e.g.,
 1205 PMO personnel, account managers) are included. Delivery resources, products, and services specific to a
 1206 particular program IT investment (e.g., dedicated project managers and business analysts) or other
 1207 standard Investments are not included, as the focus of this standard Investment is on multi-program and
 1208 multi-operation centers.

1209 **Investment Usage:** A Delivery Standard Investment is created for each independently managed
 1210 enterprise-wide delivery capability within an Agency (e.g., PMOs, Customer Relationship Management
 1211 (CRM) operation centers). For example, enterprise-wide delivery capabilities may be independently
 1212 managed based on sub-agencies or capability (e.g., IT service management vs. client management).
 1213 Delivery capabilities include but are not limited to implementing and managing enterprise business
 1214 solutions.

1215 **Standard Investment Report: Yes.**

1216 This Delivery Standard Investment Report is required for the FY 2021 reporting cycle. Where the
 1217 Standard Investment Report lists reporting requirements referencing sections within the Major IT
 1218 Business Case Detail, the standard Investment should fully adhere to all reporting requirements described
 1219 in those sections.

1220 The following are the sections of the Delivery Investment Report:

1221

Section A: General Information	
Column /Field	Description
1	UII [12-digit primary key for all Investments]

1222

Section B: Investment Cost Detail	
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1223 The below table includes Investment components/sub-Towers (IT Service Management, Program,
 1224 Product, & Project Management, Client Management, and Operations Center). This Investment may not
 1225 have all components/sub-Towers, please complete the table based upon what is applicable for the scope of
 1226 this Investment. The budget definition helps with Agencies in portfolio reviews, and will allow for
 1227 alignment to appropriate strategic sourcing solutions.

Column /Field	Description
1	Delivery Component <i>Note:</i> Accepted responses in this field will be limited to the areas described above, specifically: <ul style="list-style-type: none"> • IT Service Management • Program, Product, & Project Management • Client Management • Operations Center
2	PY 2019 Amounts [\$M]
3	PY 2019 Total Federal FTEs [Count]
4	PY 2019 Total Contractor FTEs [Count]
5	CY 2020 Amounts [\$M]
6	CY 2020 Total Federal FTEs [Count]
7	CY 2020 Total Contractor FTEs [Count]

Column /Field	Description
8	BY 2021 Amounts [<i>\$M</i>]
9	BY 2021 Total Federal FTEs [<i>Count</i>]
10	BY 2021 Total Contractor FTEs [<i>Count</i>]

1228

Section C: Performance Metrics

1229 Please see [Section D of the Major IT Business Case Detail](#) section (Performance Metrics) for instructions
 1230 on submissions for Performance Metrics and Metrics Actuals under the Performance Metrics section of
 1231 Delivery Standard Investment Reports. Delivery Standard Investments should only report those metrics
 1232 that are applicable to the Investment. Examples of Delivery performance metrics may include:

- 1233 • Customer satisfaction
- 1234 • Cost benchmarks
- 1235 • Network Operations Center monitoring
- 1236 • Tier 2 and 3 Help Desk support efficacy

1237

Operational Analysis Table C.1

1238 Please see [Table D.1 of the Major IT Business Case Detail](#) section (Operational Analysis) for fields and
 1239 instructions on submissions for Performance Metrics and Metrics Actuals under the Performance Metrics
 1240 section of Delivery Standard Investment Reports.

Metrics Definition Table C.2

1241 Please see [Table D.2 of the Major IT Business Case Detail](#) section (Metrics Definition) for fields and
 1242 instructions on submissions for Performance Metrics and Metrics Actuals under the Performance Metrics
 1243 section of Delivery Standard Investment Reports.

Metric Actual Results Table C.3

1244 Please see [Table D.3 of the Major IT Business Case Detail](#) section (Metric Actual Results) for fields and
 1245 instructions on submissions for Performance Metrics and Metrics Actuals under the Performance Metrics
 1246 section of Delivery Standard Investment Reports.

Section D: Investment Risk

1247 Please see [Section B of the Major IT Business Case Detail](#) (Investment Risk) for fields and instructions
 1248 on submissions for risk data under the Delivery Standard Investment Reports.

1249

1250 **22. Platform Standard Investment**

1251 **Standard Investment Definition:** An IT Investment for the provisioning of an enterprise-wide platform
1252 capability as defined by the Platform Tower to include sub-towers: database, middleware, mainframe
1253 database, and mainframe middleware, which were all previously under the Application Tower.

1254 Capabilities may include but are not limited to application programming interfaces (APIs) and data
1255 integrator functionality.

1256 **Investment Usage:** Agencies should report Platform Standard Investments at the point of management.

1257 **Standard Investment Report: No.**

1258 There is no Standard Investment Report for Platform Standard Investments included in the FY 2021
1259 cycle. However, the need for a Standard Investment Report will continue to be evaluated to determine
1260 whether additional information relating to this type of Standard Investment would provide useful and
1261 actionable data for OMB and agencies.

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APPENDIX A. LEGAL REGULATORY AUTHORITIES

The Federal Government must effectively manage its portfolio of capital assets to ensure scarce public resources are wisely invested. Capital programming integrates the planning, acquisition, and management of capital assets into the Budget decision-making process. It is intended to assist Agencies in improving asset management and in complying with the results-oriented requirements of:

- The Federal Information Technology Acquisition Reform (FITARA) is Title VIII Subtitle D Sections 831-837 of [H.R.3979 - Carl Levin and Howard P. "Buck" McKeon National Defense Authorization Act for Fiscal Year 2015](#).
- The Clinger-Cohen Act of 1996, which requires Agencies to use a disciplined CPIC process to acquire, use, maintain, and dispose of IT in alignment with the Agency’s EA planning processes. OMB policy for the management of Federal information resources is detailed in [Circular No. A-130 \(P.L. 104-106\)](#), Managing Information as a Strategic Asset.
- The Government Performance and Results Act (GPRA) of 1993, which establishes the foundation for Budget decision making to achieve strategic objectives in order to meet Agency mission objectives. Instructions for preparing strategic plans, annual performance plans, and annual program performance reports are provided in Part 6 of OMB Circular No. A-11, Section 220 (P.L. 103-62).
- The [GPRA Modernization Act of 2010 \(P.L. 111-352\)](#), which requires quarterly performance assessments of Federal Government priorities and establishes Agency Performance Improvement Officers and the Performance Improvement Council.
- [The Federal Managers Financial Integrity Act of 1982 \(P.L. 97-255\)](#), [Chief Financial Officers Act of 1990 \(CFO Act\) \(P.L. 101-576\)](#), and [Federal Financial Management Improvement Act of 1996 \(P.L. 104-208\)](#), which require accountability of financial and program managers for financial results of actions taken, control over the Federal Government's financial resources, and protection of Federal assets. OMB policies and standards for developing, operating, evaluating, and reporting on financial management systems are contained in [Circular No. A-127, Financial Management Systems](#) and [OMB Circular No. A-136](#).
- [The Paperwork Reduction Act of 1995 \(P.L. 96-511\)](#), which requires Agencies to perform their information resources management activities in an efficient, effective, and economical manner.
- The [Federal Information Security Management Act \(FISMA\) of 2014 \(P.L. 113-283\)](#), which requires Agencies to integrate IT security into their capital planning and EA processes, conduct annual IT security reviews of all programs and systems, and report the results of those reviews to OMB.
- The [E-Government Act of 2002 \(P.L. 107-347\)](#), which requires Agencies to support Government-wide E-Government (E-Gov) initiatives and to leverage cross-Agency opportunities to further E-Gov. The Act also requires Agencies to establish a process for determining which government information the Agency intends to make available and accessible to the public on the Internet and by other means. In addition, as a general matter and absent an applicable exception, the Act requires Agencies to conduct and make publicly available privacy impact assessments (PIAs) when the agency develops, procures, or uses information technology to create, collect, use, process, store, maintain, disseminate, disclose, or dispose of personally identifiable information.
- [The National Technology Transfer and Advancement Act of 1995 \(P.L. 104-113\)](#) and [OMB Circular No. A-119](#), which state that voluntary consensus standards are the preferred type of standards for Federal Government use. When it would be inconsistent with law or otherwise impractical to use a voluntary consensus standard, Agencies must submit a report to OMB through NIST describing the reason(s) for the Agency's use of government-unique standards in lieu of voluntary consensus standards.
- The Federal Records Act (44 U.S.C. Chapters 21, 29, 31, and 33), which requires Agencies to establish standards and procedures to ensure efficient and effective records management. The

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- 1311 National Archives and Records Administration (NARA) issues policies and guidance for
1312 Agencies to meet their records management goals and requirements. NARA also provides
1313 policies and guidance for planning and evaluating Investments in electronic records management.
1314 • [The Privacy Act of 1974 \(5 U.S.C. § 552a\)](#), which can generally be characterized as an omnibus
1315 "code of fair information practices" that attempts to regulate the collection, maintenance, use, and
1316 dissemination of personal information by Federal executive branch Agencies.
- 1317 • [NIST Special Publication 800-146](#) concepts and definitions regarding cloud computing.
- 1318 • Recent OMB IT policies and guidance, including:
- 1319 ○ [Federal Information Technology Shared Services Strategy](#)
 - 1320 ○ [The Common Approach to Federal Enterprise Architecture](#)
 - 1321 ○ [The Federal Enterprise Architecture, Version 2.0](#)
 - 1322 ○ [Contracting Guidance to Support Modular Development](#)
 - 1323 ○ [The Federal Cloud Computing Strategy](#)
 - 1324 ○ [Digital Government Strategy: Building a 21st Century Platform to Better Serve the](#)
1325 [American People](#)
 - 1326 ○ [Security Authorization of Information Systems in Cloud Computing Environments](#)
1327 [\(FedRAMP\)](#)
 - 1328 ○ [National Strategy for Information Sharing and Safeguarding](#)
 - 1329 ○ [OMB Circular No. A-131, Value Engineering](#)
 - 1330 ○ [OMB memo M-13-08 – Improving Financial Systems Through Shared Services](#)
 - 1331 ○ [OMB memo M-13-09 – Fiscal Year 2013 PortfolioStat Guidance: Strengthening Federal](#)
1332 [IT Portfolio Management](#)
 - 1333 ○ [OMB memo M-13-13 – Open Data Policy-Managing Information as an Asset](#)
 - 1334 ○ [OMB memo M-14-03 – Enhancing the Security of Federal Information and Information](#)
1335 [Systems](#)
 - 1336 ○ [OMB memo M-14-08 – Fiscal Year 2015 PortfolioStat](#)
 - 1337 ○ [OMB memo M-15-14 – Management and Oversight of Federal Information Technology](#)
 - 1338 ○ [OMB memo M-16-11 – Improving Administrative Functions Through Shared Services](#)
 - 1339 ○ [OMB M-16-24 – Role and Designation of Senior Agency Officials for Privacy](#)
 - 1340 ○ [Executive Order 13514, Federal Leadership in Environmental, Energy, and Economic](#)
1341 [Performance](#)
 - 1342 ○ [Executive Order 13423, Strengthening Federal Environmental, Energy, and](#)
1343 [Transportation Management](#)
 - 1344 ○ [Executive Order 13642, Making Open and Machine Readable the New Default for](#)
1345 [Government Information, May 9, 2013](#)
 - 1346 ○ [Executive Order 13587, Structural Reforms to Improve the Security of Classified](#)
1347 [Networks and the Responsible Sharing and Safeguarding of Classified Information](#)
 - 1348 ○ [Federal Acquisition Regulation, including subchapter B, parts 5 through 12 and part 23](#)
 - 1349 ○ [Federal Management Regulation, including subchapters B and C](#)
 - 1350 ○ [Energy Independence and Security Act of 2007 \(P.L. 110-140\)](#), including sections 431
1351 through 435 and 523 through 525
 - 1352 ○ [Energy and Policy Act of 2005 \(P.L. 109–58\)](#), including sections 103, 104, 109, and 203
 - 1353 ○ The [Modernizing Government Technology Act \(P.L. No. 115-91, National Defense](#)
1354 [Authorization Act for Fiscal Year 2018, Title X, Subtitle G, §§ 1076 through 1078\)](#)
1355 establishes the centralized Technology Modernization Fund for technology-related
1356 activities to improve information technology and enhance cybersecurity across the
1357 Federal Government, and further authorizes Agency IT Working Capital Funds for
1358 similar purposes.
1359

1360 **APPENDIX B. CODING INSTRUCTIONS FOR ADMINISTRATIVE AND MISSION SUPPORT**
 1361 **SHARED OR CENTRALIZED SOLUTIONS**

1362 Agency shared services Investments not included in the table below should report code “48” for the
 1363 “Shared Services Category” field in the IT Portfolio Summary.

E-Gov and LoB Initiative Investments (Category Code “24”)				
E-Gov or LoB Initiative	Acronym	Responsible Agency	Includes	Identifier
Benefits.Gov	BG	Labor		0020
Budget Formulation and Execution LoB	BFELoB	Education		3200
Disaster Assistance Improvement Plan	DAIP	DHS/ FEMA		4100
E-Rulemaking*		EPA		0060
Integrated Award Environment	IAE	GSA	Former IAE-Loans & Grants	0230
Geospatial LoB	GeoLoB	Interior		3100
Grants.Gov		HHS		0160
Human Resources LoB	HRLoB	OPM		1200
Recreation.Gov		USDA		0010
USAJOBS	USAJOBS	OPM	Former RecruitOnestop	1218

1364 *E-Rulemaking is scheduled to transition Responsible Agency in FY 2020 from EPA to GSA.

1365 A Partner Agency should list its Investment as Type 04 Funding Transfer and report funding in the
 1366 Agency Funding fields. The Agency Lead should report both their Investment as a Type 01 Major
 1367 Investment and funding from customers in the Agency Contribution fields.

1368

APPENDIX C. DEFINITIONS

1369 The list of common IT Budget – Capital Planning definitions is provided below:

Term	Source Document	Definition
Adequate Incremental Development	OMB Memo M-15-14	For development of software or services, planned and actual delivery of new or modified technical functionality to users occurs at least every six (6) months.
Agency Chief Information Officer (CIO), as defined in statute	OMB Memo M-15-14	The CIO at the headquarters level of a department or establishment of the government as defined in Section 20 of OMB Circular A-11 (contrasts with “Bureau CIO”).
Agency IT Modernization Working Capital Fund (IT Mod WCF)	OMB Memo M-18-12	Agency IT Mod WCFs are authorized to be established at CFO Act agencies to assist in improving, retiring, or replacing existing IT systems, or transitioning legacy systems to commercial solutions (and for other purposes).
Agency Lead (formerly Managing Partner)	2018 President’s Management Agenda (PMA)	This term refers to the Agency Lead that is responsible for coordinating the implementation of the E-Gov or LoB initiative. The Agency Lead (formerly managing partner) maintains an IT shared or centralized service with approval by Agency leadership for Intra-Agency services and OMB for Inter-Agency services. The Agency Lead organization, often referred to as the Program Management Office (PMO), develops, implements, and maintains financial and service models as well as contracts with Customers and Suppliers using strategically sourced or best in class contracts whenever available. The Agency Lead PMO is responsible for the success of the IT shared service, and reports using metrics developed by the Federal Agency for its own Intra-Agency IT shared services as well as the governance and or interagency stakeholders. Agency Leads are accountable for delivering quality services as defined by stakeholders and/or OMB.
Alternatives Analysis	Capital Programming Guide	This term refers to a method for addressing the various options for meeting the performance objectives of an Investment, including the return on Investment of the various options. The analysis is performed prior to the initial decision to implement a solution and updated periodically, as appropriate, to capture changes in the context for an Investment decision. Alternatives Analysis should be performed for Investments with projects in the planning or DME stages, whereas strictly operational Investments should instead perform operational analyses until such time as a decision is made to re-evaluate the Investment or to resume

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Term	Source Document	Definition
		development, modernization or enhancement. This term refers to best practices outlined in the Capital Programming Guide under "I.4-Alternatives to Capital Assets" and "Evaluate Asset Options."
Application Programming Interface (API)	IT Budget - Capital Planning Guidance	API refers to a protocol intended to be used as an interface by software components to communicate with each other. An API is a library that may include specification for routines, data structures, object classes, and variables.
Apportionment	31 U.S.C. § 1513(b) ; Executive Order 11541 ; OMB Circular A-11 Section 120	This term refers to an OMB-approved plan to use budgetary resources (31 U.S.C. § 1513(b); Executive Order 11541). It typically limits the obligations you may incur for specified time periods, programs, activities, projects, objects, or any combination thereof. It may also place limitations on the use of other resources, such as FTEs or property. An apportionment is legally binding, and obligations and expenditures (disbursements) that exceed an apportionment are a violation of, and are subject to reporting under, the Antideficiency Act (31 U.S.C. § 1517(a)(1), (b)).
Baseline	OMB Memo M-10-27	This term refers to the approved work breakdown structure, costs, schedule, and performance goals for a given Investment. For additional information on baselines and baseline management, see OMB Memo M-10-27, "Information Technology Investment Baseline Management Policy."
Benefit-Cost Analysis (BCA)	OMB Circular A-94 ; Capital Programming Guide	Benefit-Cost Analysis refers to the recommended technique to use in a formal economic analysis of government programs or projects. Guidance for Benefit-Cost Analysis is described in OMB Circular A-94.
Budget Authority	OMB Circular A-11 Section 20.4	Authority provided by federal law to enter into financial obligations that will result in immediate or future outlays involving Federal Government funds. The basic forms of budget authority include (1) appropriations, (2) borrowing authority, (3) contract authority, and (4) authority to obligate and expend offsetting receipts and collections.
Budget Year (BY)	OMB Circular A-11, Section 55	Budget Year (BY) is defined as "Agency Request" for the Initial Submission and "President's Budget Request" for the President's Budget Submission. These amounts should only reflect budgetary resources (unless specifically indicating "Budget Authority) by year and include appropriations, borrowing authority, contract authority, spending authority from offsetting collections, transfers from other accounts, and carryover of unobligated balances.

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Term	Source Document	Definition
Budgetary Resources	OMB Circular A-11 Section 20.3	This term refers to an amount available to enter into new obligations and to liquidate them. Budgetary resources are made up of new budget authority (including direct spending authority provided in existing statute and obligation limitations) and unobligated balances of budget authority provided in previous years. Direct spending authorities include appropriations and collections of fees authorized under 42 U.S.C. § 14953.
Bureau CIO	OMB Memo M-15-14	Official with the title or role of CIO within a principal subordinate organizational unit of the Agency, as defined in Section 20 of OMB Circular A-11, or any component organization of the Agency (contrasts with “Agency CIO”).
Business Reference Model (BRM)	Business Reference Model, Version 3.1	This term refers to one of six (6) reference models of the Federal Enterprise Architecture. The BRM is a classification taxonomy used to describe mission sectors, business functions, and services that are performed within and between Federal Agencies and with external partners. It provides a functional view of Federal Government organizations and their LoBs, including mission and support business services opportunities for collaboration, shared services, and solution reuse can be identified by mapping IT Investments to the BRM.
Capital Assets	Capital Programming Guide, Appendix 1	Capital Assets refer to land, structures, equipment, intellectual property (e.g., software), and IT (including the output of IT service contracts) that has been acquired by the Federal Government and have an estimated useful life of two years or more. See Appendix One (1) of the Capital Programming Guide for a more complete definition of capital assets.
Capital Investment (or Investment)	IT Budget - Capital Planning Guidance	This term refers to the planning, development, and acquisition of a capital asset and the management and operation of that asset through its usable life after the initial acquisition. IT capital Investments may consist of one or more assets which provide functionality in an operational (production) environment.
Capital Planning and Investment Control (CPIC)	40 U.S.C. § 11302	This term refers to a decision-making process that ensures IT Investments integrate strategic planning, budgeting, procurement, and management of IT in support of Agency missions and business needs. The CPIC process has three distinct phases: Select, Control, and Evaluate. See 40 U.S.C. § 11302 for statutory requirements and Clinger-Cohen Act of 1996.
Capital	IT Budget - Capital Planning	This term refers to an integrated process within an

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Term	Source Document	Definition
Programming	Guidance	Agency that focuses on the planning, budgeting, procurement, and management of the Agency’s portfolio of capital Investments to achieve the Agency’s strategic goals and objectives with the lowest overall cost and least risk.
Cloud Computing	NIST Special Publication 800-145 - The NIST Definition of Cloud Computing	Cloud computing is a model for enabling convenient, on-demand network access to a shared pool of configurable computing resources (e.g., networks, servers, storage, applications, and services) that can be rapidly provisioned and released with minimal management effort or service provider interaction. Cloud computing promotes availability and is composed of five essential characteristics (On-demand self-service, Broad network access, Resource pooling, Rapid elasticity, Measured Service); three service models (Cloud Software as a Service (SaaS), Cloud Platform as a Service (PaaS), Cloud Infrastructure as a Service (IaaS)); and, four deployment models (Private cloud, Community cloud, Public cloud, Hybrid cloud). Key enabling technologies include: (1) fast wide-area networks, (2) powerful, inexpensive server computers, and (3) high-performance virtualization for commodity hardware (see NIST Special Publication 800-145 - The NIST Definition of Cloud Computing for official government definition).
Cloud Computing Spending	IT Budget - Capital Planning Guidance	This term refers to implementation and operational costs directly attributable to the cloud computing systems within the Investment for the specified year.
Cloud First Policy	OMB Memo M-13-09	This term refers to OMB’s Cloud First policy, launched in December 2010, which is intended to accelerate the pace at which the government realizes the value of cloud computing by requiring Agencies to evaluate safe, secure cloud computing options before making any new Investments. Per the Federal Cloud Computing Strategy, Agencies should evaluate their technology sourcing plans to include consideration and application of cloud computing solutions as part of the budget process. Agencies should seek to optimize the use of cloud technologies in their IT portfolios to take full advantage of the benefits of cloud computing in order to maximize capacity utilization, improve IT flexibility and responsiveness, and minimize costs. When evaluating options for new IT deployments, OMB requires that Agencies default to cloud-based solutions whenever a secure, reliable, cost-effective

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Term	Source Document	Definition
		cloud option exists. Additionally, Agencies shall continually evaluate cloud computing solutions across their IT portfolios, regardless of Investment type or life cycle stage.
Collaboration Tools	FEA Framework, Version 2.0	<p>Collaboration tools include all software and services used to support digital collaboration (e.g., wiki, social media services, document/file sharing, web conferencing solutions, and text messaging, desktop video conferencing solutions). Capabilities that allow for the concurrent, simultaneous communication and sharing of content, schedules, messages and ideas within an organization: Threaded Discussions support the running log of remarks and opinions about a given topic or subject; Document Library supports the grouping and archiving of files and records on a server; Shared Calendaring allows an entire team as well as individuals to view, add and modify each other's schedules, meetings and activities; Task Management supports a specific undertaking or function assigned to an employee.</p> <ul style="list-style-type: none"> • Costs include all IT related to the collaboration solution including software licenses, server, communications, and specialized hardware equipment, data center allocation / charges, storage, backup solution, and contractors. • Does NOT include IT costs related to e-mail, office productivity software (e.g., office software suites, groupware, e-mail clients), or services for which the Agency does not pay (e.g., OMB MAX.gov). • Does NOT include IT costs associated with conference-room audio or video teleconferencing as these are included under telecommunications.
Commodity IT	OMB Memo M-11-29 ; OMB Memo M-12 -10 ; OMB Memo M-19 -16	<p>This term refers to a category of back-office IT services whose functionality applies to most, if not all, Agencies (e.g., infrastructure and asset management, e-mail, hardware and software acquisition, and help desks). This also relates to OMB's PortfolioStat initiative and a CIO-lead business approach to the delivery of IT infrastructure, enterprise IT, and administrative/business systems that emphasizes pooling Agencies' purchasing power across their entire organization through shared services as a provider or consumer, instead of standing up separate independent services to eliminate duplication, rationalize the Agency's IT Investments, and drive down costs.</p> <p>There are three categories of Commodity IT:</p>

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Term	Source Document	Definition
		<ul style="list-style-type: none"> • Enterprise IT – Items that pertain to this are: E-mail; Collaboration; Identity and Access Management; IT Security (Not Identity and Access Mgmt.); and Web Hosting, Infrastructure, and Content. • IT Infrastructure - Items that pertain to this are: Desktop Systems; Mobile Devices; Mainframes and Servers; and Telecommunications. • Business Systems - Items that pertain to this are: Financial Management; Human Resources Management; Grants-Related Federal Financial Assistance; Grants-Related Transfer to State and Local Governments.
Community Cloud	NIST Special Publication 800-145 - The NIST Definition of Cloud Computing	This term refers to cloud computing technology in which the cloud infrastructure is provisioned for exclusive use by a specific community of consumers from organizations that have shared concerns (e.g., mission, security requirements, policy, and compliance considerations). It may be owned, managed, and operated by one or more of the organizations in the community, a third party, or some combination of them, and it may exist on or off premises (see NIST Special Publication 800-145 - The NIST Definition of Cloud Computing).
Contributions (or Expected Contributions)	IT Budget - Capital Planning Guidance	<p>This term refers to monetary contributions or a dollar-equivalent of In-kind services and fees for services provided by a partner Agencies/sub-Agencies to managing partners or shared service providers. Contributions can be collected from partner Agencies or partner sub-Agencies by either Multi-Agency collaborations or Intra-Agency shared services.</p> <ul style="list-style-type: none"> • Contributions represents the sum portion for all funds collected by the SMO of the shared service. • Fee-for-service (a type of contribution) are typically use the Economy Act, 31 U.S.C. § 1535 as the authorization for the transfer of funds. Other monetary contributions or in-kind equivalents contributions typically use the Clinger-Cohen Act of 1996, 40 U.S.C. § 1424.
Cost	Capital Programming Guide	Defined in Statement of Federal Financial Accounting Concepts (SFFAC) No. 1, Objectives of Federal Financial Reporting, as the monetary value of resources used. Defined more specifically in Statement of Federal Financial Accounting Standards (SFFAS) No. 4, Managerial Cost Accounting Concepts and Standards for the Federal Government, as the monetary value of resources used or sacrificed or liabilities incurred to achieve

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		<p>an objective, such as to acquire or produce a good or to perform an activity or service. Depending on the nature of the transaction, cost may be charged to operations immediately (i.e., recognized as an expense of the period) or to an asset account for recognition as an expense of subsequent periods. In most contexts within SFFAS No. 7, Accounting for Revenue and Other Financing Sources, "cost" is used synonymously with expense.</p>
Cost Avoidance	OMB Circular A-131	<p>An action taken in the immediate time frame that will decrease costs in the future. For example, an engineering improvement that increases the mean time between failures and thereby decreases operation and maintenance costs is a cost avoidance action (as defined in OMB Circular A-131).</p>
Cost Savings	OMB Circular A-131	<p>Cost Saving refers to the reduction in actual expenditures to achieve a specific objective (as defined in OMB Circular A-131).</p>
Current Year (CY)	<p>OMB Circular A-11, Section 55</p>	<p>Current Year (CY) is defined as “Likely/Enacted” for the Initial Submission and “Likely/Enacted” for the President’s Budget Submission. These amounts should only reflect budgetary resources by year and include appropriations, borrowing authority, contract authority, spending authority from offsetting collections, transfers from other accounts, and carryover of unobligated balances.</p>
Data Center	OMB Memo M-16-19	<p>“For the purposes of this memorandum, rooms with at least one server, providing services (whether in a production, test, staging, development, or any other environment), are considered data centers. However, rooms containing only print servers, routing equipment, switches, security devices (such as firewalls), or other telecommunications components shall not be considered data centers.”</p>
Dataset	OMB Memo M-13-13	<p>This term refers to a collection of structured data presented in tabular or non-tabular form (per OMB M-13-13 Open Data Policy-Managing Information as an Asset).</p>
Defense Acquisition Workforce Improvement Act (DAWIA) of 1990 (P.L. 101-510)	<p>IT Budget - Capital Planning Guidance</p>	<p>DAWIA of 1990 (P.L. 101-510) refers to a congressional act that established for the Department of Defense an Acquisition Corps to professionalize the acquisition workforce in the DoD through education, training, and work experience.</p>
Dependency	<p>IT Budget - Capital Planning Guidance</p>	<p>Dependency refers to the identification of relationships between projects and operational assets within an Investment as well as the identification of relationships between Investments.</p>

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		Action taken by one affects the other. Identification of dependencies is critical to the management of project, program, and portfolio risk.
Development, Modernization, and Enhancement (DME)	IT Budget - Capital Planning Guidance	DME refers to projects and activities leading to new IT assets/systems, as well as projects and activities that change or modify existing IT assets to substantively improve capability or performance, implement legislative or regulatory requirements, or meet an Agency leadership request. DME activity may occur at any time during a program’s life cycle. As part of DME, capital costs can include hardware, software development and acquisition costs, commercial off-the-shelf acquisition costs, government labor costs, and contracted labor costs for planning, development, acquisition, system integration, and direct project management and overhead support.
Disposition Cost	IT Budget - Capital Planning Guidance	Disposition Cost refers to the cost of retiring a capital asset once its useful life is completed or a replacement asset has superseded it; disposition costs may be included in operational activities near the end of the useful life of an asset.
Earned Value Management (EVM)	American National Standards Institute (ANSI)/Electronic Industries Alliance (EIA) Standard–748–1998, Earned Value Management Systems. Additional information on EVMS is available at www.acq.osd.mil/evm .	EVM refers to an integrated management system that coordinates the work scope, schedule, and cost goals of a program or contract, and objectively measures progress toward these goals. EVM is a tool used by program managers to: <ul style="list-style-type: none"> (1) quantify and measure program/contract performance, (2) provide an early warning system for deviation from a baseline, (3) mitigate risks associated with cost and schedule overruns, and (4) provide a means to forecast final cost and schedule outcomes. <p>The qualities and operating characteristics of earned value management systems (EVMS) are described in American National Standards Institute (ANSI)/Electronic Industries Alliance (EIA) Standard–748–1998, Earned Value Management Systems. Additional information on EVMS is available at www.acq.osd.mil/evm.</p>
E-mail	FEA Framework, Version 2.0	Electronic mail is the exchange of computer generated and stored messages by telecommunication. An e-mail can be created manually via messaging applications or dynamically/ programmatically such as automated response systems. For Agencies that have outsourced e-mail services to another Agency or

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		<p>vendor, this is the obligation for e-mail related costs.</p> <ul style="list-style-type: none"> • Costs should include the full cost of the e-mail solution including software licenses, server and communications hardware, equipment, data center allocation/charges, storage, backup solution, and contractors. • Does not include the cost of the end user client computing device/software or the telecommunications cost for the LAN/WAN/wireless costs.
Enterprise Architecture (EA)	OMB Circular A-130	<p>This term refers to the strategic, business, and technology and documentation of the current and desired relationships among business and management processes and IT of an organization. An EA includes the rules and standards and systems life cycle information to optimize and maintain the environment which the Agency wishes to create and maintain through its IT portfolio. An EA must provide a strategy that enables the Agency to support its current state and provides a roadmap for transition to its target environment. An EA defines principles and goals and sets a direction on such issues as the promotion of interoperability, open systems, public access, end-user satisfaction, and IT security.</p>
Enterprise Roadmap	OMB Memo M-13-09	<p>This term refers to a document that describes the business and technology plan for the entire organization using EA methods. The Roadmap provides current views, future views, and transition plans at an appropriate level of detail for all IT Investments, services, systems, and programs. The Enterprise Roadmap also contains an IT asset inventory using the FEA Reference Models and other attachments or appendices for CPIC, EA, shared service, and other planning products requested by OMB that provide additional information regarding Roadmap plans.</p>
Evaluation (by Agency CIO)	IT Budget - Capital Planning Guidance	<p>This term refers to the CIO's best judgment of the current level of risk for an Investment in terms of its ability to accomplish its goals (40 U.S.C. § 11315(c)(2)). The evaluation should be informed by the following factors, including, but not limited to: risk management, requirements management, contractor oversight, historical performance, human capital and other factors that the CIO deems important to the forecasting future success. Each evaluation should include narrative to address/explain the rating. This is particularly</p>

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		important whenever the rating has changed since the last evaluation.
FEA Mapping Codes	FEA Framework, Version 2.0	This term refers to the unique identifiers for the information contained in the FEA Reference Models. The mapping codes are used to align information reported by Agencies back to a common FEA taxonomy. Use of the Reference Models provides a common vocabulary and framework to relate information captured across the Federal Government. The first three-digit code indicates the primary service area served by this Investment (the three-digit BRM service code). The second through fifth three-digit codes indicate the secondary services associated with this Investment. Guidance on the codes for these mappings can be found at FEA Reference Model document library.
Federal Acquisition Certification for Program and Project Managers (FAC-P/PM)	FAC-P/PM	Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) refers to a certification program that was established to clearly identify general training and experience requirements for program and project managers (PMs) in civilian Agencies. The FAC-P/PM focuses on essential competencies needed for program managers and PMs. The certification program does not include functional or technical competencies, such as those for IT or Agency-specific competencies. Defense Agencies have a similar certification program under DAWIA. Agencies were required to be compliant with FAC-P/PM starting in FY 2008. Available levels are Entry/Apprentice, Mid/Journeyman, and Expert/Advanced for FAC-P/PM and 1, 2, and 3 for DAWIA.
Federal Enterprise Architecture (FEA)	IT Budget - Capital Planning Guidance	This term refers to a business-based documentation and analysis framework for Agency and government-wide improvement. The FEA provides standardized methods to describe the relationship between an Agency’s strategic goals, business functions, and enabling technologies at various levels of scope and complexity. The FEA is comprised of documentation in six domain areas (strategic goals, business services, data and information, systems and applications, infrastructure, and security) that includes required and elective artifacts. More information about the FEA is available in The Common Approach to Federal Enterprise Architecture (OMB, May 2, 2012) and at FEA Reference Model document library.

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Federal Information System	OMB Circular A-130	An information system used or operated by an Agency, by a contractor of an Agency, or by another organization on behalf of an Agency.
Federal IT Dashboard (ITDB)	www.itdashboard.gov	This term refers to a website (www.itdashboard.gov) that enables Federal Agencies, industry, the general public, and other stakeholders to view details regarding the performance of Federal IT Investments. The ITDB is used by the Administration and Congress to inform budget and policy decisions.
Full Funding	OMB Circular A-11, Section 31.5	Full Funding means appropriations are enacted sufficient to complete a useful segment of a capital project or Investment (or the entire project or Investment, if it is not divisible into useful segments) before any obligations for the useful segment (or project or Investment) may be incurred. Incrementally funding the planning and acquisition of capital assets (or useful segments), without certainty if or when future funding will be available, can result in poor planning, inadequate justification of asset acquisition, higher acquisition costs, cancellation of projects, the loss of sunk costs, or inadequate funding to maintain and operate the assets. Requests for procurement programs must provide for full funding of the entire cost (see Section 31.5 of OMB Circular A-11 and the Capital Programming Guide).
Functional/Business Sponsor	IT Budget - Capital Planning Guidance	This term refers to the Agency official who is responsible for the program or function supported or implemented by the Investment (44 U.S.C. § 3501 (a) (4)). The sponsor is responsible for expressing the value of, ensuring successful implementation of, and providing accurate and timely data for the IT Investment to the Agency CIO and OMB. The designated person may (or may not) be the same as the “Business Process owner/Subject Matter Expert” serving on the IPT. Each major and non-major IT Investment must include the name of the functional/business sponsor as well as the individual’s title.
Funding	Capital Programming Guide	There are two types of funding for projects: (1) Full funding means that appropriations are enacted that are sufficient in total to complete a useful segment of a capital project (Investment) before any obligations may be incurred for that segment. When capital projects (Investments) or useful segments are incrementally funded, without certainty if or when future funding will be

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		<p>available, it can result in poor planning, acquisition of assets not fully justified, higher acquisition costs, projects (Investments) delays, cancellation of major projects (Investments), the loss of sunk costs, or inadequate funding to maintain and operate the assets. Budget requests for full acquisition propose for full funding.</p> <p>(2) Incremental (annual) funding means that appropriations are enacted that only fund an annual or other part of a useful segment of a capital project (Investment). OMB or the Congress may change the Agency's request for full finding to incremental funding in order to accommodate more projects in a year than would be allowed with full funding.</p>
Funding Source	IT Budget - Capital Planning Guidance	<p>Funding Source refers to the direct appropriation or other budgetary resources an Agency receives for an IT Investment. When “original paying accounts” within Agencies are transferring resources to a different Agency account that ultimately supports the IT Investment (for example, when bureau accounts are paying into a central CIO office account or a working capital fund), the funding source provided in Agency IT Investment Portfolio should be the account that ultimately pays contracts and other costs for the Investment directly (not the original account(s) for the funds); the point of execution. Note: For Agencies on the ITDB, funding sources are planned as the primary drivers in the algorithm to display “spending by bureau,” rather than using the bureau code associated with Investments. It is critical that valid OMB Budget Account (funding source) codes be provided for each funding source in Agency submissions.</p>
Funding Transfer Investment	IT Budget - Capital Planning Guidance	<p>This term refers to the portion of funding a partner Agency provides funding contributions to another IT Investment. The description of the IT Investment should indicate the UII of the Agency Lead’s Investment.</p>
Government Information	OMB Circular A-130	<p>Government Information refers to information created, collected, processed, disseminated, or disposed of by or for the Federal Government.</p>
Gross Savings	IDC	<p>The amount of cost savings (per Circular A-131) on an annual basis without taking into account the one-time costs of implementing the cost savings or cost avoidance strategy (as defined in OMB Circular A-131).</p>
Help desk (End User Support)	FEA Business Reference Model v 3.1	<p>Help Desk Services involves the operation of a service center to respond to government and contract employees' end user device and software</p>

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		support needs (includes, but is not limited to, costs related to employees, contractors, and ticket management software).
Hybrid Cloud	NIST Special Publication 800-145 - The NIST Definition of Cloud Computing	Cloud computing technology in which the cloud infrastructure is a combination of two or more distinct cloud infrastructures (private, community, or public) that remain unique entities, but are bound together by standardized or proprietary technology that enables data and application portability (e.g., cloud bursting for load balancing between clouds) (see NIST Special Publication 800-145 - The NIST Definition of Cloud Computing for official government definition).
Identity and Access Management	OMB Circular A-11 (2010)	Includes funding of activities required to implement HSPD-12 and the Federal Identity, Credentialing and Access Management (FICAM) roadmap segment architecture requirements as directed by OMB. This includes but is not limited to HSPD-12 PIV Card deployment and operations, logical PIV Card access implementations, to include network and application access, identity management systems, physical access control systems, etc. <ul style="list-style-type: none"> • Costs include all IT related to identity and access management including cost of PIV cards, certificates, software licenses, server and communications hardware, equipment, data center allocation/charges, storage, backup solution, and contractors.
Information Resources Management (IRM) Strategic Plan	44 U.S.C. § 3506(b)(2) ; OMB Circular A-130	IRM Strategic Plan refers to a document that addresses all information resources management of an Agency. Agencies must develop and maintain their IRM strategic plans as required by 44 U.S.C. § 3506(b)(2) and OMB Circular A-130. IRM strategic plans should support the Agency's strategic plan that is required in OMB Circular A-11; provide a description of how information resources management activities help accomplish the Agency's missions delivery area and program decisions; and ensure IRM decisions are integrated with management support areas, including organizational planning, budget, procurement, financial management, and human resources management.
Information Security	Federal Information Security Management Act (FISMA) of 2014 (P.L. 113-283)	This term refers to protecting information and information systems from unauthorized access, use, disclosure, disruption, modification, or destruction in order to provide-- <p style="text-align: center;">(A) integrity, which means guarding against improper information modification or destruction,</p>

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Term	Source Document	Definition
		<p>and includes ensuring information nonrepudiation and authenticity;</p> <p>(B) confidentiality, which means preserving authorized restrictions on access and disclosure, including means for protecting personal privacy and proprietary information; and</p> <p>(C) availability, which means ensuring timely and reliable access to and use of information.</p>
Information System	44 U.S.C. § 3502 ; OMB Circular A-130	<p>Information System refers a discrete set of information resources organized for the collection, processing, maintenance, use, sharing, transmission, or dissemination of information (see Circular A-130 and 44 U.S.C. § 3502).</p>
Information Technology (IT)	OMB Memo M-15-14	<p>IT is defined as:</p> <p>A. Any services or equipment, or interconnected system(s) or subsystem(s) of equipment, that are used in the automatic acquisition, storage, analysis, evaluation, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the Agency; where</p> <p>B. such services or equipment are 'used by an Agency' if used by the Agency directly or if used by a contractor under a contract with the Agency that requires either use of the services or equipment, or requires either use of the services or equipment to a significant extent in the performance of a service or the furnishing of a product.</p> <p>C. IT includes computers, ancillary equipment (including imaging peripherals, input, output, and storage devices necessary for security and surveillance), peripheral equipment designed to be controlled by the central processing unit of a computer, software, firmware and similar procedures, services (including provisioned services such as cloud computing and support services that support any point of the life cycle of the equipment or service), and related resources.</p> <p>D. IT Includes High Performance Computing (HPC) capabilities including capabilities that are not commodity in nature.</p> <p>E. IT does not include any equipment that is acquired by a contractor incidental to a contract that does not require use of the equipment.</p>
Infrastructure as a Service (IaaS) Cloud Computing	<p>NIST Special Publication 800-145 -The NIST Definition of Cloud Computing</p>	<p>The capability provided to the consumer to provision processing, storage, networks, and other fundamental computing resources where the consumer is able to deploy and run arbitrary</p>

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Term	Source Document	Definition
		software, which can include operating systems and applications. The consumer does not manage or control the underlying cloud infrastructure but has control over operating systems, storage, and deployed applications; and possibly limited control of select networking components (e.g., host firewalls) (see NIST Special Publication 800-145 - The NIST Definition of Cloud Computing for official government definition).
Integrated Program/Project Team (IPT)	Capital Programming Guide	A multi-disciplinary team led by a program/project manager responsible and accountable for planning, budgeting, procurement and life-cycle management of the Investment to achieve its cost, schedule, and performance goals. Team skills include: budgetary, financial, capital planning, procurement, user, program, architecture, earned value management, security, and other staff as appropriate. In order for OMB to approve the Investment budget, an IPT must include at a minimum: a qualified, fully dedicated IT program manager; a contracting specialist, if applicable; an IT specialist; an IT security specialist; and a business process owner or subject matter expert (SME). Other members of the IPT might include enterprise architects; IT specialists with specific expertise in data, systems, or networks; capital planners; or performance specialists. Key members of the IPT should be co-located during the most critical junctures of the program, to the maximum extent possible. Agencies should establish IPT members' individual performance goals to hold team members accountable for both individual functional goals and the overall success of the program. The Investment IPT should be defined in a program or an IPT charter.
IT Asset	Capital Programming Guide	This term refers to anything (tangible or intangible) that has value to an organization, including, but not limited to: a computing device, IT system, IT network, IT circuit, software (both an installed instance and a physical instance), virtual computing platform (common in cloud and virtualized computing), and related hardware (e.g., locks, cabinets, keyboards) as well as people and intellectual property (including software). Assets are the lowest level at which IT is planned, acquired, implemented, and operated.
IT Investment	OMB Circular A-11 Section 55	This term refers to the expenditure of IT resources to address mission delivery and management support. An IT Investment may include a project or

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		<p>projects for the development, modernization, enhancement, or maintenance of a single IT asset or group of IT assets with related functionality, and the subsequent operation of those assets in a production environment. All IT Investments should have a defined life cycle with start and end dates, with the end date representing the end of the currently estimated useful life of the Investment, consistent with the Investment’s most current alternatives analysis if applicable.</p> <p>When the asset(s) is essentially replaced by a new system or technology, the replacement should be reported as a new, distinct Investment, with its own defined life cycle information.</p>
IT Migration Investment	IT Budget - Capital Planning Guidance	<p>This term refers to the migration costs associated with systems in a Shared Service partner Agency that are not captured by the Agency Lead when the partner Agency is migrating to the shared system. The description of the IT Investment should indicate the UII of the major IT Investment of the managing partner.</p>
IT Program Managers and IT Project Managers	IT Budget - Capital Planning Guidance	<p>IT Program Managers and IT Project Managers refers to the IPT members responsible for IT Investments and lead the required IPT for the Investment. In some cases, IT program managers and PMs can hold positions in other classification series; however they must still meet the requisite Federal certification and/or IT program management experience requirements. Further definitions are available in the Office of Personnel Management’s Job Family Standard for Administrative Work in the Information Technology Group (series 2200 in the Federal Classification and Job Grading Systems).</p>
IT Resources	OMB Memo M-15-14	<p>IT Resources is defined as:</p> <ul style="list-style-type: none"> A. All Agency budgetary resources, personnel, equipment, facilities, or services that are primarily used in the management, operation, acquisition, disposition, and transformation, or other activity related to the life cycle of IT; B. acquisitions or Inter-Agency agreements that include IT and the services or equipment provided by such acquisitions or Inter-Agency agreements; but C. does not include grants to third parties which establish or support IT not operated directly by the

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IT Service	ISO 20000	Federal Government. A means of delivering IT, in combination with any inherent people or processes, of value to customers by facilitated outcomes customers want to achieve without the ownership of specific costs and risks. (See: ISO 20000)
IT Systems for National Security	40 U.S.C. § 5141 & 5142	Any telecommunications or information system operated by the United States Government, the function, operation, or use of which: 1. involves intelligence activities; 2. involves cryptologic activities related to national security; 3. involves command and control of military forces; 4. involves equipment that is an integral part of a weapon or weapons system; or 5. subject to subsection (b), is critical to the direct fulfillment of military or intelligence missions. (b) LIMITATION. Subsection (a)(5) does not include a system that is to be used for routine administrative and business applications (including payroll, finance, logistics, and personnel management applications). National Security Systems are required to report as a part of the Capital Planning process.
Legacy Information Technology System	Modernizing Government Technology Act (MGT Act) ; National Defense Authorization Act (NDAA Act)	An outdated or obsolete system of information technology.
Life Cycle Costs	Capital Programming Guide ; OMB Circular A-131	Life Cycle Costs refers to all Investment costs (including government FTEs) from the commencement of the Investment through its estimated useful life (or the composite estimated useful life of the assets within the Investment), independent of the funding source (e.g., revolving fund, appropriated fund, working capital fund, trust fund). For more information about life cycle costs, see the Capital Programming Guide of OMB Circular A-11 and OMB Circular A-131 .
Local-Area Network (LAN)	IT Budget - Capital Planning Guidance	Physical and wireless local area network connecting equipment within the core data centers and connecting end users in office working areas to the company's broader networks.
Maintenance	Federal Accounting Standards Advisory Board Statement of Federal Financial Accounting Standards Number 10	Maintenance refers to the activity necessary to keep an asset functioning as designed during the O&M phase of an Investment. Maintenance activities may also include, but are not limited to, operating system upgrades, technology refreshes, and security patch implementations. Some maintenance

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		<p>activities should be managed as projects and reported in Section B of Major IT Investment Update. As defined in the Federal Accounting Standards Advisory Board Statement of Federal Financial Accounting Standards Number 10, maintenance excludes activities aimed at expanding the capacity of an asset or otherwise upgrading it to serve needs different from or significantly greater than those originally intended.</p>
Major IT Investment	OMB Memo M-15-14	<p>An IT Investment in Part 1 and Part 2 of the IT Portfolio requiring special management attention because of its importance to the mission or function to the government; significant program or policy implications; high executive visibility; high development, operating, or maintenance costs; unusual funding mechanism; or definition as major by the Agency’s CPIC process. OMB may work with the Agency to declare IT Investments as major IT Investments. Agencies must consult with assigned OMB desk officers and Resource Management Offices (RMOs) regarding which Investments are considered “major.” Investments not considered “major” are “non-major.”</p>
Mobile Devices	OMB Circular A-11 (2010)	<p>Total non-desktop, non-laptop, small form factor wireless end user device costs, including: hardware (including handsets, tablets, and wireless modems such as air cards), software, labor, maintenance, and service (including network service, such as cellular voice and data plans). Help desk costs should not be included here.</p>
Modular Development	Contracting Guidance to Support Modular Development, June 14, 2012	<p>An approach that focuses on the delivery of specific Investments, projects, or activities of an overall capability by progressively expanding upon delivered capabilities until the full capability is realized. Investments may be decomposed into discrete projects, increments, or useful segments, each of which is undertaken to develop and implement products and capabilities that the larger Investment delivers. For more information, see Contracting Guidance to Support Modular Development (OMB, June 14, 2012).</p>
Net Savings	OMB Circular A-131	<p>The amount of cost savings (per Circular A-131) minus the cost required to implement and operate the cost savings or cost avoidance strategy.</p>
Network storage	OMB Circular A-130	<p>Applies to any data processing environment (such as production, backup, DR/COOP, test, development, etc.) and includes:</p> <ul style="list-style-type: none"> • Hardware (storage controllers, storage servers): Includes all dedicated storage hardware devices

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		<p>such as controllers, servers, disk arrays, tape libraries, and optical jukeboxes, as well as supplies (media) used to store data offline such as tapes.</p> <ul style="list-style-type: none"> • Software: Includes software dedicated to managing the storage systems, including creation and setup, storage maintenance, reporting, security, monitoring, backup/restore, archival, replication, media handling and data migration/tiering. • Disaster recovery: Includes the hardware, software, facilities and contracts specifically dedicated to disaster recovery for storage management. • Outsourcing: Includes third party and outsource contracts, such as managed storage services and cloud-based storage. • Personnel: In-house costs for government personnel (salaries and benefits) and costs for contract personnel supporting operations/maintenance, engineering/technical services, planning and process management, services administration, management and administration allocated to storage systems. <p><i>Note:</i> Dollars should only appear in ONE category, for example network storage OR mainframes and servers.</p>
New IT Investment	IT Budget - Capital Planning Guidance	This term refers to an IT Investment and its associated projects that is newly proposed by the Agency and that has not been previously reported/funded by OMB. An asset(s) within an Investment that is essentially replaced by a new system or technology may be reported as a new, distinct Investment, with its own defined life cycle costs, or may be included within the current Investment.
Non-Major IT Investment	IT Budget - Capital Planning Guidance	This term refers to any IT Investment in the Agency's IT Portfolio that does not meet the definition of "major IT Investment" (01), "Funding Transfer Investment" (04) or "IT Migration Investment" (03). All non-major IT Investments must be reported in the Agency IT Investment Portfolio. For more details see section 10 of CPIC IT Portfolio Guidance.
Ongoing IT Investment	IT Budget - Capital Planning Guidance	Ongoing IT Investment refers to an Investment and its associated assets, including both maintenance projects and operational activities, that has been through a complete Budget Cycle with OMB with respect to the President's Budget for the current

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Operational Analysis	Capital Programming Guide ; GAO-13-87	year (CY) — in this case, for FY 2017. This term refers to a method of examining the ongoing performance of an operating asset Investment and measuring that performance against an established set of cost, schedule, and performance goals. An operational analysis is, by nature, less structured than performance reporting methods applied to developmental projects and should trigger considerations of how the Investment’s objectives could be better met, how costs could be reduced, and whether the organization should continue performing a particular function. Guidance for Operational Analysis is described in the Capital Programming Guide. Best Practices can also be found in GAO's GAO-13-87 report.
Operations	OMB Circular A-130 ; IT Budget - Capital Planning Guidance	This term refers to the day-to-day management of an asset in which the asset is in operations production environment and produces the same product or provides a repetitive service. Operations include, but are not limited to, activities that operate data centers, help desks, operational centers, telecommunication centers, and end-user support services.
Operations and Maintenance (Steady State) Costs	IT Budget - Capital Planning Guidance	Operations & Maintenance Costs refers to the expenses required to operate and maintain an IT asset that is operating in a production environment. O&M costs include costs associated with operations, maintenance activities, and maintenance projects needed to sustain the IT asset at the current capability and performance levels. It includes Federal and contracted labor costs, corrective hardware and software maintenance, voice and data communications maintenance and service, replacement of broken or obsolete IT equipment, overhead costs, business operations and commercial services costs, and costs for the disposal of an asset. Also commonly referred to as steady state.
Partner (Customer) Agency	Federal IT Shared Services Strategy, May 2, 2012	This term refers to the Agency in an inter/intra Agency collaboration (such as an E-Gov or LoB initiatives or a shared services). The Federal Agency or sub-organization that enters a relationship with and pays an Agency Lead or SMO to receive an IT shared or centralized service. The Customer Agency organization may be required to interact with a Supplier for the coordination of day-to-day service issues. The Managing Partner handles major contract issues and resolves escalation items with Suppliers. The Partner

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		<p>Agency usually provides resources (e.g., funding, FTEs, in-kind) for the management, development, deployment, or maintenance of a common solution. The partner Agency is also responsible for including the appropriate line items in its own Agency IT Investment Portfolio budget submission, and reflecting the amount of the contribution for each of the initiatives to which the Agency provides resources.</p>
<p>Performance-Based Acquisition Management</p>	<p>FAR 37.6</p>	<p>Performance-Based Acquisition Management refers to a documented, systematic process for program management, which includes the integration of program scope, schedule and cost objectives, the establishment of a baseline plan for accomplishment of program objectives, and the use of earned value techniques for performance measurement during execution/acquisition of the program. This type of management includes prototypes and tests to select the most cost-effective alternative during the planning phase; the work during the acquisition phase; and any developmental, modification, or upgrade work done during the O&M phase. A performance-based acquisition or contract/agreement with a defined quality assurance plan that includes performance standards/measures should be the basis for monitoring contractor or in-house performance of this phase.</p>
<p>Performance Reference Model (PRM)</p>	<p>FEA Framework, Version 2.0; GPRA 2010 Public Law 111-352</p>	<p>PRM refers to one of six reference models of the FEA. The PRM allows Agencies to better manage the business of government at a strategic level, by providing a means for using the EA to measure the success of Investments and their impact on strategic outcomes. The PRM establishes a line of sight to outcomes and a common language to describe the outputs and measures used to achieve strategic objectives through coupled business services (mission and support). The PRM shows the linkage between internal business components and the achievement of business and customer-centric outputs and outcomes. Most importantly, the PRM helps to support planning and decision-making based on comparative determinations of which programs and services are more efficient and effective. The PRM is both a taxonomy and a standard method for performance measurement as it provides for a common approach to performance and outcome measurements throughout the Executive Branch of the Federal Government, as is required by the Government Performance and</p>

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Term	Source Document	Definition
		Results Modernization Act of 2010 (P.L. 111-352). Current PRM service codes can be found in PRM version 3.
Planning	40 U.S.C. § 11315 ; OMB Circular A-130	Planning refers to preparing, developing, or acquiring the information used to design the asset; assess the benefits, risks, and risk-adjusted costs of alternative solutions; and establish realistic cost, schedule, and performance goals for the selected alternative, before either proceeding to full acquisition of the capital project or useful component or terminating the project. Planning must progress to the point where the Agency is ready to commit to achieving specific goals for the completion of the acquisition before proceeding to the acquisition phase. Information gathering activities to support planning may include market research of available solutions, architectural drawings, geological studies, engineering and design studies, and prototypes. Planning may be general to the overall Investment or may be specific to a useful component. For Investments developed or managed using an incremental or agile methodology, planning will be conducted throughout the entire acquisition, focusing on each iteration/sprint.
Platform as a Service (PaaS) Cloud Computing	NIST Special Publication 800-145 - The NIST Definition of Cloud Computing	The capability provided to the consumer to deploy onto the cloud infrastructure consumer-created or acquired applications created using programming languages, libraries, services, and tools supported by the provider. The consumer does not manage or control the underlying cloud infrastructure including network, servers, operating systems, or storage, but has control over the deployed applications and possibly configuration settings for the application-hosting environment (NIST Special Publication 800-145 - The NIST Definition of Cloud Computing).
PortfolioStat Review	OMB memo M-13-09 ; FY 2013 PortfolioStat Guidance: Strengthening Federal IT Portfolio Management	PortfolioStat refers to a face-to-face, evidence-based review of an Agency's IT portfolio. Reviews can be used to identify and address a broad range of issues, including management of commodity IT, duplication of Investments, and alignment with the Agency's mission and strategy. More detail regarding the PortfolioStat process is described in OMB memo M-13-09 – Fiscal Year 2013 PortfolioStat Guidance: Strengthening Federal IT Portfolio Management.
Post-Implementation	Capital Programming Guide ; OMB Circular A-130	PIR refers to an evaluation of how successfully the Investment or project objectives were met and how

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Review (PIR)		effective the project management practices were in keeping the Investment or project on track. A PIR can be conducted after a project has been completed, or after an Investment concludes the implementation phase. Additional details regarding the PIR process is described in the Capital Programming Guide.
Prior Year (PY)	OMB Circular A-11 Section 55	Prior Year (PY) is defined as “Likely/Enacted” for the Initial Submission and “Actual” for the President’s Budget Submission. These amounts should only reflect budgetary resources by year and include appropriations, borrowing authority, contract authority, spending authority from offsetting collections, transfers from other accounts, and carryover of unobligated balances.
Privacy Impact Assessment	OMB Circular A-130	Privacy impact assessment is an analysis of how information is handled to ensure handling conforms to applicable legal, regulatory, and policy requirements regarding privacy; to determine the risks and effects of creating, collecting, using, processing, storing, maintaining, disseminating, disclosing, and disposing of information in identifiable form in an electronic information system; and to examine and evaluate protections and alternate processes for handling information to mitigate potential privacy concerns. A privacy impact assessment is both an analysis and a formal document detailing the process and the outcome of the analysis. Privacy impact assessments are required when developing, procuring, or using IT, in accordance with the E-Government Act, and should be made available to the public in accordance with OMB policy.
Private Cloud	NIST Special Publication 800-145 - The NIST Definition of Cloud Computing	Cloud computing technology in which the cloud infrastructure is provisioned for exclusive use by a single organization comprising multiple consumers (e.g., business units). It may be owned, managed, and operated by the organization, a third party, or some combination of them, and it may exist on or off premises. (NIST Special Publication 800-145 - The NIST Definition of Cloud Computing).
Project	40 U.S.C. § 11315 ; OMB Circular A-130	This term refers to a temporary endeavor undertaken to accomplish a unique product or service with a defined start and end point and specific objectives that, when attained, signify completion. Projects can be undertaken for the development, modernization, enhancement, disposal, or maintenance of an IT asset. Projects are composed of activities. When reporting project

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		status, to the maximum extent practicable, Agencies should detail the characteristics of “increments” under modular contracting as described in the Information Technology Management Reform Act of 1996 (ITMRA, also known as the “Clinger-Cohen Act”) and the characteristics of “useful segments,” as described in OMB Circular A-130.
Project Manager Level of Experience	Federal IT Project Manager Guidance Matrix published by the CIO Council	This term refers to the specific certification(s) or number of years of direct project management experience that the PM holds. Examples of PM certifications include FAC-P/PM, Project Management Institute’s Project Management Professional (PMP), and other recognized certifications. Refer to Federal IT Project Manager Guidance Matrix published by the CIO Council.
Provisioned IT Service	IT Budget - Capital Planning Guidance	Provisioned IT Service is a new category of funds that must be reported as appropriate. A “Provisioned IT Service” refers to an IT service that is (1) owned, operated, and provided by an outside vendor or external government organization (i.e., not managed, owned, operated, and provided by the procuring organization) and (2) consumed by the Agency on an as-needed basis. Provisioned IT services are considered subcategories of DME and O&M. Examples of Provisioned IT Service may include the purchase of E-Gov LoB from another Federal Agency, or the purchase of SaaS, PaaS, IaaS from a private service provider, or the purchase of shared services or cloud services. Provisioned IT Service excludes Software Licenses but includes both Intra-Agency and Inter-Agency Shared Services.
Public Cloud	NIST Special Publication 800-145 - The NIST Definition of Cloud Computing	Cloud computing technology in which the cloud infrastructure is provisioned for open use by the general public. It may be owned, managed, and operated by a business, academic, or government organization, or some combination of them. It exists on the premises of the cloud provider. (NIST Special Publication 800-145 - The NIST Definition of Cloud Computing).
Records	44 U.S.C. § 3502 ; OMB Circular A-130	Records refers to all books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an Agency of the United States Government under Federal law or in connection with the transaction of public business. Records may also include items that are preserved or appropriate for preservation by that Agency or its legitimate successor as evidence of

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Term	Source Document	Definition
		the organization, functions, policies, decisions, procedures, operations, or other activities of the Federal Government or because of the informational value of data in them. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and processed documents are may not be included as records.
Risk Management	OMB Circular A-123	Risk Management refers to a systematic process of identifying, analyzing, and responding to risk. It includes maximizing the probability and consequences of positive events and minimizing the probability and consequences of adverse events to overall objectives. Risk management should be conducted throughout the entire life cycle of the program.
Risk Management Plan	OMB Circular A-123	Risk Management Plan refers to a documented and approved plan developed at the onset of the Investment and maintained throughout that specifies the risk management process.
Security Operations Center (SOC)	Federal Security Operations Center Best Practices , March 20, 2018	Per Federal Security Operations Center Best Practices, a SOC defends an organization against unauthorized activity within computer networks, including, at a minimum, detecting, monitoring, and analyzing suspicious activity as well as leading the response to malicious activity, contributing to restoration activities, and providing a structure for users to report suspected cybersecurity events. A SOC would generally be composed of security analysts organized to detect, analyze, respond to, report on, and prevent cybersecurity incidents.
Senior Agency Official for Privacy (SAOP)	OMB M-16-24	To ensure that agencies effectively carry out the privacy-related functions described in law and OMB policies, Executive Order 13719 requires the head of each agency to designate or re-designate an SAOP who has agency-wide responsibility and accountability for the agency's privacy program.
Service Management Office (SMO)	2018 President's Management Agenda (PMA)	Federal storefront to the commercial service providers. Subject Matter Experts drive standardization (per FIBF), respond to user concerns, manage the creation of Federal unique microservices, and manage the integration of commercial suppliers. Accountable for overall performance of service.
Shadow IT (or Hidden IT)	OMB Memo M-15-14	Refers to spending on IT that is not fully transparent to the Agency CIO and/or IT resources included as a portion of a program that is not

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		<p>primarily of an “information technology” purpose but delivers IT capabilities or contains IT resources. For example, a grants program that contains a portion of its spending on equipment, systems, or services that provide IT capabilities for administering or delivering the grants.</p>
Shared Service Provider	IT Budget - Capital Planning Guidance	<p>This term refers to the provider of a technical solution and/or service that supports the business of multiple Agencies using a shared architecture. For Multi-Agency services, this is the Agency Lead or SMO for the Investment.</p>
Shared Services	2018 President’s Management Agenda (PMA)	<p>This term refers to services that are provided by a Agency Lead or SMO to Federal organizations that are outside of the provider’s organizational boundaries. Shared services may be Intra-Agency or Inter-Agency. There are three categories of shared service models in the Federal Government: Common Solutions, Shared Services, and Centralized Services.</p> <ul style="list-style-type: none"> • Common Solutions – Technology and/or contracts that can be used by more than one Federal Agency. May be government-to-government or citizen-to-government. • Shared Services – Consolidating routine or standard operations to a limited number of organizations. Uses common solutions (technology and contracts) and sharing of human resource expertise either within an Agency or across agencies. • Centralized Services – Creating a single Federal-wide location for highly standardized activities, allowing organizations and users to benefit from consistent and uniform processes.
Software as a Service (SaaS) Cloud Computing	NIST Special Publication 800-145 - The NIST Definition of Cloud Computing	<p>The capability provided to the consumer to use the provider’s applications running on a cloud infrastructure. The applications are accessible from various client devices through either a thin client interface, such as a web browser (e.g., web-based e-mail), or a program interface. The consumer does not manage or control the underlying cloud infrastructure including network, servers, operating systems, storage, or even individual application capabilities, with the possible exception of limited user-specific application configuration settings (see NIST Special Publication 800-145 - The NIST Definition of Cloud Computing).</p>
Standard Investment	IT Budget - Capital Planning Guidance	<p>Part 3: IT Investments for IT Infrastructure, IT Security, and IT Management. Also see IT Security and Compliance, IT Management, Network, Data</p>

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Term	Source Document	Definition
		Center and Cloud, End User, Output, Application, Delivery, and Platform Standard Investment definitions found in sections 14-21 of this guidance.
Standard Investment Report	IT Budget - Capital Planning Guidance	Reports submitted on a regular basis to accompany Standard Investments, which include performance metrics, projects, and a variety of other metrics specific to the type of infrastructure. Some Standard Investment Report performance data is reported through the IDC.
TBM IT Cost Pool and IT Tower Definitions	TBM Taxonomy v3.0	TBM v3.0 provides definitions for every IT Cost Pool and IT Tower referenced by the IT Budget – Capital Planning Guidance.
TechStat Accountability Review	OMB Memo M-10-31	This term refers to a face-to-face, evidence-based review of an IT program with Bureau/Agency leadership and OMB as appropriate. TechStat sessions enable the Federal Government to turn around, halt, or terminate IT Investments that do not produce dividends for the American people. More detail regarding the TechStat process is described in the TechStat Training Deck (see https://www.cio.gov/fed-it-topics/sustainability-transparency/techstat/browse-toolkit/).
Telecommunications	44 U.S.C. § 3542 ; OMB Circular A-130	Includes telecommunications that are organized, procured and managed and/or operated by the Agency. Services may be provided for elements such as voice (voicemail, legacy voice service, and VoIP), data communications through the WAN/LAN and associated access/transport options, Trusted Internet Connection (TIC), non-desktop Audio and Video Teleconference (VTC), and associated communications infrastructure elements (e.g., Structured Cabling Costs). <ul style="list-style-type: none"> • Voice Network/Services are (WASP/WITS, Legacy Analogue/Digital Voice, Voice Mail, Conference Bridge, automated operator services, and VoIP). • Wide Area Network (WAN) is a private, public or hybrid geographically dispersed network. • Local Area Network (LAN) is a private, public, or hybrid local area network. • Trusted Internet Connection (TIC) infrastructures, which provide a layer of consolidation and security for internet facing traffic. • VTC is a collaborative meeting communications method. Only shared (non-desktop) locations should be included under telecommunications unless the desktop instance is a part of a

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Term	Source Document	Definition
		<p>specialized VTC used for remote or ad hoc shared connectivity. Typically utilizes PRI, IP, ISDN, or Ethernet for connectivity.</p> <ul style="list-style-type: none"> • Labor Costs including - FTE, Contract Support, Managed Services, and Other elements. Excludes cellular equipment, devices, or services which are included in Mobile Devices.
<p>Unique Investment Identifier (UII)</p>	<p>OMB Memo M-11-33</p>	<p>UII refers to a persistent numeric code applied to an Investment that allows the identification and tracking of an Investment across multiple FYs of an Agency’s IT portfolio. The UII is composed of a three-digit Agency code concatenated with a nine-digit unique Investment number generated by the Agency. Some nine-digit numbers are reserved for OMB to assign and may not be assigned by Agencies, as controlled by the restrictions described in the section on “Variable Information.”</p> <p>http://www.whitehouse.gov/sites/default/files/omb/memoranda/2011/m11-33.pdf - Page 14</p>
<p>Wide-Area Network (WAN)</p>	<p>IT Budget - Capital Planning Guidance</p>	<p>WAN equipment, labor, and support services directly connecting data centers, offices, and third parties (excludes telecom and communication services). This definition also includes region-specific Agency WANs, such as in the case of a MAN.</p>

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APPENDIX D. RISK ANALYSIS MATERIALS

1373 The table below provides standard definitions for each Risk Area listed in [Major IT Business Case Detail](#)
 1374 [Section B](#). The Risk Areas are the same as those presented in the [Capital Programming Guide](#) Appendix 5
 1375 in A-11 and incorporate elements from the GSA OSSPI Risk-Assessment-Tool for IT migrations.

Risk Area	Definition
Technology	Risk(s) associated with technical functionality or IT tools.
Project Schedule and Resources	Risk(s) associated with the adequacy of the time estimated for completion of IT program milestones.
Business	Risk(s) associated with acquisition planning and contract management.
Organizational and Change Management	Risk(s) associated with the organizational/Agency/Government-wide cultural resistance to change and standardization.
Strategic	Risk(s) associated with the Investment's failure to achieve the Agency's strategic goals or to drive Agency priorities.
Security	Risk(s) associated with threats to the confidentiality, integrity, or availability of Agency information.
Privacy	Risk(s) to individuals associated with creating, collecting, using, processing, storing, maintaining, disseminating, disclosing, or disposing of Personally Identifiable Information (PII).
Data	Risk(s) associated with the data or information collection burden and accuracy.
Integration	Risk(s) associated with the integration of technology, people, and processes.

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Project Team	Risk(s) associated with the investment having a team of qualified professionals with the necessary skills and experience to execute upon the project's goals, budget, and timelines.
Requirements	Risk(s) associated with the adequacy of requirements definition and agreement by relevant functional and technical subject matter experts.
Cost	Risk(s) associated with inadequate cost estimates during planning or unanticipated overruns.
Project Management	Risk(s) associated with an investment having qualified management, strong leadership, and effective communication.

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