
Art Collection Information Systems (ArtCIS)

Exhibit 300: Capital Asset Plan and Business Case Summary **Part I: Summary Information And Justification**

Section A: Overview

Date of submission: **Sep 8, 2008**

1. Agency: **452**
2. Bureau: **00**
3. Name of this Capital Asset: **Art Collection Information Systems (ArtCIS)**
4. Unique Project (Investment) Identifier: **452-00-01-02-01-1001-00**
5. What kind of investment will this be in FY2010? **Operations and Maintenance**
6. What was the first budget year this investment was submitted to OMB? **FY2002**
7. Provide a brief summary and justification for this investment, including a brief description of how this closes in part or in whole an identified agency performance gap: **ArtCIS supports the Smithsonians strategic objectives to build and refine judiciously, care for, and manage the national collections for current and future generations and achieve management excellence. Specifically, it supports an Institutional strategy to implement and maintain state-of-the-art collections management systems. The Smithsonian Institution has stewardship responsibility for the collections it holds on behalf of the American public. This responsibility, as well as legal issues inherent in relationships with donors, artists, vendors, and others, demands that collections be managed to the highest standards of security and safety and in a manner that provides the greatest benefit to the public. With this mandate, the six Smithsonian art museums collaborated to develop a requirements document for a collections information system (CIS) to serve the internal collections management needs and provide easy access for the public to the information and images of the collections more than 600,000 works of art that the Institution holds in trust for the Nation. The Institutions art museums are using ArtCIS to help identify objects with gaps in provenance, tag the objects, and make them available for export to the website in order to satisfy the requirements defined by the Presidential Advisory Commission on Holocaust Assets in the United States (PCHA) to make public the provenance of collection objects in order to support restitution of property misappropriated by the Nazis or their collaborators during World War II. This investment now includes the National Air & Space Museum and the National Postal Museum. Both of these museums use the same collections database software (TMS) that is used by the ArtCIS museums.**
8. Did the Agency's Executive/Investment Committee approve this request? **yes**
 - a. If "yes," what was the date of this approval? **Jun 29, 2007**
9. Did the Project Manager review this Exhibit? **yes**
10. Contact information of Program/Project Manager?

Name **George Meyer**
Phone Number **(202) 633-0615**
E-mail **meyerg@si.edu**

- a. What is the current FAC-P/PM (for civilian agencies) or DAWIA (for defense agencies) certification level of the program/project manager? **Waiver Issued**
 - b. When was the Program/Project Manager Assigned? **Dec 1, 1997**
 - c. What date did the Program/Project Manager receive the FAC-P/PM certification? If the certification has not been issued, what is the anticipated date for certification? **Jan 1, 1901**
11. Has the agency developed and/or promoted cost effective, energy efficient and environmentally sustainable techniques or practices for this project. **no**
- a. Will this investment include electronic assets (including computers)? **yes**
 - b. Is this investment for new construction or major retrofit of a Federal building or facility? (answer applicable to non-IT assets only) **no**
 1. If "yes," is an ESPC or UESC being used to help fund this investment?
 2. If "yes," will this investment meet sustainable design principles?
12. If "yes," is it designed to be 30% more energy efficient than relevant code?
13. Does this investment directly support one of the PMA initiatives? **yes**
- Expanded E-Government**
- a. Briefly and specifically describe for each selected how this asset directly supports the identified initiative(s)? **ArtCIS supports the Presidents Management Agenda goals to adopt best commercial practices to reduce operating costs and make it easier for employees to do their jobs and to use the Web to provide educational material to the public.**
14. Does this investment support a program assessed using the Program Assessment Rating Tool (PART)? (For more information about the PART, visit www.whitehouse.gov/omb/part.) **no**
- a. If "yes," does this investment address a weakness found during a PART review? If "yes," what is the name of the PARTed program?
15. If "yes," what rating did the PART receive?
16. Is this investment for information technology? **yes**

For information technology investments only:

16. What is the level of the IT Project? (per CIO Council PM Guidance) **Level 1**
17. In addition to the answer in 11(a), what project management qualifications does the Project Manager have? (per CIO Council PM Guidance) **(1) Project manager has been validated as qualified for this investment**
18. Is this investment or any project(s) within this investment identified as "high risk" on the Q4-FY 2008 agency high risk report (per OMB Memorandum M-05-23)? **no**
19. Is this a financial management system? **no**
 1. If "yes," does this investment address a FFMIA compliance area?
 2. If "yes," which compliance area:
 - b. If "no," what does it address?
20. If "yes," please identify the system name(s) and system acronym(s) as reported in the most recent financial systems inventory update required by Circular A-11 section 52

21. What is the percentage breakout for the total FY2010 funding request for the following?

Hardware **14**
 Software **82**
 Services **4**
 Other **0**

22. If this project produces information dissemination products for the public, are these products published to the Internet in conformance with OMB Memorandum 05-04 and included in your agency inventory, schedules and priorities? **n/a**

23. Contact information of individual responsible for privacy related questions:

Name **Marsha Shaines**
 Phone Number **(202) 633-5106**
 Title **General Council**
 E-mail **ShainesM@si.edu**

24. Are the records produced by this investment appropriately scheduled with the National Archives and Records Administration's approval? **yes**

25. Does this investment directly support one of the GAO High Risk Areas? **no**

Section B: Summary of Spending

	PY-1 and earlier	PY 2008	CY 2009
Planning:	0	0	0
Acquisition:	0.16	0	0
Subtotal Planning & Acquisition:	0.16	0	0
Operations & Maintenance:	0.658	0.168	0.254
TOTAL:	0.818	0.168	0.254
Government FTE Costs	2.514	1.603	1.635
Number of FTE represented by Costs:	14	13	13

1. Will this project require the agency to hire additional FTE's? **no**
 - a. If "yes", How many and in what year?
2. If the summary of spending has changed from the FY2009 President's budget request, briefly explain those changes:

Section D: Performance Information

Performance Information Table							
Fiscal Year	Strategic Goal(s) Supported	Measurement Area	Measurement Grouping	Measurement Indicator	Baseline	Target	Actual Results

2008	Increase public engagement	Customer Results	Access	Number of accessioned collection objects to electronic form in ArtCIS	405,364 collection objects	10% increase	568,169 - 40% increase
2008	Increase public engagement	Customer Results	Access	Number of accessioned collection objects in electronic form in ArtCIS with at least 1 image	160,250 collection objects with at least 1 image	8.5% increase	163,416 - 1% increase
2008	Increase public engagement	Mission and Business Results	Cultural and Historic Preservation	Number of accessioned collection objects in electronic form in ArtCIS available on the web	102,000 collection objects available on the web	10% increase	103,319 - 1% increase
2008	Increase public engagement	Mission and Business Results	Cultural and Historic Preservation	Number of accessioned collection objects in electronic form in ArtCIS available on the web with at least 1 image	63,500 collection objects on the web with at least 1 image	20% increase	68,145 - 8% increase
2008	Enhance management excellence	Technology	Availability	CIS application server availability during normal business hours	CIS application server maintained system availability of 99.95% during normal business hours	Maintain CIS application server availability to 99.95% during normal business hours	Maintained 99.99% availability during normal business hours
2008	Enhance management excellence	Processes and Activities	Cycle Time	Length of time to complete CIS user account changes and adds	95% of CIS account changes completed in 1.5 days	Maintain 95% of CIS account change requests completed within 1 day	95% of CIS account changes completed in 1 day
2009	Increase public engagement	Customer Results	Access	Number of accessioned collection objects to electronic	568,169 collection objects	10% increase	TBD

				form in ArtCIS			
2009	Increase public engagement	Customer Results	Access	Number of accessioned collection objects in electronic form in ArtCIS with at least 1 image	163,416 collection objects with at least 1 image	1% increase	TBD
2009	Increase public engagement	Mission and Business Results	Cultural and Historic Preservation	Number of accessioned collection objects in electronic form in ArtCIS available on the web	103,319 collection objects available on the web	1% increase	TBD
2009	Increase public engagement	Mission and Business Results	Cultural and Historic Preservation	Number of accessioned collection objects in electronic form in ArtCIS available on the web with at least 1 image	68,145 collection objects on the web with at least 1 image	8% increase	TBD
2009	Enhance management excellence	Processes and Activities	Cycle Time	Length of time to complete CIS user account changes and adds	95% of CIS user account changes completed in 1.5 days	Maintain 95% of CIS account change requests completed within 1 day	TBD
2009	Enhance management excellence	Technology	Availability	CIS application server availability during normal business hours	CIS application server maintained system availability of 99.95% during normal business hours	Maintain CIS application server availability to 99.95% during normal business hours	TBD
2010	Increase public engagement	Customer Results	Access	Number of accessioned collection objects in electronic form in ArtCIS	568,169 collection objects	10% increase	TBD
2010	Increase public engagement	Customer Results	Access	Number of accessioned collection	163,416 collection objects	1% increase	TBD

				objects in electronic form in ArtCIS with at least 1 image	with at least 1 image		
2010	Enhance management excellence	Processes and Activities	Cycle Time	Length of time to complete CIS user account changes and adds	95% of CIS account changes completed in 1.5 days	Maintain 95% of CIS account change requests completed within 1 day	TBD
2010	Increase public engagement	Mission and Business Results	Cultural and Historic Preservation	Number of accessioned collection objects in electronic form in ArtCIS available on the web with at least 1 image	68,145 collection objects on the web with at least 1 image	8% increase	TBD
2010	Increase public engagement	Mission and Business Results	Cultural and Historic Preservation	Number of accessioned collection objects in electronic form in ArtCIS available on the web	103,319 collection objects available on the web	1% increase	TBD
2010	Enhance management excellence	Technology	Availability	CIS application server availability during normal business hours	CIS application server maintained system availability of 99.95% during normal business hours	Maintain CIS application server availability to 99.95% during normal business hours	TBD

Section F: Enterprise Architecture (EA)

1. Is this investment included in your agency's target enterprise architecture? **yes**
 - a. If "no," please explain why?
2. Is this investment included in the agency's EA Transition Strategy? **yes**
 - a. If "yes," provide the investment name as identified in the Transition Strategy provided in the agency's most recent annual EA Assessment.
ArtCIS
 - b. If "no," please explain why?

3. Is this investment identified in a completed and approved segment architecture?

no

- a. If "yes," provide the six digit code corresponding to the agency segment architecture. The segment architecture codes are maintained by the agency Chief Architect. For detailed guidance regarding segment architecture codes, please refer to <http://www.egov.gov/>. **017-000**

4. Service Component Reference Model (SRM) Table :

Agency Component Name	Agency Component Description	FEA SRM Service Type	FEA SRM Component	Service Component Reused		Internal or External Reuse?	BY Funding Percentage
				Component Name	UPI		
TMS COTS product	Provides online system help	Customer Initiated Assistance	Online Help			Internal	4
TMS COTS product	Supports tagging and aggregating sets of records using Object Package and Exhibitions, Loans, and Shipping functionality	Content Management	Tagging and Aggregation			Internal	4
TMS COTS product	Supports the redirection to documents and information for related content	Document Management	Document Referencing			Internal	4
TMS COTS product	Has numerous indexed fields to group similar records logically	Document Management	Indexing			Internal	4
TMS COTS product	Supports the categorization of collection object records	Document Management	Classification			Internal	4
TMS COTS product	Supports access to Collection data and information for use by stakeholder	Knowledge Management	Information Retrieval			Internal	4
TMS COTS product	Supports many to many relationships between records and across modules (object to object, object	Knowledge Management	Information Mapping / Taxonomy			Internal	4

	to constituent, object to exhibition)						
TMS COTS product	Supports a thesaurus data classification	Knowledge Management	Categorization			Internal	4
TMS COTS product	Has multiple text fields for users to record research findings and track knowledge changes	Knowledge Management	Knowledge Capture			Internal	4
TMS COTS product	Supports searching capability to retrieve specific sets of data. Also supports data extraction into other media to share with staff researchers and the public	Knowledge Management	Knowledge Distribution and Delivery			Internal	4
TMS COTS product	Supports many to many relationships between records and across modules (object to object, object to constituent, object to exhibition)	Records Management	Record Linking / Association			Internal	4
TMS COTS product	Supports the categorization of documents and artifacts, both electronic and physical	Records Management	Document Classification			Internal	4
TMS COTS product	Has fields to record rights to both objects and their surrogate images	Records Management	Digital Rights Management			Internal	4
Crystal Reports COTS product	TMS interfaces with Crystal Reports report writing software that supports creation of	Visualization	Graphing / Charting			Internal	4

	reports incorporating graphics and charts						
Crystal Reports COTS product	TMS interfaces with Crystal Reports report writing software that supports ad hoc reporting	Reporting	Ad Hoc			Internal	4
Crystal Reports COTS product	TMS interfaces with Crystal Reports report writing software that supports canned reports	Reporting	Standardized / Canned			Internal	4
TMS COTS product	TMS' SQL database can be populated with external data	Data Management	Loading and Archiving			Internal	4
TMS COTS product	Supports the classification of data / collection objects	Data Management	Data Classification			Internal	4
TMS COTS product	Supports the listing and specification of collection assets	Asset / Materials Management	Asset Cataloging / Identification			Internal	4
TMS COTS product	Authenticates users via a logon ID and password	Security Management	Identification and Authentication			Internal	4
TMS COTS product	Supports management of system access	Security Management	Access Control			Internal	4
TMS COTS product	Supports the grouping of files on a server	Collaboration	Document Library			Internal	4
TMS COTS product	Supports retrieval of records based on search queries	Search	Query			Internal	4

5. Technical Reference Model (TRM) Table:

FEA SRM Component	FEA TRM Service Area	FEA TRM Service	FEA TRM Service	Service Specification
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		Category	Standard	
Online Help	Service Access and Delivery	Delivery Channels	Other Electronic Channels	system to system
Online Help	Service Access and Delivery	Delivery Channels	Intranet	TCP/IP
Online Help	Service Platform and Infrastructure	Delivery Servers	Application Servers	MS Windows
Online Help	Component Framework	User Presentation / Interface	Static Display	TMS application
Tagging and Aggregation	Service Platform and Infrastructure	Database / Storage	Database	MS SQL Server
Document Referencing	Service Access and Delivery	Access Channels	Other Electronic Channels	System to system / TMS client
Document Referencing	Service Access and Delivery	Delivery Channels	Intranet	TCP/IP
Document Referencing	Service Platform and Infrastructure	Delivery Servers	Application Servers	MS Windows
Document Referencing	Service Platform and Infrastructure	Database / Storage	Database	MS SQL Server
Document Referencing	Component Framework	User Presentation / Interface	Static Display	TMS application
Indexing	Service Platform and Infrastructure	Database / Storage	Database	MS SQL Server
Classification	Service Platform and Infrastructure	Database / Storage	Database	MS SQL Server
Information Retrieval	Service Access and Delivery	Access Channels	Other Electronic Channels	System to System / TMS client
Information Retrieval	Service Access and Delivery	Delivery Channels	Intranet	TCP/IP
Information Retrieval	Service Platform and Infrastructure	Delivery Servers	Application Servers	MS Windows
Information Retrieval	Service Platform and Infrastructure	Database / Storage	Database	MS SQL Server
Information Retrieval	Component Framework	User Presentation / Interface	Static Display	TMS application
Information Mapping / Taxonomy	Service Platform and Infrastructure	Database / Storage	Database	MS SQL Server
Categorization	Service Platform and Infrastructure	Database / Storage	Database	MS SQL Server
Knowledge Capture	Service Access and Delivery	Access Channels	Other Electronic Channels	System to System / TMS client
Knowledge Capture	Service Access and Delivery	Delivery Channels	Intranet	TCP/IP
Knowledge Capture	Service Platform and Infrastructure	Delivery Servers	Application Servers	MS Windows
Knowledge Capture	Service Platform and Infrastructure	Database / Storage	Database	MS SQL Server
Knowledge Capture	Component Framework	User Presentation / Interface	Static Display	TMS application

Knowledge Distribution and Delivery	Service Access and Delivery	Delivery Channels	Intranet	TCP/IP
Knowledge Distribution and Delivery	Service Platform and Infrastructure	Delivery Servers	Application Servers	MS Windows
Knowledge Distribution and Delivery	Service Platform and Infrastructure	Database / Storage	Database	MS SQL Server
Knowledge Distribution and Delivery	Component Framework	User Presentation / Interface	Static Display	TMS application
Record Linking / Association	Service Platform and Infrastructure	Database / Storage	Database	MS SQL Server
Document Classification	Service Platform and Infrastructure	Database / Storage	Database	MS SQL Server
Digital Rights Management	Service Access and Delivery	Access Channels	Other Electronic Channels	System to System / TMS Client
Digital Rights Management	Service Access and Delivery	Delivery Channels	Intranet	TCP / IP
Digital Rights Management	Service Platform and Infrastructure	Delivery Servers	Application Servers	MS Windows
Digital Rights Management	Service Platform and Infrastructure	Database / Storage	Database	MS SQL Server
Digital Rights Management	Component Framework	User Presentation / Interface	Static Display	TMS application
Graphing / Charting	Service Access and Delivery	Access Channels	Other Electronic Channels	System to System / Crystal Reports client
Graphing / Charting	Service Access and Delivery	Delivery Channels	Intranet	TCP / IP
Graphing / Charting	Service Platform and Infrastructure	Delivery Servers	Application Servers	MS Windows
Graphing / Charting	Service Platform and Infrastructure	Database / Storage	Database	MS SQL Server
Graphing / Charting	Service Platform and Infrastructure	Data Management	Reporting and Analysis	Crystal Reports
Ad Hoc	Service Access and Delivery	Access Channels	Other Electronic Channels	System to System / Crystal Reports client
Ad Hoc	Service Access and Delivery	Delivery Channels	Intranet	TCP / IP
Ad Hoc	Service Platform and Infrastructure	Delivery Servers	Application Servers	MS Windows
Ad Hoc	Service Platform and Infrastructure	Database / Storage	Database	MS SQL Server
Ad Hoc	Service Platform and Infrastructure	Data Management	Reporting and Analysis	Crystal Reports
Ad Hoc	Component Framework	User Presentation / Interface	Static Display	Crystal Reports
Standardized / Canned	Service Access and Delivery	Access Channels	Other Electronic Channels	System to System / Crystal Report client
Standardized / Canned	Service Access and Delivery	Delivery Channels	Intranet	TCP / IP

Standardized / Canned	Service Platform and Infrastructure	Delivery Servers	Application Servers	MS Windows
Standardized / Canned	Service Platform and Infrastructure	Database / Storage	Database	MS SQL Server
Standardized / Canned	Service Platform and Infrastructure	Data Management	Reporting and Analysis	Crystal Reports
Standardized / Canned	Component Framework	User Presentation / Interface	Static Display	Crystal Reports
Loading and Archiving	Service Platform and Infrastructure	Database / Storage	Database	MS SQL Server
Data Classification	Service Platform and Infrastructure	Database / Storage	Database	MS SQL Server
Identification and Authentication	Service Access and Delivery	Access Channels	Other Electronic Channels	System to System / TMS client
Identification and Authentication	Service Access and Delivery	Delivery Channels	Intranet	TCP / IP
Identification and Authentication	Service Platform and Infrastructure	Delivery Servers	Application Servers	MS Windows
Identification and Authentication	Service Platform and Infrastructure	Database / Storage	Database	MS SQL Server
Identification and Authentication	Component Framework	User Presentation / Interface	Static Display	TMS application
Access Control	Service Platform and Infrastructure	Delivery Servers	Application Servers	MS Windows
Access Control	Service Platform and Infrastructure	Database / Storage	Database	MS SQL Server
Document Library	Service Access and Delivery	Access Channels	Other Electronic Channels	System to System / TMS client
Document Library	Service Access and Delivery	Delivery Channels	Intranet	TCP / IP
Document Library	Service Platform and Infrastructure	Delivery Servers	Application Servers	MS Windows
Document Library	Service Platform and Infrastructure	Database / Storage	Database	MS SQL Server
Document Library	Service Platform and Infrastructure	Database / Storage	Storage	Dell Server
Document Library	Component Framework	User Presentation / Interface	Static Display	TMS application
Query	Service Access and Delivery	Access Channels	Other Electronic Channels	System to System / TMS client
Query	Service Access and Delivery	Delivery Channels	Intranet	TCP/IP
Query	Service Platform and Infrastructure	Delivery Servers	Application Servers	MS Windows
Query	Service Platform and Infrastructure	Database / Storage	Database	MS SQL Server
Query	Component Framework	User Presentation / Interface	Static Display	TMS application

6. Will the application leverage existing components and/or applications across the Government (i.e., USA.Gov, Pay.Gov, etc)? **no**

- a. If "yes," please describe.

Part III: For "Operation and Maintenance" investments ONLY (Steady State)

Section A: Risk Management (All Capital Assets) Does the investment have a Risk Management Plan? **yes**

- a. If "yes," what is the date of the plan? **May 1, 2003**
 - b. Has the Risk Management Plan been significantly changed since last year's submission to OMB? **no**
 - c. If "yes," describe any significant changes:
2. If there currently is no plan, will a plan be developed?
 - a. If "yes," what is the planned completion date?
 - b. If "no," what is the strategy for managing the risks?