



Title:	OPERATIONAL IT PLAN GUIDANCE		
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KEYWORDS

OITP, Operational IT Plan

PURPOSE AND SCOPE

The annual Operational Information Technology (IT) Plan (OITP) is due each November from NOAA to the Department of Commerce (DOC). NOAA writes one consolidated OITP for the agency, describing current and upcoming Fiscal Year IT activities that support NOAA’s mission and goals. The plan should be a living document, updated as needed throughout the year to reflect changing conditions and used to manage current year activities. While the plan concentrates on the current FY, it also describes activities that continue into the out years. Cost, schedule, and performance measures are key elements of the plan.

Scope of this Standard: Guidance

Intended Use of this Standard: Checklist; Process

AUTHORITY

The OITP report is required annually by the Department of Commerce CIO per IT Policy as essential to establishing program management for IT Governance. Reference DOC OCIO policy at http://www.osec.doc.gov/cio/oipr/cio_responsibilities.htm.

INTENDED AUDIENCE

The intended audience includes: CIOs from all NOAA Line Offices and Staff Offices; staff that support IT Capital Planning and Investment Planning; IT Investment Project Managers; and the NOAA OCIO Office of Planning, Policy, and Analysis (OPPA)

DESCRIPTION

The plan contains three sections:

- Section 1 is a description of the IT organization and management processes;
- Section 2 is a financial summary in the format of Office of Management and Budget (OMB) Circular A-11, Exhibit 53; and
- Section 3 is a description of current year management and major system initiatives. The information needed to describe major system initiatives is defined in OMB Circular A-11, Exhibit 300.



Supporting documents: (1) Example: NOAA_IT_Operations_Plan_FY07_v8.doc
 (2) CIO Memo: OITP Call 2007 9-29-2006.doc

The subject of this policy or guidance falls into the category: CPIC, PM, and SDLC.

GUIDANCE

The table below shows the steps used to produce the OITP. Most of the work is done by the NOAA OCIO OPPA, and the input required by LO/SOs in the OITP data call are highlighted in yellow.

#	Step Name	Step Description	Due Date	Contact Person
1	OITP planning meeting	Conduct advance planning meeting to reiterate annual strategy, sources for OITP content, and staff assignments. The DOC accepts the information described above in a format that best suits NOAA, preferring content over format. The annual strategy is to reuse and update the previous year's OITP submission Use milestone tables and other visuals to provide clarity to the presentation. For a system with an existing Exhibit 300, the response to this call provides an opportunity to update the Exhibit 300, highlighting specifics that address activities in the new FY.	September 15	NOAA OCIO OPPA Director
2	DOC OITP data call	Department of Commerce CIO sends its annual OITP data call, memo, and guidance to OPPA. Reiterate the current "NOAA OITP data call plan" to ensure the OITP will have the content specific to this year's DOC data call. Give to assigned staff.	Late September	NOAA OCIO OPPA Director
3	Determine due dates	For each step in the "OITP data call plan" determine the due dates based on the due date to DOC, giving ample time for CIO Council and peer review.	October 1	OPPA lead
4	Issue NOAA-internal data call	Issue data call to NOAA LO/SO CIOs, OCIO staff, and PMs: <ul style="list-style-type: none"> Section 1.1: "A description of your operating unit's IT management organization." <i>[OCIO will refine and reuse last year's response.]</i> Section 1.2: "A description of your operating unit's investment management process (selection, control, evaluation) and progress in meeting the objectives of each element in the IT maturity models for IT planning and investment review, architecture, and security." <i>[OCIO will refine and reuse last year's response.]</i> Section 1.3: "An overview of your operating unit's current and planned Enterprise Architecture." Use the NOAA IT Portfolio presentation to the DOC CIO Council. <i>[OCIO/EA will provide an overview of where NOAA is going using major IT initiatives as an indicator.]</i> Section 1.4: "An update of your operating unit's compliance with the Departmental IT Security Program requirements, including security awareness." [The NOAA IT Security Office will provide this information.] Section 1.5: "A brief summary of prior year, FY 2006, accomplishments." <i>[Line Offices provide a list of the significant accomplishments of the larger/major NOAA investments, and NOAA OCIO provides info about the overall NOAA IT infrastructure.]</i> <ul style="list-style-type: none"> Section 2.1: "The financial summary of your operating unit's IT expenditures must be in the format of OMB Circular A-11, Exhibit 53. Fiscal years covered include FY 2006-FY 2008. Since all IT 	1 st Friday of October	The OPPA lead issues the data call, asking for input from OPPA staff and LOs.



#	Step Name	Step Description	Due Date	Contact Person
		<p>investments must be documented in the eCPIC operating unit portfolios, you may use eCPIC to generate an operating unit specific Exhibit 53." <i>[OCIO will be generating this from the eCPIC Exhibit 53.]</i></p> <ul style="list-style-type: none"> • Section 3.1: "Provide a list of all your IT systems." <i>[OCIO will refer to section 2.1.]</i> • Section 3.2: "For each major system, provide an OMB Circular A-11, Exhibit 300 or equivalent or reference submissions made through eCPIC. Provide detail for the past year, FY 2006, and provide information for systems that begin in FY 2007 or are ongoing beyond FY 2007. Systems that begin in FY 2008 need not be described in this year's Operational IT Plan. Pay particular attention to cost, schedule, and performance measures as well as to IT security and enterprise architecture considerations." <i>[OCIO will refer to the information submitted in eCPIC. LOs should verify that the information for their investments in eCPIC is as accurate as possible.]</i> • Section 3.3: "Provide a milestone table describing the status of each current and planned major initiative." <i>[OCIO will glean this information from the programmatic and infrastructure 300s in eCPIC.]</i> • Section 3.4: "Provide a brief summary of each system that deviates from cost, schedule, or performance goals by a factor of 10% or more. Describe corrective measures planned for each of these systems." <i>[Provide on deviations greater than or equal to ten percent.]</i> • Section 3.5: "Describe management IT initiatives planned for FY 2007. Examples are IT studies, new IT management processes, new IT security measures, establishment of software or system standards, etc. Specify how each of these initiatives will close the gaps between your current architecture and your target architecture. Each initiative must be accompanied by a clear presentation of its associated performance measures." <i>[This information comes from an updated Section 1.4 of the NOAA IT Strategic Plan.]</i> 		
5	LO responds to data call from NOAA OCIO PPA	Provide data call response to the PPA lead contact, including several bullets of FY 2006 accomplishments for each Major IT investment.	No later than last Friday Oct.	LO OCIO, Major IT Investment Project Managers
6	PPA staff responds to data call	PPA staff provides input to OITP Sections The strategy is to update the previous year's plan. PPA staff can compile most of the OITP using existing data on file, such as the Exhibit 300, Strategic IT Plan, AOP, NITRB and CIO Council agenda, etc.	No later than last Friday Oct.	PPA staff
7	Present draft to CIO Council	Edit draft version of OITP, distribute to stakeholders, and present to NOAA CIO and the CIO Council.	1 st Tuesday November	PPA lead
8	LO reviews draft OITP	LO reviews draft OITP. LO provides comments to the PPA lead contact.	No later than 2 nd Friday Nov.	LO OCIO, Major IT Investment Project Managers
9	Create final OITP version	Incorporate latest comments and input, circulate again for review, and create a final version. Get approval from NOAA OCIO PPA Director. Submit to DOC.	Mid-November due date	PPA lead