

NITRB and DOC-IRB Presentation Guidance for BY11 Initiatives

If your initiative is included in the NOAA FY 2011 Secretarial Budget submission to DOC in June, you must be prepared to go before a Commerce Investment Review Board or internal DOC-PMO staff review. 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 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 Budget Initiatives)

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)

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

Recommendation(s)

Backup Slides

- Include the NOAA FY11 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.

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

BY11 NITRB Funding Chart						
<i>(\$K):</i>	CY 10	BY 11	FY 12	FY 13	FY 14	FY 15
CAPABILITY:						
Current IT Resources	\$0	\$0	\$0	\$0	\$0	\$0
Proposed IT Adjustment	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$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
IT 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.)

Updated March 2009

APPENDIX E



NOAA Information Technology Review Board FY 2011 Budget Initiative Investment Title



BY 2011 BUDGET INITIATIVE	FUNDING																																																																																																																														
<ul style="list-style-type: none"> ▪ NOAA GOAL: ▪ NOAA PROGRAM: ▪ EXHIBIT 300: ▪ PROJECT MANAGER: ▪ REQUIREMENT: ▪ DESCRIPTION OF IT ADJUSTMENT: 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">(\$K)</th> <th>CY 10</th> <th>BY 11</th> <th>FY 12</th> <th>FY 13</th> <th>FY 14</th> <th>FY 15</th> </tr> </thead> <tbody> <tr> <td colspan="7">CAPABILITY:</td> </tr> <tr> <td>Current Program</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Current IT Resources</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Program Adjustment</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Proposed IT Adjustment</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Program Total</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td colspan="7">IT COMPONENTS:</td> </tr> <tr> <td>Hardware (All other IT Hardware – excluding IT Security Hardware)</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Hardware (Supercomputing Hardware/Cycles Only)</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Commercial-Off-The-Shelf (COTS) Software</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Common User Services (e.g., Help Desk)</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Support Services (e.g., Contractors for Software Development – excluding IT Security support)</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Telecommunications (Circuits Only)</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Training (e.g., Router Training – excluding IT Security Training)</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>IT Security (All IT Security Costs: Hardware, Software, Contractors, Training, Security Plan Development, Incident Response, etc.)</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td style="text-align: center;">Sub-Totals</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Government FTE Costs (This includes any IT Security FTE costs)</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> </tbody> </table>	(\$K)	CY 10	BY 11	FY 12	FY 13	FY 14	FY 15	CAPABILITY:							Current Program	\$0	\$0	\$0	\$0	\$0	\$0	Current IT Resources	\$0	\$0	\$0	\$0	\$0	\$0	Program Adjustment	\$0	\$0	\$0	\$0	\$0	\$0	Proposed IT Adjustment	\$0	\$0	\$0	\$0	\$0	\$0	Program Total	\$0	\$0	\$0	\$0	\$0	\$0	IT COMPONENTS:							Hardware (All other IT Hardware – excluding IT Security Hardware)	\$0	\$0	\$0	\$0	\$0	\$0	Hardware (Supercomputing Hardware/Cycles Only)	\$0	\$0	\$0	\$0	\$0	\$0	Commercial-Off-The-Shelf (COTS) Software	\$0	\$0	\$0	\$0	\$0	\$0	Common User Services (e.g., Help Desk)	\$0	\$0	\$0	\$0	\$0	\$0	Support Services (e.g., Contractors for Software Development – excluding IT Security support)	\$0	\$0	\$0	\$0	\$0	\$0	Telecommunications (Circuits Only)	\$0	\$0	\$0	\$0	\$0	\$0	Training (e.g., Router Training – excluding IT Security Training)	\$0	\$0	\$0	\$0	\$0	\$0	IT Security (All IT Security Costs: Hardware, Software, Contractors, Training, Security Plan Development, Incident Response, etc.)	\$0	\$0	\$0	\$0	\$0	\$0	Sub-Totals	\$0	\$0	\$0	\$0	\$0	\$0	Government FTE Costs (This includes any IT Security FTE costs)	\$0	\$0	\$0	\$0	\$0	\$0
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