

**Exhibit 300: Capital Asset Plan and Business Case Summary**

**Part I: Summary Information And Justification (All Capital Assets)**

**Section A: Overview (All Capital Assets)**

1. Date of Submission:

2. Agency: General Services Administration

3. Bureau: Public Building Service

4. Name of this Capital Asset: eLease

5. Unique Project (Investment) Identifier: (For IT investment only, see section 53. For all other, use agency ID system.) 023-05-01-08-01-1290-00

6. What kind of investment will this be in FY2009? (Please NOTE: Investments moving to O&M in FY2009, with Planning/Acquisition activities prior to FY2009 should not select O&M. These investments should indicate their current status.) Mixed Life Cycle

7. What was the first budget year this investment was submitted to OMB? FY2007

8. Provide a brief summary and justification for this investment, including a brief description of how this closes in part or in whole an identified agency performance gap:

eLease was initiated to address the problematic areas identified in the Inspector General's FY00 audit. The audit revealed process and template inconsistencies across 11 GSA regions as well as missing legal documents and leasing files. The PBS eLease goal is standardization of leasing processes and automated templates as well as management of electronic leasing documents.

eLease is a framework application supporting the PBS leasing process across 11 GSA regions. Its workflow mechanism manages the lifecycle of a leasing transaction from identification of customer space requirements through the closing of the lease. eLease provides consistency in the customer requirements development process and project delivery while enabling improved efficiency and customer satisfaction.

eLease is structured into the following seven phases: Requirements, Pre-Solicitation, Space Procurement, Build-Out, Occupancy, Lease Administration, and Close-Out. Through these phases, eLease automates the realty specialist's daily activities and facilitates their interactions with individuals involved in leasing transactions, such as broker contractors and budget analysts. eLease capitalizes on existing PBS IT assets with the integration of information systems, primarily the System for Tracking and Administering Real Property (STAR), for seamless data exchange, reduction in data entry, and data consistency.

eLease is undergoing significant development to meet customer needs and improve operational efficiencies. Customer-centric enhancements are incorporated into successive releases and include additional and expanded module functionality. Development and enhancements have proven a success and continue to improve leasing lifecycle workflow processes. The basic functionality established with release 1.0 has undergone major enhancements with the development of release 1.5 during FY07. Release 2.0 planned for FY08 will incorporate continued development to provide customer and user business functionality.

eLease supports the electronic Transaction Management Playbook (eTMP) initiative. eTMP provides an interactive, online tool for gathering agency space requirements while interfacing with other project tools resulting in a consistent and transparent transaction with the customer, regardless of which region handles the transaction.

9. Did the Agency's Executive/Investment Committee approve this request? Yes

a. If "yes," what was the date of this approval? 7/23/2007

10. Did the Project Manager review this Exhibit? Yes

11. Contact information of Project Manager?

Name

Phone Number

Email

a. What is the current FAC-P/PM certification level of the project/program manager? TBD

12. Has the agency developed and/or promoted cost Yes

effective, energy-efficient and environmentally sustainable techniques or practices for this project?

a. Will this investment include electronic assets (including computers)? Yes

b. Is this investment for new construction or major retrofit of a Federal building or facility? (answer applicable to non-IT assets only) No

1. If "yes," is an ESPC or UESC being used to help fund this investment?

2. If "yes," will this investment meet sustainable design principles?

3. If "yes," is it designed to be 30% more energy efficient than relevant code?

13. Does this investment directly support one of the PMA initiatives? Yes

If "yes," check all that apply:

Human Capital  
Budget Performance Integration  
Financial Performance  
Expanded E-Government  
Competitive Sourcing

a. Briefly and specifically describe for each selected how this asset directly supports the identified initiative(s)? (e.g. If E-Gov is selected, is it an approved shared service provider or the managing partner?)

eLease fully supports the mutually reinforcing initiatives in the PMA. eLease has implemented business process improvements for a more user-oriented, lease process management system; increased the accuracy, timeliness, and cost-effectiveness of Government lease management; enabled a more strategic use of human resources; expanded electronic benefits to automate business flow and enhance process efficiencies; and elevated levels of customer service to strongly improve Government performance.

14. Does this investment support a program assessed using the Program Assessment Rating Tool (PART)? (For more information about the PART, visit [www.whitehouse.gov/omb/part.](http://www.whitehouse.gov/omb/part.)) Yes

a. If "yes," does this investment address a weakness found during a PART review? No

b. If "yes," what is the name of the PARTed program? Leasing

c. If "yes," what rating did the PART receive? Moderately Effective

15. Is this investment for information technology? Yes

If the answer to Question 15 is "Yes," complete questions 16-23 below. If the answer is "No," do not answer questions 16-23.

For information technology investments only:

16. What is the level of the IT Project? (per CIO Council PM Guidance) Level 1

17. What project management qualifications does the Project Manager have? (per CIO Council PM Guidance) (1) Project manager has been validated as qualified for this investment

18. Is this investment or any project(s) within this investment identified as "high risk" on the Q4 - FY 2007 agency high risk report (per OMB Memorandum M-05-23) No

19. Is this a financial management system? Yes

a. If "yes," does this investment address a FFMIA compliance area? Yes

1. If "yes," which compliance area: The system addresses compliance areas set forth by the FFMIA and OMB mandates.

2. If "no," what does it address?

b. If "yes," please identify the system name(s) and system acronym(s) as reported in the most recent financial systems inventory update required by Circular A-11 section 52  
eLease - No acronym.

20. What is the percentage breakout for the total FY2009 funding request for the following? (This should total 100%)

Hardware  
 Software  
 Services  
 Other

21. If this project produces information dissemination products for the public, are these products published to the Internet in conformance with OMB Memorandum 05-04 and included in your agency inventory, schedules and priorities? N/A

22. Contact information of individual responsible for privacy related questions:

Name

Phone Number

Title

E-mail

23. Are the records produced by this investment appropriately scheduled with the National Archives and Records Administration's approval? Yes

Question 24 must be answered by all Investments:

24. Does this investment directly support one of the GAO High Risk Areas? No

**Section B: Summary of Spending (All Capital Assets)**

1. Provide the total estimated life-cycle cost for this investment by completing the following table. All amounts represent budget authority in millions, and are rounded to three decimal places. Federal personnel costs should be included only in the row designated "Government FTE Cost," and should be excluded from the amounts shown for "Planning," "Full Acquisition," and "Operation/Maintenance." The "TOTAL" estimated annual cost of the investment is the sum of costs for "Planning," "Full Acquisition," and "Operation/Maintenance." For Federal buildings and facilities, life-cycle costs should include long term energy, environmental, decommissioning, and/or restoration costs. The costs associated with the entire life-cycle of the investment should be included in this report.

<b>Table 1: SUMMARY OF SPENDING FOR PROJECT PHASES (REPORTED IN MILLIONS)</b>									
<i>(Estimates for BY+1 and beyond are for planning purposes only and do not represent budget decisions)</i>									
	<b>PY-1 and earlier</b>	<b>PY 2007</b>	<b>CY 2008</b>	<b>BY 2009</b>	<b>BY+1 2010</b>	<b>BY+2 2011</b>	<b>BY+3 2012</b>	<b>BY+4 and beyond</b>	<b>Total</b>
Planning:	0	0	0	0					
Acquisition:	5.363	4.785	2.907	2.921					
Subtotal Planning & Acquisition:	5.363	4.785	2.907	2.921					
Operations & Maintenance:	1.587	4.176	3.439	3.406					
<b>TOTAL:</b>	<b>6.950</b>	<b>8.961</b>	<b>6.346</b>	<b>6.327</b>					
<b>Government FTE Costs should not be included in the amounts provided above.</b>									
Government FTE Costs	0.138	0.361	0.29	0.503					
Number of FTE represented by Costs:	2	4	3	3					

Note: For the multi-agency investments, this table should include all funding (both managing partner and partner agencies). Government FTE Costs should not be included as part of the TOTAL represented.

2. Will this project require the agency to hire additional FTE's? No

a. If "yes," How many and in what year?

3. If the summary of spending has changed from the FY2008 President's budget request, briefly explain those changes:

**Section C: Acquisition/Contract Strategy (All Capital Assets)**

1. Complete the table for all (including all non-Federal) contracts and/or task orders currently in place or planned for this investment. Total Value should include all option years for each contract. Contracts and/or task orders completed do not need to be included.

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Contracts/Task Orders Table:															* Costs in millions	
Contract or Task Order Number	Type of Contract/ Task Order	Has the contract been awarded (Y/N)	If so what is the date of the award? If not, what is the planned award date?	Start date of Contract/ Task Order	End date of Contract/ Task Order	Total Value of Contract/ Task Order (\$M)	Is this an Interagency Acquisition ? (Y/N)	Is it performance based? (Y/N)	Competitively awarded? (Y/N)	What, if any, alternative financing option is being used? (ESPC, UESC, EUL, N/A)	Is EVM in the contract? (Y/N)	Does the contract include the required security & privacy clauses? (Y/N)	Name of CO	CO Contact information (phone/email)	Contracting Officer Certification Level (Level 1,2,3,N/A)	If N/A, has the agency determined the CO assigned has the competencies and skills necessary to support this acquisition ? (Y/N)

2. If earned value is not required or will not be a contract requirement for any of the contracts or task orders above, explain why:

3. Do the contracts ensure Section 508 compliance?

a. Explain why:

4. Is there an acquisition plan which has been approved in accordance with agency requirements?

a. If "yes," what is the date?

b. If "no," will an acquisition plan be developed?

1. If "no," briefly explain why:

**Section D: Performance Information (All Capital Assets)**

In order to successfully address this area of the exhibit 300, performance goals must be provided for the agency and be linked to the annual performance plan. The investment must discuss the agency's mission and strategic goals, and performance measures (indicators) must be provided. These goals need to map to the gap in the agency's strategic goals and objectives this investment is designed to fill. They are the internal and external performance benefits this investment is expected to deliver to the agency (e.g., improve efficiency by 60 percent, increase citizen participation by 300 percent a year to achieve an overall citizen participation rate of 75 percent by FY 2xxx, etc.). The goals must be clearly measurable investment outcomes, and if applicable, investment outputs. They do not include the completion date of the module, milestones, or investment, or general goals, such as, significant, better, improved that do not have a quantitative or qualitative measure.

Agencies must use the following table to report performance goals and measures for the major investment and use the Federal Enterprise Architecture (FEA) Performance Reference Model (PRM). Map all Measurement Indicators to the corresponding "Measurement Area" and "Measurement Grouping" identified in the PRM. There should be at least one Measurement Indicator for each of the four different Measurement Areas (for each fiscal year). The PRM is available at [www.egov.gov](http://www.egov.gov). The table can be extended to include performance measures for years beyond FY 2009.

Performance Information Table								
Fiscal Year	Strategic Goal(s) Supported	Measurement Area	Measurement Category	Measurement Grouping	Measurement Indicator	Baseline	Target	Actual Results
2006	2.Superior Workplaces:Deliver and maintain productive workplaces consisting of office space, furnishings, technology, supplies, and related services.	Customer Results	Customer Benefit	Customer Satisfaction	Increased customer satisfaction.	Baseline for FY05 is 70%.	Achieve 72% customer satisfaction by providing unified reports, faster customer service and consistent interaction, as well as providing the customer the ability to perform electronic transactions to submit various leasing requests.	Achieved 77.5% customer satisfaction.
2006	2.Superior Workplaces:Deliver and maintain productive workplaces consisting of office space, furnishings, technology, supplies, and related services.	Mission and Business Results	General Government (Cross-Agency)	Central Property Management	Increases the delivery of lease space to customer.	The current baseline for FY05 is 75%.	Deliver lease space when the customer needs it 82% of the time or better.	Customer reported timely delivery of leased space 67% of the time. An increased emphasis on data accuracy in surveying and transition of survey implementation from in-house to contract may have contributed to the lower result of this PBS BL survey.
2006	2.Superior Workplaces:Deliver and maintain productive workplaces consisting of office space, furnishings, technology, supplies, and related services.	Processes and Activities	Management and Innovation	Innovation and Improvement	Utilization of National Brokers BPA for lease process.	No baseline available. New process incorporated in FY06.	Use National Broker Contract for at least 60% of expiring leases.	Used the NBC for 47.73% of expiring leases. Due to HSPD-12 security requirements as well as Regional integration of the NBC process into the business process, the

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Performance Information Table								
Fiscal Year	Strategic Goal(s) Supported	Measurement Area	Measurement Category	Measurement Grouping	Measurement Indicator	Baseline	Target	Actual Results
								metric result was suboptimal. Use of NBC is expected to increase in FY07.
2006	3.Best Value:Develop and deliver timely, accurate, and cost-effective acquisition services and business solutions.	Technology	Reliability and Availability	Availability	eLease system availability.	No Baseline Available. Application rolled out in FY06.	Achieve 98% eLease system availability.	Achieved 98% system availability.
2007	2.Superior Workplaces:Deliver and maintain productive workplaces consisting of office space, furnishings, technology, supplies, and related services.	Customer Results	Customer Benefit	Customer Satisfaction	Increased customer satisfaction.	Baseline for FY05 is 70%.	Achieve 74% customer satisfaction by providing unified reports, faster customer service and consistent interaction, as well as providing the customer the ability to perform electronic transactions to submit various leasing requests.	The customer satisfaction measure is an annual measure; there are no interim or to date results for FY07.
2007	2.Superior Workplaces:Deliver and maintain productive workplaces consisting of office space, furnishings, technology, supplies, and related services.	Mission and Business Results	General Government (Cross-Agency)	Central Property Management	Increase in delivery of lease space to customer.	The current baseline for FY05 is 75%.	Deliver lease space to the customer 84% of the time or better.	Q3 Update: 73%
2007	3.Best Value:Develop and deliver timely, accurate, and cost-effective acquisition services and business solutions.	Processes and Activities	Financial (Processes and Activities)	Costs	Operations and Maintenance Cost.	Baseline for FY05 is -8.25%	Manage the costs of administering leased space at no less than 0% and no more than 2% of the leased inventory revenue.	Q3 Update: 0.05%
2007	3.Best Value:Develop and deliver timely, accurate, and cost-effective acquisition services and business solutions.	Processes and Activities	Productivity and Efficiency	Efficiency	Decrease amount of vacant space on leased buildings.	Baseline for FY05 is 1.5%.	Maintain percent of vacant space in leased buildings less than or equal to 1.5%.	Q3 Update: 2.2%
2007	2.Superior Workplaces:Deliver and maintain productive workplaces consisting of office space, furnishings, technology, supplies, and related services.	Processes and Activities	Productivity and Efficiency	Efficiency	Productivity and Effectiveness.	Completely (100%) manual leasing processes.	Maintain a leasing process in a consistent unified way across PBS and thereby achieve consistent practices whereby documents generated by eLease look the same to all client agencies regardless of Region or Realty Specialist.	Actual results will be available in FY08.
2007	3.Best Value:Develop and deliver timely, accurate, and cost-effective	Technology	Reliability and Availability	Availability	eLease system availability.	No Baseline Available. Application rolled out in FY06.	Maintain elease system availability at 98%	Q3 Update: Currently achieving 98% system availability.

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Performance Information Table								
Fiscal Year	Strategic Goal(s) Supported	Measurement Area	Measurement Category	Measurement Grouping	Measurement Indicator	Baseline	Target	Actual Results
	acquisition services and business solutions.							
2008	2.Superior Workplaces:Deliver and maintain productive workplaces consisting of office space, furnishings, technology, supplies, and related services.	Customer Results	Customer Benefit	Customer Satisfaction	Increased customer satisfaction.	Baseline for FY06 is 77.5%	Achieve 76% customer satisfaction by providing unified reports, faster customer service and consistent interaction, as well as providing the customer the ability to perform electronic transactions to submit various leasing requests.	Actual results will be available in FY09.
2008	2.Superior Workplaces:Deliver and maintain productive workplaces consisting of office space, furnishings, technology, supplies, and related services.	Mission and Business Results	General Government (Cross-Agency)	Central Property Management	Increases the delivery of lease space to customer.	The current baseline for FY06 is 67%.	Deliver lease space when the customer needs it 86% of the time or better by FY08.	Actual results will be available in FY08.
2008	3.Best Value:Develop and deliver timely, accurate, and cost-effective acquisition services and business solutions.	Processes and Activities	Financial (Processes and Activities)	Costs	Operations and Maintenance Cost.	Baseline for FY06 is 1.5%	Manage the costs of administering leased space at no less than 0% and no more than 2% of the leased inventory revenue.	Actual results will be available in FY08.
2008	2.Superior Workplaces:Deliver and maintain productive workplaces consisting of office space, furnishings, technology, supplies, and related services.	Processes and Activities	Management and Innovation	Innovation and Improvement	Utilization of National Brokers BPA for lease process.	Baseline for FY06 is 47.73%.	Use National Broker Contract for at least 80% of expiring leases by FY08.	Actual results will be available in FY08.
2008	3.Best Value:Develop and deliver timely, accurate, and cost-effective acquisition services and business solutions.	Processes and Activities	Productivity and Efficiency	Efficiency	Decrease amount of vacant space on leased buildings.	Baseline for FY06 is 1.5%	Maintain percent of vacant space in leased buildings less than or equal to 1.5%.	Actual results will be available in FY08.
2008	4.Innovation:Develop new and better ways of conducting business that result in more productive and effective Federal policies and administrative operations.	Technology	Efficiency	Improvement	Eliminate the need to scan signed lease agreements.	Baseline for FY06 is signed lease agreements are scanned into eLease.	Implementation of electronic signature eliminating the need to scan signed lease agreements.	Actual results will be available in FY08.
2009	2.Superior Workplaces:Deliver and maintain productive workplaces consisting of office space, furnishings, technology, supplies, and related services.	Customer Results	Customer Benefit	Customer Satisfaction	Increased customer satisfaction.	Baseline for FY06 is 77.5%	Achieve 78% customer satisfaction by providing unified reports, faster customer service and consistent interaction, as well as providing the customer the ability to perform	Actual results will be available in FY10.

Performance Information Table								
Fiscal Year	Strategic Goal(s) Supported	Measurement Area	Measurement Category	Measurement Grouping	Measurement Indicator	Baseline	Target	Actual Results
							electronic transactions to submit various leasing requests.	
2009	2.Superior Workplaces:Deliver and maintain productive workplaces consisting of office space, furnishings, technology, supplies, and related services.	Mission and Business Results	General Government (Cross-Agency)	Central Property Management	Increases the delivery of lease space to customer.	The current baseline for FY06 is 67%.	Deliver lease space when the customer needs it 88% of the time or better in FY 2008.	Actual results will be available in FY09.
2009	3.Best Value:Develop and deliver timely, accurate, and cost-effective acquisition services and business solutions.	Processes and Activities	Financial (Processes and Activities)	Costs	Operations and Maintenance Cost.	Baseline for FY06 is 1.5%	Manage the costs of administering leased space at no less than 0% and no more than 2% of the leased inventory revenue.	Actual results will be available in FY09.
2009	2.Superior Workplaces:Deliver and maintain productive workplaces consisting of office space, furnishings, technology, supplies, and related services.	Processes and Activities	Management and Innovation	Innovation and Improvement	Utilization of National Brokers BPA for lease process.	Baseline for FY06 is 47.73%	Use National Broker Contract for at least 90% of expiring leases by FY08.	Actual results will be available in FY09.
2009	3.Best Value:Develop and deliver timely, accurate, and cost-effective acquisition services and business solutions.	Processes and Activities	Productivity and Efficiency	Efficiency	Decrease amount of vacant space on leased buildings.	Baseline for FY06 is 1.5%	Maintain percent of vacant space in leased buildings less than or equal to 1.5%.	Actual results will be available in FY09.
2009	4.Innovation:Develop new and better ways of conducting business that result in more productive and effective Federal policies and administrative operations.	Technology	Information and Data	External Data Sharing	The customer module is implemented.	Customers have no access to eLease; information is not electronically available to agencies.	Implementation of a customer module which provides client agencies with leasing information over a secure internet website.	Actual results will be available in FY10.

**Section E: Security and Privacy (IT Capital Assets only)**

In order to successfully address this area of the business case, each question below must be answered at the system/application level, not at a program or agency level. Systems supporting this investment on the planning and operational systems security tables should match the systems on the privacy table below. Systems on the Operational Security Table must be included on your agency FISMA system inventory and should be easily referenced in the inventory (i.e., should use the same name or identifier).

For existing Mixed-Life Cycle investments where enhancement, development, and/or modernization is planned, include the investment in both the "Systems in Planning" table (Table 3) and the "Operational Systems" table (Table 4). Systems which are already operational, but have enhancement, development, and/or modernization activity, should be included in both Table 3 and Table 4. Table 3 should reflect the planned date for the system changes to be complete and operational, and the planned date for the associated C&A update. Table 4 should reflect the current status of the requirements listed. In this context, information contained within Table 3 should characterize what updates to testing and documentation will occur before implementing the enhancements; and Table 4 should characterize the current state of the materials associated with the existing system.

All systems listed in the two security tables should be identified in the privacy table. The list of systems in the "Name of System" column of the privacy table (Table 8) should match the systems listed in columns titled "Name of System" in the security tables (Tables 3 and 4). For the Privacy table, it is possible that there may not be a one-to-one ratio between the list of systems and the related privacy documents. For example, one PIA could cover multiple systems. If this is the case, a working link to the PIA may be listed in column (d) of the privacy table more than once (for each system covered by the PIA).

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The questions asking whether there is a PIA which covers the system and whether a SORN is required for the system are discrete from the narrative fields. The narrative column provides an opportunity for free text explanation why a working link is not provided. For example, a SORN may be required for the system, but the system is not yet operational. In this circumstance, answer "yes" for column (e) and in the narrative in column (f), explain that because the system is not operational the SORN is not yet required to be published.

Please respond to the questions below and verify the system owner took the following actions:

1. Have the IT security costs for the system(s) been identified and integrated into the overall costs of the investment? Yes

a. If "yes," provide the "Percentage IT Security" for the budget year:

2. Is identifying and assessing security and privacy risks a part of the overall risk management effort for each system supporting or part of this investment? Yes

3. Systems in Planning and Undergoing Enhancement(s), Development, and/or Modernization - Security Table(s):			
Name of System	Agency/ or Contractor Operated System?	Planned Operational Date	Date of Planned C&A update (for existing mixed life cycle systems) or Planned Completion Date (for new systems)

4. Operational Systems - Security Table:							
Name of System	Agency/ or Contractor Operated System?	NIST FIPS 199 Risk Impact level (High, Moderate, Low)	Has C&A been Completed, using NIST 800-37? (Y/N)	Date Completed: C&A	What standards were used for the Security Controls tests? (FIPS 200/NIST 800-53, NIST 800-26, Other, N/A)	Date Complete(d): Security Control Testing	Date the contingency plan tested

5. Have any weaknesses, not yet remediated, related to any of the systems part of or supporting this investment been identified by the agency or IG?

a. If "yes," have those weaknesses been incorporated into the agency's plan of action and milestone process?

6. Indicate whether an increase in IT security funding is requested to remediate IT security weaknesses?

a. If "yes," specify the amount, provide a general description of the weakness, and explain how the funding request will remediate the weakness.

7. How are contractor security procedures monitored, verified, and validated by the agency for the contractor systems above?

8. Planning & Operational Systems - Privacy Table:					
(a) Name of System	(b) Is this a new system? (Y/N)	(c) Is there at least one Privacy Impact Assessment (PIA) which covers this system? (Y/N)	(d) Internet Link or Explanation	(e) Is a System of Records Notice (SORN) required for this system? (Y/N)	(f) Internet Link or Explanation
eLease	No	Yes	<a href="http://www.gsa.gov/gsa/cm_attachments/GSA_DOCUMENT/eLease_PIA-2006_public_R2-z-d8-z_0Z5RDZ-i34K-pR.doc">http://www.gsa.gov/gsa/cm_attachments/GSA_DOCUMENT/eLease_PIA-2006_public_R2-z-d8-z_0Z5RDZ-i34K-pR.doc</a>	Yes	<a href="http://a257.g.akamaitech.net/7/257/2422/01jan20061800/edocket.access.gpo.gov/2006/pdf/E6-20201.pdf">http://a257.g.akamaitech.net/7/257/2422/01jan20061800/edocket.access.gpo.gov/2006/pdf/E6-20201.pdf</a>
electronic Transaction Management Playbook (eTMP)	No	Yes	Part 1 of the eTMP Privacy Impact Assessment (PIA) has been completed and is on file. This system does not collect, store, or process any Personally Identifiable Information (PII). As a result of the privacy review, Part II of the PIA is not required and thus, the PIA is not publicly posted.	No	eTMP is not a Privacy Act system of record, and thus, SORN posting to the Federal Register is not required.

**Details for Text Options:**  
 Column (d): If yes to (c), provide the link(s) to the publicly posted PIA(s) with which this system is associated. If no to (c), provide an explanation why the PIA has not been publicly posted or why the PIA has not been conducted.

8. Planning & Operational Systems - Privacy Table:					
(a) Name of System	(b) Is this a new system? (Y/N)	(c) Is there at least one Privacy Impact Assessment (PIA) which covers this system? (Y/N)	(d) Internet Link or Explanation	(e) Is a System of Records Notice (SORN) required for this system? (Y/N)	(f) Internet Link or Explanation
Column (f): If yes to (e), provide the link(s) to where the current and up to date SORN(s) is published in the federal register. If no to (e), provide an explanation why the SORN has not been published or why there isn't a current and up to date SORN.					
Note: Working links must be provided to specific documents not general privacy websites. Non-working links will be considered as a blank field.					

**Section F: Enterprise Architecture (EA) (IT Capital Assets only)**

In order to successfully address this area of the capital asset plan and business case, the investment must be included in the agency's EA and Capital Planning and Investment Control (CPIC) process and mapped to and supporting the FEA. The business case must demonstrate the relationship between the investment and the business, performance, data, services, application, and technology layers of the agency's EA.

1. Is this investment included in your agency's target enterprise architecture? Yes

a. If "no," please explain why?

The Federal Transition Framework to be published by OMB in Sep 06 with selected E-Gov and other government-wide initiatives will be integrated into GSA's Enterprise Architecture. Those E-Gov and other initiatives relevant to GSA will be integrated based on the One GSA EA transition strategy that will be developed to demonstrate line of sight from baseline and target One GSA EA.

2. Is this investment included in the agency's EA Transition Strategy? Yes

a. If "yes," provide the investment name as identified in the Transition Strategy provided in the agency's most recent annual EA Assessment. eLease

b. If "no," please explain why?

3. Is this investment identified in a completed (contains a target architecture) and approved segment architecture? No

a. If "yes," provide the name of the segment architecture as provided in the agency's most recent annual EA Assessment.

4. Service Component Reference Model (SRM) Table:								
Identify the service components funded by this major IT investment (e.g., knowledge management, content management, customer relationship management, etc.). Provide this information in the format of the following table. For detailed guidance regarding components, please refer to <a href="http://www.egov.gov">http://www.egov.gov</a> .								
Agency Component Name	Agency Component Description	FEA SRM Service Domain	FEA SRM Service Type	FEA SRM Component (a)	Service Component Reused Name (b)	Service Component Reused UPI (b)	Internal or External Reuse? (c)	BY Funding Percentage (d)
Leasing Workflow Management	Activities Workflow	Back Office Services	Asset / Materials Management	Property / Asset Management			No Reuse	11
Leasing Process Management	Lease Management	Business Management Services	Management of Processes	Program / Project Management			No Reuse	15
Leasing Process Management	Communication/ Collaboration Facilitation	Business Management Services	Organizational Management	Workgroup / Groupware			No Reuse	14
Leasing Process Management	National Broker Contract Module	Customer Services	Customer Relationship Management	Partner Relationship Management			No Reuse	10
Leasing Process Management	Scanning Documents; Uploaded Files	Digital Asset Services	Document Management	Library / Storage			No Reuse	12
Leasing Process Management	Project/Lease Association	Digital Asset Services	Records Management	Record Linking / Association			No Reuse	12
Leasing Workflow Management	Lifecycle Management	Process Automation Services	Tracking and Workflow	Case Management			No Reuse	14
Leasing Process Management	Document Management	Support Services	Collaboration	Document Library			No Reuse	12

a. Use existing SRM Components or identify as "NEW". A "NEW" component is one not already identified as a service component in the FEA SRM.

b. A reused component is one being funded by another investment, but being used by this investment. Rather than answer yes or no, identify the reused service component funded by the other investment and identify the other investment using the Unique Project Identifier (UPI) code from the OMB Ex 300 or Ex 53 submission.

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c. 'Internal' reuse is within an agency. For example, one agency within a department is reusing a service component provided by another agency within the same department. 'External' reuse is one agency within a department reusing a service component provided by another agency in another department. A good example of this is an E-Gov initiative service being reused by multiple organizations across the federal government.

d. Please provide the percentage of the BY requested funding amount used for each service component listed in the table. If external, provide the percentage of the BY requested funding amount transferred to another agency to pay for the service. The percentages in the column can, but are not required to, add up to 100%.

<b>5. Technical Reference Model (TRM) Table:</b>				
To demonstrate how this major IT investment aligns with the FEA Technical Reference Model (TRM), please list the Service Areas, Categories, Standards, and Service Specifications supporting this IT investment.				
<b>FEA SRM Component (a)</b>	<b>FEA TRM Service Area</b>	<b>FEA TRM Service Category</b>	<b>FEA TRM Service Standard</b>	<b>Service Specification (b) (i.e., vendor and product name)</b>
Program / Project Management	Component Framework	Business Logic	Platform Independent	ILOG JRules v5.0.6
Case Management	Component Framework	Business Logic	Platform Independent	ILOG JRules v5.0.6
Library / Storage	Component Framework	Business Logic	Platform Independent	ILOG JRules v5.0.6
Record Linking / Association	Component Framework	Data Management	Reporting and Analysis	Actuate (FormulaOne) e.SpreadsheetEngine v8 Service Pack 1
Document Library	Component Framework	Data Management	Reporting and Analysis	Actuate (FormulaOne) e.SpreadsheetEngine v8 Service Pack 1
Workgroup / Groupware	Component Framework	Data Management	Reporting and Analysis	Actuate (FormulaOne) e.SpreadsheetEngine v8 Service Pack 1
Case Management	Component Framework	Data Management	Reporting and Analysis	Actuate (FormulaOne) e.SpreadsheetEngine v8 Service Pack 1
Partner Relationship Management	Component Framework	Data Management	Reporting and Analysis	Windward Reports v4.1.43
Program / Project Management	Component Framework	Data Management	Reporting and Analysis	Windward Reports v4.1.43
Case Management	Component Framework	Data Management	Reporting and Analysis	Windward Reports v4.1.43
Case Management	Component Framework	Presentation / Interface	Static Display	Adobe Acrobat 7.0
Document Library	Component Framework	Presentation / Interface	Static Display	Adobe Acrobat 7.0
Document Library	Component Framework	Presentation / Interface	Static Display	Microsoft Office 2000
Case Management	Component Framework	Presentation / Interface	Static Display	Microsoft Office 2000
Program / Project Management	Component Framework	Presentation / Interface	Static Display	Microsoft Office 2000
Library / Storage	Component Framework	Presentation / Interface	Static Display	Microsoft Office 2000
Workgroup / Groupware	Service Access and Delivery	Access Channels	Web Browser	Microsoft Internet Explorer Version 6 or later
Partner Relationship Management	Service Access and Delivery	Access Channels	Web Browser	Microsoft Internet Explorer Version 6 or later
Record Linking / Association	Service Access and Delivery	Access Channels	Web Browser	Microsoft Internet Explorer Version 6 or later
Workgroup / Groupware	Service Platform and Infrastructure	Database / Storage	Database	Oracle 10G Database Server version 10.2.0.3
Document Library	Service Platform and Infrastructure	Database / Storage	Database	Oracle 10G Database Server version 10.2.0.3
Library / Storage	Service Platform and Infrastructure	Database / Storage	Database	Oracle 10G Database Server version 10.2.0.3
Workgroup / Groupware	Service Platform and Infrastructure	Delivery Servers	Application Servers	Sun-Fire-V890 with sparc-sun-solaris 2.8
Program / Project Management	Service Platform and Infrastructure	Delivery Servers	Application Servers	Sun-Fire-V890 with sparc-sun-solaris 2.8
Document Library	Service Platform and Infrastructure	Delivery Servers	Application Servers	Sun-Fire-V890 with sparc-sun-solaris 2.8
Document Library	Service Platform and Infrastructure	Hardware / Infrastructure	Peripherals	Scanner (Canon DR-9080C and Panasonic KV-S7065C)
Library / Storage	Service Platform and Infrastructure	Hardware / Infrastructure	Servers / Computers	PowerEdge 750 with Microsoft Windows 2000 Server
Document Library	Service Platform and Infrastructure	Hardware / Infrastructure	Servers / Computers	PowerEdge 750 with Microsoft Windows 2000 Server
Library / Storage	Service Platform and Infrastructure	Hardware / Infrastructure	Servers / Computers	Sun-Fire-6800 with sparc-sun-solaris 2.8
Workgroup / Groupware	Service Platform and Infrastructure	Support Platforms	Platform Dependent	Metaframe client, Microsoft Windows 2000 or Microsoft Windows XP Professional
Program / Project Management	Service Platform and Infrastructure	Support Platforms	Platform Independent	J2EE application hosted Oracle 10G Application Server 10.1.2.0.0
Record Linking / Association	Service Platform and Infrastructure	Support Platforms	Platform Independent	J2EE application hosted Oracle 10G Application Server 10.1.2.0.0
Workgroup / Groupware	Service Platform and Infrastructure	Support Platforms	Platform Independent	J2EE application hosted Oracle 10G Application Server 10.1.2.0.0

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<b>5. Technical Reference Model (TRM) Table:</b>				
To demonstrate how this major IT investment aligns with the FEA Technical Reference Model (TRM), please list the Service Areas, Categories, Standards, and Service Specifications supporting this IT investment.				
<b>FEA SRM Component (a)</b>	<b>FEA TRM Service Area</b>	<b>FEA TRM Service Category</b>	<b>FEA TRM Service Standard</b>	<b>Service Specification (b) (i.e., vendor and product name)</b>
Partner Relationship Management	Service Platform and Infrastructure	Support Platforms	Platform Independent	J2EE application hosted Oracle 10G Application Server 10.1.2.0.0
Library / Storage	Service Platform and Infrastructure	Support Platforms	Platform Independent	J2EE application hosted Oracle 10G Application Server 10.1.2.0.0
Property / Asset Management	Service Platform and Infrastructure	Support Platforms	Platform Independent	J2EE application hosted Oracle 10G Application Server 10.1.2.0.0

a. Service Components identified in the previous question should be entered in this column. Please enter multiple rows for FEA SRM Components supported by multiple TRM Service Specifications

b. In the Service Specification field, agencies should provide information on the specified technical standard or vendor product mapped to the FEA TRM Service Standard, including model or version numbers, as appropriate.

6. Will the application leverage existing components and/or applications across the Government (i.e., FirstGov, Pay.Gov, etc)?

a. If "yes," please describe.

**Exhibit 300: Part II: Planning, Acquisition and Performance Information**

**Section A: Alternatives Analysis (All Capital Assets)**

Part II should be completed only for investments identified as "Planning" or "Full Acquisition," or "Mixed Life-Cycle" investments in response to Question 6 in Part I, Section A above.

In selecting the best capital asset, you should identify and consider at least three viable alternatives, in addition to the current baseline, i.e., the status quo. Use OMB Circular A-94 for all investments and the Clinger Cohen Act of 1996 for IT investments to determine the criteria you should use in your Benefit/Cost Analysis.

1. Did you conduct an alternatives analysis for this project? Yes
  - a. If "yes," provide the date the analysis was completed? 2/20/2007
  - b. If "no," what is the anticipated date this analysis will be completed?
  - c. If no analysis is planned, please briefly explain why:

<b>2. Alternative Analysis Results:</b>		* Costs in millions	
Use the results of your alternatives analysis to complete the following table:			
Alternative Analyzed	Description of Alternative	Risk Adjusted Lifecycle Costs estimate	Risk Adjusted Lifecycle Benefits estimate

3. Which alternative was selected by the Agency's Executive/Investment Committee and why was it chosen?
4. What specific qualitative benefits will be realized?
5. Will the selected alternative replace a legacy system in-part or in-whole?
  - a. If "yes," are the migration costs associated with the migration to the selected alternative included in this investment, the legacy investment, or in a separate migration investment.
  - b. If "yes," please provide the following information:

List of Legacy Investment or Systems		
Name of the Legacy Investment of Systems	UPI if available	Date of the System Retirement

**Section B: Risk Management (All Capital Assets)**

You should have performed a risk assessment during the early planning and initial concept phase of this investment's life-cycle, developed a risk-adjusted life-cycle cost estimate and a plan to eliminate, mitigate or manage risk, and be actively managing risk throughout the investment's life-cycle.

1. Does the investment have a Risk Management Plan? Yes
  - a. If "yes," what is the date of the plan? 8/22/2007
  - b. Has the Risk Management Plan been significantly changed since last year's submission to OMB? Yes
  - c. If "yes," describe any significant changes:
2. If there currently is no plan, will a plan be developed?
  - a. If "yes," what is the planned completion date?
  - b. If "no," what is the strategy for managing the risks?

3. Briefly describe how investment risks are reflected in the life cycle cost estimate and investment schedule:

**Section C: Cost and Schedule Performance (All Capital Assets)**

EVM is required only on DME portions of investments. For mixed lifecycle investments, O&M milestones should still be included

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in the table (Comparison of Initial Baseline and Current Approved Baseline). This table should accurately reflect the milestones in the initial baseline, as well as milestones in the current baseline.

1. Does the earned value management system meet the criteria in ANSI/EIA Standard-748? Yes

2. Is the CV% or SV% greater than +/- 10%? (CV%= CV/EV x 100; SV%= SV/PV x 100) No

a. If "yes," was it the CV or SV or both?

b. If "yes," explain the causes of the variance:

c. If "yes," describe the corrective actions:

3. Has the investment re-baselined during the past fiscal year? Yes

a. If "yes," when was it approved by the agency head? 8/28/2007

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4. Comparison of Initial Baseline and Current Approved Baseline

Complete the following table to compare actual performance against the current performance baseline and to the initial performance baseline. In the Current Baseline section, for all milestones listed, you should provide both the baseline and actual completion dates (e.g., "03/23/2003"/ "04/28/2004") and the baseline and actual total costs (in \$ Millions). In the event that a milestone is not found in both the initial and current baseline, leave the associated cells blank. Note that the 'Description of Milestone' and 'Percent Complete' fields are required. Indicate '0' for any milestone no longer active.

Milestone Number	Description of Milestone	Initial Baseline		Current Baseline				Current Baseline Variance		Percent Complete
		Planned Completion Date (mm/dd/yyyy)	Total Cost (\$M) Estimated	Completion Date (mm/dd/yyyy)		Total Cost (\$M)		Schedule (# days)	Cost (\$M)	
				Planned	Actual	Planned	Actual			