

Title:	NOAA INFORMATION TECHNOLOGY REVIEW BOARD (NITRB) REQUIREMENTS GUIDANCE		
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KEYWORDS

ITIA, IT Investment authority

PURPOSE AND SCOPE

The purpose of the NITRB reviews are to ensure that NOAA's major Information Technology (IT) investments are in alignment with NOAA and the Department of Commerce (DOC) strategic direction, mission requirements, IT management requirements, and OMB directives. The requirements and criteria provided in this document are based upon overall best practices and are to be used as guidance where applicable and appropriate.

All acquisitions at \$10M and above will require review and approval from DOC, and those projects with life-cycle values in excess of \$75M will be reviewed by the DOC Investment Review Board (IRB). The same goals are applied to NOAA projects that are not subject to the DOC-IRB review in accordance with PM 2009-06 and NAO 216-108.

Scope of this Standard: Guidance for NITRB and DOC review board presentations

Intended Use of this Standard: Checklist

This subject of policy or guidance falls into the category: CPIC, PM, and SDLC

AUTHORITY

1. Information Technology Management Reform Act of 1996.
2. DOO 10-5 *Effective Date:* 2003-12-31

INTENDED AUDIENCE

- Chief Information Officers
- Budget Officers
- Contracting Officers
- Project Managers
- Exhibit 300 Managers

DEFINITIONS

IT Investment Authority: An ITIA is the CIO's permission for entering into a contract. An ITIA is needed from the Department of Commerce CIO for all investments over \$10 million and selectively below \$10 million. An ITIA may be granted by the Line Office CIO for any procurement below \$10 million.

REVIEW SCHEDULING PROCESS

All investments for IT Investment Authority (ITIA) must have received approvals from NOAA Budget and Acquisitions and Grants Office (AGO) prior to coming before the NITRB. All requests for IT Budget Initiatives must have received approval from NOAA Budget prior to coming before the NITRB.

To ensure proper review, the NOAA OCIO will only accept materials from Line Office CIO contacts. No packages or review materials will be accepted directly from program staff.

All Acquisition activity greater than \$10M and containing any component of IT must be reviewed by NOAA, at least one month before any review is scheduled at DOC. The NOAA CIO Office will schedule the review at DOC once all Action Items from the NITRB have been fully completed. Once a date has been scheduled at DOC, the entire package, must be submitted 2-weeks in advance. Missing this deadline could cause a cancelation of your review.

If an Acquisition contains any component of IT, the following IT Review Board Process must be successfully completed before any scheduling at DOC can proceed. All investments with IT costs of \$10M or above, must have the IT requirement certified by the NOAA CIO before any DOC review can be scheduled.

All NOAA project managers and LO CIO offices should plan time into their schedule for NITRB preparation and review. NITRB activities are conducted on the 2nd Tuesday of the month. Please plan accordingly. Contact the NOAA OCIO, Planning, Policy and Analysis Office (PPA) or the following web link for more information: http://www.cio.noaa.gov/IT_Groups/noaa_cio_nitrb.html

NOAA IT REVIEW BOARD PROCESS

Investments with ITIA/IT Contract Costs Under \$10M

Each Line Office (LO) CIO has the authority to grant an ITIA for IT costs under \$10M. However, if the Acquisition Plan total is \$10M or above, approval of the Acquisition Plan will be required from the Department. Your approved ITIA memo from your CIO will be a part of your documentation.

Reminder: If the total Acquisition Plan is above \$75M, then the project will receive a full presentation before the DOC IRB. If the total Acquisition Plan is between \$10M and \$74M, some level of presentation will be necessary at DOC and the full presentation guidance listed below should be followed. *See DOC Procurement Memorandum PM 2009-06 for specific information about what reviews to expect at the Department.*

Investments with IT Costs from \$10M to \$74M

The LO CIO Office will contact the NOAA OCIO, Office of Planning, Policy, and Analysis (PPA) prior to any NITRB scheduling. Materials will be reviewed by the PPA staff and the appropriate CIO Council sub-committees as necessary. The project manager will work together with the PPA staff to finalize the presentation during this period and PPA will schedule an NITRB review date when the presentation package and exhibit 300 are ready. PPA will issue a report for the NITRB with any Actions Items necessary for NITRB approval. The PPA report will be provided to all NITRB members 2 days prior to the scheduled review date.

The LO CIO will provide a 5 to 10 minute overview to the NITRB in place of a full-review.

Reminder: If the total Acquisition Plan is above \$75M, then the project will receive a full presentation before the DOC IRB. If the total Acquisition Plan is between \$10M and \$74M, some level of presentation will be necessary at DOC and the full presentation guidance listed below should be followed. *See DOC Procurement Memorandum PM 2009-06 for specific information about what to expect at the Department.*

Investments with IT Costs Above \$75M

Full NITRB presentation and full DOC IRB presentation by project manager as described in the NITRB & DOC-IRB presentation requirements below.

New Investments or Budget Initiatives (IT Costs at any Amount)

The LO CIO Office will follow the Budget Year guidance issued annually from the NOAA CIO Office requesting One-Pagers and presentation materials. Packages will be reviewed by the PPA staff and the appropriate CIO Council sub-committees as necessary. The project manager will work together with the PPA staff to finalize the presentation during this period and PPA will then schedule an NITRB review date. PPA will issue a report for the NITRB with any Actions Items necessary for NITRB approval. The report will be provided to all NITRB members 2 days prior to the scheduled review date.

The LO CIO will provide a 5 to 10 minute overview to the NITRB in place of a full-review.

LINE OFFICE RESPONSIBILITIES

The LO CIO office will ensure that CFO approval has been given for the project proposed for review. No investment “packages” will be accepted directly from program staff. Packages must be provided from the LO CIO offices.

Scheduling of investment reviews will not occur until Project Managers have worked with the OCIO staff and the project is approved for NITRB review.

The minimum documentation required: LO CIO Office will provide briefing slides, project manager and contracting officer resumes, and an Exhibit 300 Capital Asset Plan and Business Case, and the current Acquisition Plan.

Investment/Project Managers must be prepared to work with the OCIO staff to resolve any issues with the presentation material and documentation. Failure to do so in a timely basis will prevent an NITRB from being scheduled.

If action items were generated by the Board in previous presentations of the investment, then discuss how they have been addressed.

GUIDANCE - [HTTP://WWW.CIO.NOAA.GOV/IT_GROUPS/NISN-3.007_NITRB_GUIDANCE.PDF](http://www.cio.noaa.gov/IT_GROUPS/NISN-3.007_NITRB_GUIDANCE.PDF)

The following circumstances require a NOAA organization/program/project/investment to come before the NITRB:

1. Budget request for new funds, for an existing investment or a new investment.

Budget request for new funds either for an existing investment or a new investment – presentation in March as part of NOAA budget formulation process. These investments are reviewed because they merit special attention due to their sensitivity, mission criticality, risk potential, or are Department-wide systems; and systems where resources are shared between Line Office organizations and/or the Department. The NOAA Chief Information Officer (CIO), acting on evaluations from the Board, provides recommendations to the NOAA Budget Office.

Required Action: Make sure your Line Office CFO or budget staff work with and seek approval from the NOAA Budget Office *PRIOR to the NITRB Review.*

Briefing Focus: SHOW the projected performance increases or benefits to NOAA (show how your increase contributes to a GPRA benefit). Explain the Information Technology (IT). What IT is the money purchasing? What IT Hardware? What Software? What IT Services? Under “Basis for Investment” be sure to show specifics that drive the point home why funding this investment is important!

Know your project's top risks and be able to speak in detail about mitigation activities.

It is required that project managers show all life-cycle costs for the budget initiative, showing all resources needed for the out-years, how the project fits within the scope of the IT Strategic Plan, and how the project would impact the current IT portfolio.

Be sure to show that you are coordinating any NOAA consolidated enterprise initiative: Telecommunications and Networking designs/costs with NOAAnet, NOAA Link, Microsoft, Google, and other enterprise licensing initiatives, and how you are also part of the NOAA consolidated enterprise Web Services (if applicable). See section 2.0 below for more complete general presentation guidelines.

Required Documents: Briefing Slides, Project Manager resume, Contracting Officer resume, and Budget Initiative Quad Chart (if the NITRB approves your request, a new Exhibit 300 or inclusion in an existing 300 will be necessary). Additional documents that must be attached to your investment in the eCPIC system's Resource Library: the current Project Plan, Milestone Chart, Risk Management Plan, Cost Benefit Analysis, draft Alternatives Analysis, and Acquisition Plan.

Final Check: Be sure the monetary figures in your Budget Initiative Quad Chart, Exhibit 300 Summary of Spending Tables (Section I. B.), and Briefing slides are in agreement.

2. Request for IT Investment Authority – ITIA (Old “DPA”)

Request for Information Technology Investment Authority (ITIA) – anytime during the calendar year based on the investment's need. An ITIA is the CIO's permission for entering into a contract. ITIA approval from DOC is needed for all IT acquisitions at \$10M and above. The NOAA CIOs have ITIA authority for IT acquisitions up to \$10M. Investments with ITIA requests for \$10M and above will require ITIA approval (and Acquisition Plan approval) from the Department. The NOAA CIO must first certify the IT requirement (through a successful NITRB).

Required Actions:

1. Make sure your Line Office CFO or budget staff work with and seek approval from the NOAA Budget Office *PRIOR to the NITRB Review*.
2. The Line Office must bring a signed memorandum to the NITRB from the LO CIO to the NOAA CIO requesting an ITIA.
3. The Line Office should also bring a draft memorandum for the NOAA CIO's signature requesting an ITIA from the DOC CIO.
4. Acquisition Plan must be “approved” by AGO, prior to an NITRB review.
5. Address the requirements of DOC Procurement Memorandum (PM) 2006-06, Information Security in Acquisitions, and Commerce Acquisition manual (CAM) Chapter 1337.70. This is the IT Security Acquisition Checklist. Do not ignore this! Ask your ITSO and AGO liaison how to comply with this. (http://www.ago.noaa.gov/ad/policy/PM_2006-06_Information_Security_in_Acquisitions.pdf).

Briefing Focus: Explain what IT is in the request. Is it for a new contract? If so, why? Are you renewing an old contract? If so, what lessons have you learned from the previous contract and how will you apply them? Under “Basis for Investment” be sure to show specifics that drive the point home why continued funding of this investment is important!

Know your project's top risks and be able to speak in detail about mitigation activities.

Be sure to show that you are coordinating any NOAA consolidated enterprise initiative: Telecommunications and Networking designs/costs with NOAAnet, NOAA Link, Microsoft, Google, and other enterprise licensing initiatives, and how you are also part of the NOAA consolidated enterprise Web Services (if applicable). See section 2.0 below for more complete general presentation guidelines.

Required Documents: Two cover memoranda describing the proposed IT investment and requesting an ITIA. Exhibit 300, Acquisition Plan, Briefing Slides, Project Manager resume, Contracting Officer resume, and an ITIA Quad Chart. Additional documents that must be attached to your investment in the eCPIC system's Resource Library: the current Project Plan, Milestone Chart, Risk Management Plan, Cost Benefit Analysis, and Alternatives Analysis. Be prepared to provide a copy of the signed IT acquisition checklist.

Acquisition Plan: This must be signed by all LO and AGO signatories prior to coming before the NITRB. The Acquisition Plan must also be "in sync" with the exhibit 300.

Final Check: Be sure the financial information in the Exhibit 300 Summary of Spending Tables (Section I. B.), Acquisition Plan, your Quad Chart, and briefing slides are in agreement.

3. **System/Control Review**

System or Program Review – the NITRB will periodically request a status review of ongoing IT investments. This will generally occur once every three years for an investment. The NOAA CIO, acting on evaluations from the Board, can recommend the continuation or termination of investments under development at key milestones or when an investment fails to meet performance, cost, or schedule criteria.

Briefing Focus: Explain the Information Technology (IT)! What did the money spent purchase in the prior year (What IT Hardware, What Software, What IT Services)? What IT are you doing this year? Are you likely to meet your milestones (are you on schedule)? Use your Project Management section to show your strengths – highlight your EVM. Under "Basis for Investment" be sure to show specifics that drive the point home why continuation of this investment is important!

Your presentation should show if your investment is performing as expected and is the investment producing as expected?

Know your project's top risks and be able to speak in detail about mitigation activities.

Be sure to show that you are coordinating any NOAA consolidated enterprise initiative: Telecommunications and Networking designs/costs with NOAA net, NOAA Link, Microsoft, Google, and other enterprise licensing initiatives, and how you are also part of the NOAA consolidated enterprise Web Services (if applicable). See section 2.0 below for more complete general presentation guidelines.

Required Documents: Exhibit 300, Briefing Slides, Acquisition Plan, Project Manager resume, Contracting Officer resume, and NOAA Quad Chart. Additional documents that must be attached to your investment in the eCPIC system's Resource Library: the current Project Plan, Milestone Chart, Risk Management Plan, Cost Benefit Analysis, and Alternatives Analysis.

Final Check: Be sure the monetary figures in your Quad Chart, Exhibit 300 Summary of Spending Tables (Section I. B.) and briefing slides are in agreement.

4. **Post Implementation Review (PIR)**

Post implementation Review (PIR) – upon completion of an investment or a key phase of an investment. The NITRB may request a PIR to identify lessons learned that can be applied to other investments. PIRs will often be combined with System Reviews, particularly for investments under development after completion of a key phase of the investment.

Briefing Focus: Congratulations, essentially a PIR review is where you speak about a successful phase or project you have just completed and you are sharing your knowledge and the lessons learned (give a slide or 2 to this in your Project Management section). Your focus should be on what you have accomplished and your lessons learned. The remainder follows a System Review format. What IT are you doing this year? Are you likely to meet other future milestones (are you still on schedule)?

Be sure to show that you are coordinating any NOAA consolidated enterprise initiative: Telecommunications and Networking designs/costs with NOAAnet, NOAA Link, Microsoft, Google, and other enterprise licensing initiatives, and how you are also part of the NOAA consolidated enterprise Web Services (if applicable). See section 2.0 below for more complete general presentation guidelines.

Required Documents: Exhibit 300, Briefing Slides, and Quad Chart. Additional documents that must be attached to your investment in the eCPIC system's Resource Library: the current Project Plan, Milestone Chart, Risk Management Plan, Cost Benefit Analysis, draft Alternatives Analysis, and Acquisition Plan.

Final Check: Be sure the monetary figures in your Quad Chart, Exhibit 300 Summary of Spending Tables (Section I. B.) and briefing slides are in agreement.

1.0 NITRB Review Requirements and Preparation

Each investment must show alignment and conformance with the following NOAA policy, planning, and guidance documents:

1. NOAA Strategic Plan
2. NOAA Strategic IT Plan
3. Annual Guidance Memorandum (where applicable)
4. Program Decision Memorandum (where applicable)
5. NOAA Enterprise Architecture
6. NOAA IT Security Plan/Architecture
7. NOAA Operational IT Plan

Exhibit 300

Additional documents that should be attached to your investment's Exhibit 300 in the eCPIC system's Resource Library: the current Project Plan, Milestone Chart, Risk Management Plan, Acquisition Plan, and the signed page of the IT Security Acquisition Checklist.

The package is due to the NOAA CIO, Office of Planning, Policy, and Analysis (OPPA) one week prior to the NITRB review date.

Required Documents

The following documents are required for a complete NITRB/DOC REVIEW BOARD "package": Exhibit 300 (will be extracted from eCPIC), briefing slides addressing the content and criteria identified below, Project Manager resume, and Contracting Officer resume. A signed Acquisition Plan is required for an ITIA review.

Investment Scoring

NITRB members will score each investment.

An overall score of "Green" for an investment means that the minimum NOAA IT capital planning requirements have been met. A score of "Yellow" means NITRB members have identified concerns that the investment must successfully address in writing before it may move forward to the DOC review board. A score of Red means that NITRB members have identified serious concerns that could require a rescheduled presentation before the full NITRB.

2.0 Required Slides, Format, Scoring, and General Notes on NITRB/DOC Investment Review Board Presentation

Focus on the *information technology* to be employed in the proposed investment. Make the case that the proposed use of IT dollars is aligned with strategic plans, supports mission requirements, complies with architecture goals, minimizes investment risk, and demonstrates a positive return on the investment. Avoid acronyms – spell them out early and often (include Acronym definition pages in backup slides).

Presentations before the NITRB contain *no more than 27 slides* and last no longer than 35 minutes, including time for questions (these criteria are the same time for the DOC review boards). Additional slides may be placed in Backup.

NITRB AND DOC-IRB PRESENTATION GUIDANCE

Although the slide agenda for a Budget Review presentation remains the same as other NOAA Review Board presentations, the content requested is more focused. Speak to no more than 27 slides. Be sure your slides answer “Why you need the increase” AND “What will or will not happen if you do NOT get the increase.”

The Department’s transition from its use of the long-standing Commerce Information Technology Review Board and Acquisition Review Board (CITRB/ARB) simplifies the approach previously used and performs a holistic and comprehensive assessment (Appendix A) of departmental programs and projects. The presentation material should represent a total view of program/project activity, presenting critical information, status and progress as it relates to and supports the purpose for the DOC-IRB.

The following provides guidance to the programs preparing for review by the NITRB and the DOC-IRB. Included is the recommended outline for the presentation; however slides and information should be tailored as needed to reflect only pertinent information as it applies to the program/project. Presenters should focus their delivery within the time allotted on the agenda *by presenting in the most succinct manner possible*.

PowerPoint Presentation

Cover slide – title, presenter name, date

Introduction

- Agenda
- Purpose (Clearly state the desired outcome as a result of this informational/decisional briefing)
- Justification (use if the briefing is decisional in nature i.e. ITIA or Acquisition approval request, See chart in **Appendix B** for use with Budget Initiatives)
- For any NITRB/DOC Review Board presentation to be successful, it is helpful that your audience understand what your investment does. Several “Introduction” slides will be necessary to explain what you project does and how it fills “the gap.” Your introduction slides should also provide your audience a quick overview of your system and its purpose. By the end of your introductory comments, your goal is to have the audience support for your investment.

Description (of the program/investment)

- Background (information relevant to the briefing topic)
- Major changes from previous briefings/review boards
- Current Status

Program/Project Management

- Overview of how the Program/Project is managed
- Budget and Reserves (total budget including contractor and governmental costs - Use **Appendix C**)
- Integrated Project Schedule, Baseline Changes, etc.
- Personnel (staffing both contractor and civil servant)
- Communication/Integration across the project/program

Technical Approach

- Alternatives considered, if applicable, (pros, cons, benefits, risks)
- For Information Technology (IT) projects, IT strategies/approach (IT Security, IT Enterprise Architecture **Appendix D**)
- Systems Engineering

Risk Management

- Risk Management (describe risk management process from a government and contractor perspective, identify top level risks, mitigation plan and cost impact) See **Appendix F** for an example

Acquisition Management

- Market Research (describe the market research effort entered into and how it will determine the acquisition strategy, and present the alternatives analyzed in reaching the acquisition strategy)
- Acquisition Strategy (describe the acquisition strategy including the type of contract, length and special clauses or conditions and describe the small business approach)
- Evaluation and Source Selection Process (describe how the evaluation and selection process will be conducted)
- Acquisition Management (describe how the contract will be managed, provide the Government Independent Cost Analysis for the acquisition, discuss the performance measures in the Performance Based SOW, and describe the system that will be used to monitor cost, schedule, performance and report on deviations)
- Contractor Management

Summary/Recap and Recommendation(s)

Backup Slides

- Include the NOAA Quad Chart, Appendix E
- You must include the Standard NOAA Glossary of Terms list. Please check to see that any Acronym that is used in your presentation is included in the list. The standard list may be obtained from the [NOAA Operational IT Plan](#) (OITP).

Note: Briefing should use a reasonable number of slides, to broadly yet succinctly convey the message and liberal use of backup slides are encouraged. The scope of the program/investment and nature of the review will dictate the time allotment for the agenda item.

Minimum Required Documentation:

Presentation Slides

Business Case (Exhibit 300 or similar document)

Acquisition Plan

Project Manager Resume

Contracting Officer Resume

Additional Documentation that May be required for the DOC-IRB Review Process

(This list is not intended to be all inclusive.)

Risk Management Plan

Risk Register
Benefit Cost Analysis
Draft Solicitation or Sections B, C, L and M
Source Selection Plan
Award Fee/Incentive Fee/Award Term Plan/Performance Metrics
Justification for Other than Full and Open Competition (if applicable)
Office of General Counsel Certification for Interagency Agreements

Presentation Documentation Submission Date

Non – American Recovery & Reinvestment Act (ARRA) funded program/project presentation materials are due to the Office of the Chief Information Officer and Office of Acquisition Management two weeks prior to the meeting date. **ARRA funded** programs and projects the presentation materials are due five business days prior to the meeting date. The submission of documents in Microsoft 2003 is preferable.

SCORING AND EVALUATION CRITERIA
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An overall score of "Green" for an investment means that the minimum NOAA IT capital planning requirements have been met. A score of "Yellow" means NITRB members have identified concerns that the investment must successfully address in writing before it is scheduled for the DOC review board. A score of "Red" means that NITRB members have identified serious concerns that could require a rescheduled presentation before the full NITRB.

See Evaluation Criteria in Appendix A.



APPENDIX A

NOAA and DOC Evaluation Criteria

Assessment Areas	Score (1-5)
Program/Project Management Budget/Cost Schedule Human Resources Integration Communication <i>[Execution/management of PM principles, organizational sufficiency; adequately defined, goals and objectives]</i>	
Risk Management Planning, Identification, Assessment, Analysis, Tracking, Control and Mitigation (Acquisition and Program) <i>[accuracy and completeness; adequacy of mitigation, minimization or elimination options; quality of contingency planning]</i>	
Acquisition Management Strategy Acquisition Plan Contractor Management Performance Management Source Selection <i>[adequacy, completeness and thoroughness of planning, small business approach, options]</i>	
Program/Project Approach Alternatives (pros, cons, benefits) Strategies Subject Matter Expertise Security Management and Control <i>[rigor, completeness, adequacy and compliance with mandates]</i>	
Overall Health and Wellness of Program/Project Meets Requirements Issue Management Stability	
TOTAL	



APPENDIX B

Clearly show how this BY Increase will address the performance. Use a table like the one in the example below.

Performance Goal: Weather and Water	FY 2010 Target	FY 2011 Target	FY 2012 Target	FY 2013 Target	FY 2014 Target
Performance Goal: Increase probability of tornado detection Performance Measure: % increase in probability of tornado detection (for sites with a nearby TDWR)					
With Increase	8%	8%	8%	8%	8%
Without Increase	0%	0%	0%	0%	0%
Performance Goal: Increase average tornado warning lead time Performance Measure: % increase in average tornado warning lead time (for sites with a nearby TDWR)					
With Increase	10%	10%	10%	10%	10%
Without Increase	0%	0%	0%	0%	0%



APPENDIX C

NITRB Funding Chart						
CAPABILITY: (\$K):	FY XX	FY XX	FY XX	FY XX	FY XX	FY XX
Funding (DME)	0.0	0.0	0.0	0.0	0.0	0.0
Funding (Steady State)	0.0	0.0	0.0	0.0	0.0	0.0
Totals	0.0	0.0	0.0	0.0	0.0	0.0
Hardware (All other IT Hardware – excluding IT Security Hardware)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hardware (Supercomputing Hardware/Cycles Only)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Commercial-Off-The-Shelf (COTS) Software	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Common User Services (e.g., Help Desk)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Support Services (e.g., Contractors for Software Development – excluding IT Security support)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Telecommunications (Circuits Only)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Training (e.g., Router Training – excluding IT Security Training)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
IT Security (All IT Security Costs: Hardware, Software, Contractors, Training, Security Plan Development, Incident Response, etc.)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub-Totals	0	0	0	0	0	0
Government FTE Costs (This includes any IT Security FTE costs)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand-Totals (Including FTE)	0	0	0	0	0	0



APPENDIX D

Architectural Compliance

In this part of your presentation you want to show how this project is compliant with NOAA, DOC, and OMB's Federal Enterprise Architecture. You will show how it aligns and is documented in the NOAA EA and how it fits within the scope of the NOAA IT Strategic Plan. Explicit examples in each of the three categories shown below are how you show this.

Note: Be sure your Exhibit 300 backs up your presentation slides. You should have clear entries in your investment's Technical Reference Model (TRM) table in the 300.

Bad Example

"This investment adheres to all NOAA and DOC EA policies."

Good examples

"Server hardware are housed at the NOAA Information Technology Center (ITC)."

"Uses site licensed COTS (Oracle, ESRI, Google)."

Collaboration

Explain what actions you have taken, or how your investment uses consolidated enterprise services like NOAAnet, Web Services, IT Security, High Performance Computing (HPC), etc...

In the absence of an enterprise service, discuss the aggregation of IT requirements such as computational capacity, programming, database management, network support, telecommunications, and data management within your LO, Program, or Mission Goal.

Where are you using commercial-off-the-shelf products in this project?

Discuss any relationship to the E-Gov initiatives or Lines of Business, or rationale for no relationship.

List examples/bullets of collaboration or enterprise services (i.e., NOAAnet, CSAM, etc.). Be sure to include the NOAA data center used for archival and storage.

Reuse

Explain the identification and use of other existing DOC, NOAA, or other federal agency IT investments that could in whole or in part satisfy the requirements for the investment (e.g., NOAAnet).

Discuss how the project will make its solution discoverable & reusable by other parts of NOAA, DOC, or the federal government through registration in CORE.gov, publication of API's, or usage of Service Oriented Architecture (SOA) principles.

List examples of actual or planned reuse (i.e., what external data sets or data are you utilizing, and what external systems are using this investment's data).

Standards

Highlight the investments use of standards, and be sure to include site-licensed COTS products like ESRI, Google, and other enterprise consolidated acquisition vehicles. Be sure to include Information Quality standards supported within this investment (i.e., reproducibility).

- From NOAA or LO Technical Reference Model
- Emerging data standards from the DMIT
- Open International Standards (e.g., IEEE, ISO, UN/CEFACT, etc.)
- Federal standards (FIPS, FGDC, ANSI, 508, etc.)
- Industry verticals (OASIS XML schemas, etc.)



APPENDIX E



NOAA Information Technology Review Board

Name of Project



NITRB REVIEW	FUNDING
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- NOAA GOAL:
- NOAA PROGRAM:
- EXHIBIT 300:
- REQUIREMENT:
- TIME FRAME (Total Years)
- TOTAL COST (\$M)
- TYPE OF ACQUISITION (Competitive, Sole Source):
- PROJECT MANAGER:
- CONTRACTING OFFICER:
- COTR:

(\$K):	FY XX	FY XX	FY XX	FY XX	FY XX	FY XX
CAPABILITY:						
Funding (PAC)	0.0	0.0	0.0	0.0	0.0	0.0
Funding (ORF)	0.0	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0	0.0
IT COMPONENTS:						
	FY XX	FY XX	FY XX	FY XX	FY XX	FY XX
Hardware (all other IT HW Excluding IT Security HW)	0.0	0.0	0.0	0.0	0.0	0.0
Hardware (Supercomputing Hardware Cycles Only)	0.0	0.0	0.0	0.0	0.0	0.0
COTS Software	0.0	0.0	0.0	0.0	0.0	0.0
Support Services (Contractors for SW Development, Exclude IT Security Support)	0.0	0.0	0.0	0.0	0.0	0.0
Telecommunications (Circuits Only)	0.0	0.0	0.0	0.0	0.0	0.0
IT Training (Example: Router training, etc.)	0.0	0.0	0.0	0.0	0.0	0.0
Common Services (Example: Help Desk)	0.0	0.0	0.0	0.0	0.0	0.0
IT Security (All IT Security: Contractors, Training, Security Plan Dev., Incident response, etc.)	0.0	0.0	0.0	0.0	0.0	0.0
Government FTE Costs (Include IT Security FTE)	0.0	0.0	0.0	0.0	0.0	0.0

IT SECURITY, EVMS & PBC	MILESTONES & RISKS
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- IT SECURITY**
- IT Security Acq. Checklist Approval Date.
 - Certification and Accreditation (C&A) Number:
 - Year of C&A Approval (MM/YY)
 - C&A IT Security Category (High, Medium/Low)
- EVMS**
- In Contract: Yes/ No
- PERFORMANCE BASED CONTRACTING**
- Yes /No

- MILESTONES**
- Bulleted Listing of Key Milestones with Dates
- RISKS (List Top Risks)**



APPENDIX F

Risk Management

Risk Category	Description	Prob	Impact	Mitigation Strategy	Status
Schedule	A lapse in task order coverage would result in a negative impact on NEXRAD System Availability.	MEDIUM	HIGH	<ul style="list-style-type: none"> ● Start procurement process early ● Transition Plan weighting in Proposal Evaluation ● Use GWAC 	Mitigation Strategy reduces probability to LOW
Costs	A large increase in cost associated with the new task order could result in de-scoping of the task or other adjustments	LOW	MEDIUM	Comparison of IGCE on new task order and analysis of historical cost on current task order suggest no large funding spikes.	Mitigation Strategy is Adequate
Capability To Manage Investment	T&M task orders require close monitoring in order to be effectively managed.	LOW	MEDIUM	<ul style="list-style-type: none"> ● Well defined processes ● Configuration Control Board (CCB) ● For "Base" work areas, contractors work alongside Government personnel supporting the same program area. 	Mitigation Strategy is Adequate
Technology	Future technology and increased scope may require support beyond current specified level	MEDIUM	MEDIUM	<ul style="list-style-type: none"> ● Broad list of skill requirements within solicitation covers expected future requirements. ● Use of Time & Materials task order permits flexibility to adjust support requirements as necessary. ● Provisions for undefined Special Projects included in solicitation. 	Mitigation Strategy reduces probability to LOW