



Table 2: The CPIC Process

Mandatory Reference for ADS Chapter 577

Revision Date: 06/06/2005
Responsible Office: M/MPPA
File Name: 577maf_060605

Acronym	Meaning
A/AID	Administrator, USAID
ADS	Automated Directives System
BTEC	Business Transformation Executive Committee
CIO	Chief Information Officer
CPIC	Capital Planning and Investment Control
IT	Information Technology
M/IRM	USAID Bureau for Management, Office of Information Resources Management
M/MPPA	USAID Bureau for Management, Office of Management Policy, Performance and Administration
OMB	Office of Management and Budget
PPC/RA	USAID Bureau for Policy and Program Coordination, Office of Resource Allocation
USAID	US Agency for International Development

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Investment Stage	Roles and Responsibilities	Actions	Outputs
Preparation	Executive Sponsor	<ul style="list-style-type: none"> - Formulate investment concept. - Discuss investment idea with CIO or designee and PPC/RA. - Determine potential investment level. - Prepare investment proposal documentation and send to CIO and M/IRM. 	<ul style="list-style-type: none"> - Investment proposal documentation (OMB Exhibit 300 or USAID 300i Decision Request document). (For more information, see Table 1 and 577.6, Definitions.)
	M/IRM	<ul style="list-style-type: none"> - Check proposal for architectural compatibility and security compliance. 	<ul style="list-style-type: none"> - Decision on congruence of proposal with architecture requirements.
Selection	CIO or designee	<ul style="list-style-type: none"> - Assess each investment to finalize appropriate Level for processing. 	<ul style="list-style-type: none"> - Investment Level determination. - Feedback to Executive Sponsor.
		<ul style="list-style-type: none"> - Review USAID 300i Decision Request for Level I investment approval. 	<ul style="list-style-type: none"> - Level I investment approval or disapproval.
		<ul style="list-style-type: none"> - Assess impacts on current portfolio. 	<ul style="list-style-type: none"> - Portfolio impact assessment document.
	Executive Sponsor	<ul style="list-style-type: none"> - Prepare investment proposal presentation. 	<ul style="list-style-type: none"> - Investment presentation material.
		<ul style="list-style-type: none"> - Present proposal to CPIC Subcommittee for Level II and Level III reviews. 	<ul style="list-style-type: none"> - Presentation.
	CPIC Subcommittee	<ul style="list-style-type: none"> - Review Level II and Level III investments for recommendation of approval to BTEC. 	<ul style="list-style-type: none"> - Recommendations on Level II and III investments.

Investment Stage	Roles and Responsibilities	Actions	Outputs
	BTEC	<ul style="list-style-type: none"> - Review Level II and III investment proposals for approval. 	<ul style="list-style-type: none"> - Approval or disapproval of Level II and Level III investments. Advise A/AID on those investments identified by the Administrator for further review.
	Administrator (A/AID)	<ul style="list-style-type: none"> - Identify any investments of special interest to review or approve. - Ultimate authority to approve or disapprove BTEC recommendations for such investments. 	<ul style="list-style-type: none"> - Indication of investments of special interest and role wants to play in reviewing or approving them. - Approval or disapproval of selected investments.
Control	*Executive Sponsor	<ul style="list-style-type: none"> - Oversee and manage investment. - Report on status of investment, including corrective actions. 	<ul style="list-style-type: none"> - Periodic progress reports to CIO for Level I, to the PMO and CPIC Subcommittee for Level II and III, and BTEC for Level III investments. See also Table 4, The Quarterly Investment Review Process for Level II and III Investments.
	CIO	<ul style="list-style-type: none"> - Review status of Level I investments. - Advise CPIC Subcommittee and BTEC on tradeoffs related to Level II and III investments. - Assess portfolio performance. 	<ul style="list-style-type: none"> - Decision on whether to continue Level I investments based on status and tradeoffs with other investments. - Presentations to CPIC Subcommittee and BTEC on tradeoff decisions for Level II and III investments. - Recommendations for portfolio balancing and other changes.
	*M/PMO	<ul style="list-style-type: none"> - Report to CPIC Subcommittee on investment status. - Identify underperforming investments; assess problems contributing to the underperformance; recommend corrective actions to address the underperformance or recommend investment termination; and track and report status of the corrective actions to the Subcommittee. 	<ul style="list-style-type: none"> - See requirements listed in Table 4.

Investment Stage	Roles and Responsibilities	Actions	Outputs
	*CPIC Subcommittee	<ul style="list-style-type: none"> - Review status of Level II and Level III investments. - Recommend decisions to continue, modify or cancel Level II and Level III investments. - Advise BTEC on tradeoffs related to Level II and Level III investments. 	<ul style="list-style-type: none"> - Recommendations to BTEC on whether to cancel Level II and Level III investments based on status and tradeoffs with other investments. - Tradeoff recommendations to BTEC for Level II and Level III investments. - Meeting notes. - See requirements listed in Table 4.
	BTEC	<ul style="list-style-type: none"> - Review status of Level III investments for decision. 	<ul style="list-style-type: none"> - Decision on whether to continue investment based on status and tradeoffs with other investments.
	Administrator (A/AID)	<ul style="list-style-type: none"> - Identify any investments of special interest to review. - Ultimate authority to approve or disapprove BTEC recommendations for such investments. 	<ul style="list-style-type: none"> - Indication of investments of special interest and role wants to play in reviewing them. - Approval or disapproval of selected investments.
Evaluation	Executive Sponsor	<ul style="list-style-type: none"> - Assess success of investment. 	<ul style="list-style-type: none"> - Implementation Review Report provided to the CPIC Subcommittee for Level II and II investments and to the CIO for all other investments.
	CIO	<ul style="list-style-type: none"> - Review Level I reports. 	<ul style="list-style-type: none"> - Comments provided to Executive Sponsor.
	CPIC Subcommittee	<ul style="list-style-type: none"> - Review Level II & Level III reports and update BTEC. 	<ul style="list-style-type: none"> - Comments provided to Executive Sponsor and CIO.
	BTEC	<ul style="list-style-type: none"> - Review Level II and Level III reports from CPIC Subcommittee. 	<ul style="list-style-type: none"> - Comments provided to Executive Sponsor and CIO.
	CIO	<ul style="list-style-type: none"> - Determine lessons learned. 	<ul style="list-style-type: none"> - Lessons learned included in CPIC process.

Investment Stage	Roles and Responsibilities	Actions	Outputs
	Administrator (A/AID)	<ul style="list-style-type: none"> <li data-bbox="806 272 1291 329">- Identify any investments of special interest to review. <li data-bbox="806 342 1291 399">- Ultimate authority to approve or disapprove BTEC recommendations for such investments. 	<ul style="list-style-type: none"> <li data-bbox="1379 272 1885 329">- Indication of investments of special interest and role wants to play in reviewing them. <li data-bbox="1379 342 1885 399">- Approval or disapproval of selected investments.

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