IAPD Executive Summary Guidelines

Content/Issues	Information to be Addressed
General Information	• The nature of the project and the program needs or requirements the proposed IS is intended to meet or improve. • The IS functions to be included and to what level (e.g., business rules engine and web services). • How the project fits into the State agency's IT strategy and plans (e.g., statewide telecommunication plan, central computer processing center). • The involvement of the State's top management in the project to ensure success, and the proposed project management organization and responsibilities. • The schedule for developing and implementing the system, showing major milestones, including a statement concerning the State's judgment about its ability to meet this preliminary schedule. • The expected impacts on State organizational entities that will be affected by system implementation, including issues such as staffing, business process, union contracts, and communications. • A description of the State's planned mechanisms for quality assurance during project development. If a contractor will not be used, a description is needed of the quality assurance approach in the State agency's plans, as well as the method envisioned to ensure independent verification and validation of the project and system performance.
Program	• Commitment to involve State/local/county policy staff in project development as well as any other means necessary to ensure that the system implements program policy correctly. • Commitment to meet all requirements for sufficient IT capabilities (e.g., Participant Characteristics Minimum Data Set, Functional Requirements outlined in the ADP/CIS Model Plan). • Commitment to ensure the system produces required program reports (e.g., for FSP the FNS–388 and FNS–46).
Financial	• A statement indicating whether the cost allocation plan has been approved and a description of any approved plan. • A simple schedule showing the estimated development costs for the total project, by Federal fiscal year and broken out by quarter, including the total costs and what it includes (all system components, hardware/software, deliverables, services, etc.), the share of such costs allocated to FNS, and the basis for that percentage (this assumes that the cost allocation plan has been approved or submitted for approval). • A description of the project costs for maintenance and operations with an estimate of the Federal share of these costs over the life of the project, and assurances that other payers are prepared to meet their share of these costs. • A statement indicating whether a waiver of depreciation is being requested. • A description of the equipment to be provided to each worker (or some other descriptive measure of equipment levels). • A description of the results of the cost-benefit analysis.
Technical	• A summary of any analysis performed by the State agency to determine the availability of transferable systems or subsystems. • A brief description of the system architecture, including hardware, software, and telecommunications, and where applicable, a summary of the telecommunications planning and networking proposal. • A description of efforts to address technical issues of system capacity, response times, backups, etc. • A description of when and how case conversion will occur.
Procurement	• A summary of the procurement process that describes plans for either single or multiple procurements and whether ownership rights for software will be affected. • In the case of multiple procurements, include a summary of any bidding restrictions (e.g., project management contractor cannot bid on the quality assurance contract or the planning contractor cannot bid on the implementation contract). • A summary of the ongoing/planned management and operations approach (e.g., use of a facilities management contractor, in-house management, or a combination of these). If in-house staff is to be used, assurance that technical expertise is available or will be obtained, as well as demonstration of State preparedness in the areas of management and system maintenance.

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Security	• A statement of commitment to comply with FNS security requirements, including development of a disaster recovery and business continuity of operations plan.