




United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, D.C. 20240

APR 21 2004

To: Bureau and Office Directors

From: W. Hord Tipton
Chief Information Officer 

Subject: Interior-wide Administrative Systems Architecture Moratorium and Change Control Procedures

Purpose:

This memorandum institutes a moratorium on all system architecture changes (e.g., acquisition, development, upgrades, enhancements, software modifications, including application program interface and database schema changes, platform, location, changes) to Department of the Interior (DOI) bureau and office systems that are scheduled to be replaced by or interfaced with the Financial and Business Management System (FBMS). Furthermore, control procedures for all change requests (CRs) and the policy for addressing increased project costs are described herein.

Policy:

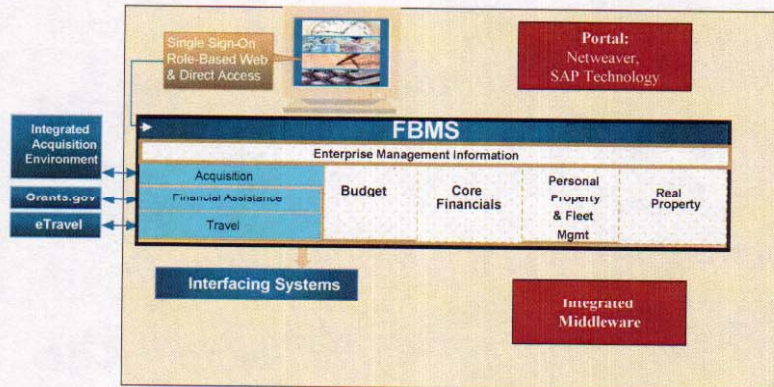
DOI seeks to minimize the transition costs of migrating from the existing administrative system architecture to the target FBMS architecture by establishing change control procedures. Meetings will be conducted with each bureau and office in March and April 2004 to document the baseline architecture (e.g., hardware or software platforms, system interfaces, etc.) of existing systems that will be affected by FBMS. This baseline will be housed in the DOI Enterprise Architecture Repository (DEAR). All changes from this baseline must be approved by the FBMS Project Management Office (PMO) and the Department's Architecture Review Board (ARB) prior to execution. The bureau CIO and the functional owner, must approve all CRs for their respective systems before the CRs are submitted for consideration. If the architecture change will result in an increase in FBMS project costs, the functional owner must fund the associated cost. The FBMS PMO will evaluate and determine the cost impact of implementing the CR on the FBMS project.

It is recognized that some software changes may be externally driven (e.g., changes in accounting and procurement regulations) which may require software changes to existing systems. The change control procedures described herein provide a prioritized mechanism for approving CRs in a timely fashion that is sensitive to complying with federally mandated changes.

The following graphic depicts the target integrated administrative systems within the FBMS environment:

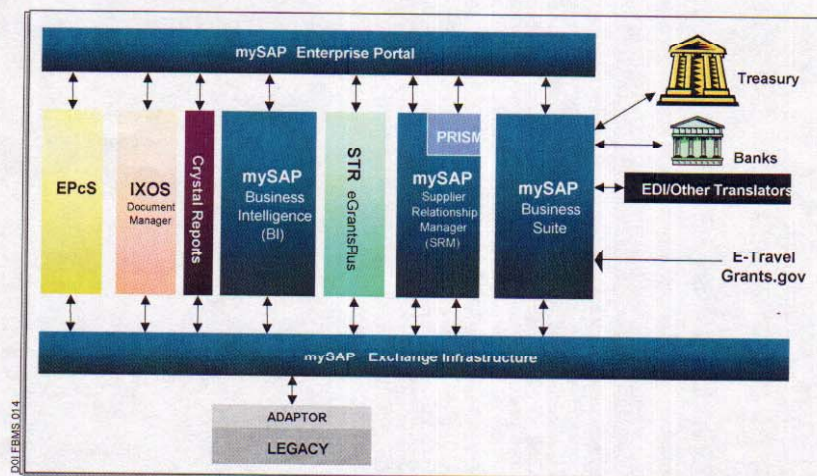
The Future Environment

- Creates a unified approach to information across Bureaus/Interior
- Establishes components with the same look/feel, so the user has to learn one system
- Standardize data and reports



The following graphic depicts the product solutions for the target integrated administrative systems within the FBMS environment:

The Future Environment- Technical Solution



Scope:

All Interior funded systems that support in any manner the following business functions are subject to this policy:

1. Budget,
2. Core Financials,
3. Acquisition,
4. Personal Property and Fleet Management,
5. Travel,
6. Financial Assistance (Grants and Cooperative Agreements),
7. Real Property,
8. Enterprise Management Information – Cross functional administrative and performance systems, analytics and reporting, and
9. Interfacing systems (e.g., Maximo)

A list of known applications systems that will be affected by this directive are included in Attachment 1.

The policy applies to the following activities:

1. Any application software modifications to systems that will be replaced by the FBMS (i.e., the eight functional areas described in the Scope paragraph above).
2. Any information system interface changes (to or from) systems that will be replaced by the FBMS.
3. Any data administration changes to systems that will be replaced by/interfaced with the FBMS to include data models (data objects/entities, data elements, and their associated metadata descriptions/dictionaries), and database schemas (tables and columns).
4. Any physical location changes to systems that will be replaced by the FBMS.
5. Any hardware modifications.

Change Control Procedures:

Bureau and offices shall complete the CR form (Attachment 2) for all system architecture changes from the documented baseline. The bureau CIO and functional owner must approve all CRs for their respective systems before the CR is submitted forward for departmental consideration. CRs will be reviewed initially by the FBMS PMO to determine the impact on FBMS, including projected cost, and will be recommended for approval/disapproval. If a FBMS cost impact will result from the architecture change, the functional owner must agree

to fund the associated costs before the CR is approved. The CR will then be routed to the ARB for final approval/disapproval.

Timeframe:

This moratorium is effective immediately and remains in effect for the entire FBMS deployment period with an estimated four year duration.

All questions regarding this policy shall be directed to Dr. McGreer, DOI Technology Architect, at (202) 208-6133.

cc: Bureau Chief Information Officers
FBMS Executive Steering Committee
Deputy Chief Information Officers
Bureau Assistant Directors for Administration
Bureau Communications Officer
Acquisition Managers Partnership
Interior Federal Assistance Working Group
Property Management Partnership
Interior Architecture Working Group
Finance Officers Partnership

Change Request (CR) Form for Administrative Application Systems

Fields Completed by CR Initiator

Fields Completed by DOI Office of the CIO (OCIO)

Field	Description	Type of Field
Change No.	Assigned by OCIO. This is a sequential number for the Change Request (CR) which will be assigned by the OCIO. Example numbering = RequestingBureau/Office_SystemAcronym_Incremental CR#. For IDEAS, this may be OS_IDEAS_01 Representing the first CR for IDEAS from the approved baseline requested by the Office of the Secretary of Interior.	Read Only.
Category	This field defines the category for the change as described below: <ul style="list-style-type: none"> • Hardware Platform Change • Physical Location Change (e.g., physically moving application servers) • Business Logic Change (e.g., Application Code) • Database Schema Change • Other 	Pick List
Justification	Briefly describe the justification for the CR. Reference any external regulations that the change will satisfy.	Memo Field
Planned Start	The requested planned start date for implementing the change.	Date / Time Field
Planned End	The planned end date for the change.	Date / Time Field
Status	Provided by OCIO. The status will be: <ul style="list-style-type: none"> • Received Date. • OCIO Log Date with email notification to CR initiator. • In Review • Approved/Disapproved 	Drop Box with date fields for each status activity.
Risk Level	The level of risk for not approving/implementing the change request. Completed by requesting Bureau/Office.	Memo Field
Priority	The priority of the CR as described below: <ul style="list-style-type: none"> • Priority 1: Mandatory change due to federal regulations. [Target ARB response: 5 working days after OICO log date.] • Priority 2: Technical Refresh change due to unstable, outdated HW/SW. [Target ARB response: 10 working days after OICO log date.] 	Pick List

Field	Description	Type of Field
	<ul style="list-style-type: none"> • Priority 3: System Enhancement/Upgrade not covered under priority 1 or 2. [Target ARB response: 15 working days after OICO log date.] • Priority 4: Other. (Explain in Justification Field.) [Target ARB response: 15 working days after OICO log date.] 	
INITIATED BY		
Initiated By	The first and last name plus the title of the person initiating the CR.	Text Field
Requesting Bureau/Office	Self Explanatory	Text Field
Email	Email address of CR initiator.	Text Field
Phone #	Phone Number of CR initiator.	Text Field
Logged By	The OCIO representative who logged the CR in the change control database.	Text Field
Application System(s) Affected by CR	Provide full names and acronyms for system(s) affected by CR.	Text Field