EXHIBIT 300   **CAPITAL ASSET PLAN AND BUSINESS CASE SUMMARY**

Exhibit 300: Capital Asset Plan and Business Case Summary
Part I: Summary Information And Justification (All Capital Assets)

Section A: Overview (All Capital Assets)

1. Date of Submission: 2009-06-15 16:49:13

2. Agency: 023

3. Bureau: 10

4. Name of this Investment: E-Gov Travel (ETS) - Dashboard

5. Unique Project (Investment) Identifier: 023-10-01-14-01-0220-24

6. What kind of investment will this be in FY 2011?: Multi-Agency Collaboration
- Planning
- Full Acquisition
- Operations and Maintenance
- Mixed Life Cycle
- Multi-Agency Collaboration

7. What was the first budget year this investment was submitted to OMB? FY2004

8. 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; this description may include links to relevant information which should include relevant GAO reports, and links to relevant findings of independent audits.

 Travel management in the Federal government is a critical enabler of mission critical goals but is plagued with problems. The current systems are costly to administer, ineffective, inconsistent, fragmented and inefficient. In the past, agencies have traditionally delegated to the smallest levels of the organization the decision regarding how travel will be procured and processed. This highly decentralized model for travel operations has resulted in duplicative, disconnected, overlapping and inefficient travel systems. Agencies are divided into multiple layers with varying interpretation of travel policy that are complex and costly to administer. Over the years, agencies have developed numerous expensive in-house/customized travel systems that have inconsistent, redundant and labor intensive processes and procedures. Several different travel systems are currently in use, each achieving a differing level of compliance with federal requirements and regulations. Each system requires separate functional, technical and support staff for continued operation and maintenance. Completely automated end-to-end travel systems are rare or non-existent. Most offices throughout the Federal government are using highly manual interfaces between the financial management system and travel management systems or processes. The E-Gov Travel Service (ETS) standardizes, automates, and consolidates the Federal government's travel process in a Web-centric service, covering all steps of a travel transaction, from authorization and reservations to travel claims and voucher reconciliation. It eliminates the paper process still in place in many agencies, while leveraging administrative, financial and information technology best practices.

   a.**Provide here the date of any approved rebaselining within the past year, the date for the most recent (or planned)alternatives analysis for this investment, and whether this investment has a risk management plan and risk register.**

9. Did the Agency's Executive/Investment Committee approve this request? *
   a.**If "yes," what was the date of this approval?** *

10. Contact information of Program/Project Manager?
- **Name:** *
- **Phone Number:** *

EXHIBIT 300   **CAPITAL ASSET PLAN AND BUSINESS CASE SUMMARY**

- **Email:** *

11. What project management qualifications does the Project Manager have? (per FAC-P/PM)? *
- Project manager has been validated according to FAC-PMPM or DAWIA criteria as qualified for this investment.
- Project manager qualifications according to FAC-P/PM or DAWIA criteria is under review for this investment.
- Project manager assigned to investment, but does not meet requirements according to FAC-P/OM or DAWIA criteria.
- Project manager assigned but qualification status review has not yet started.
- No project manager has yet been assigned to this investment.

12. If this investment is a financial management system, then please fill out the following as reported in the most recent financial systems inventory (FMSI):

Financial management system name(s)	System acronym	Unique Project Identifier (UPI) number
*	*	*

a. **If this investment is a financial management system AND the investment is part of the core financial system then select the primary FFMIA compliance area that this investment addresses (choose only one):** *
- computer system security requirement;
- internal control system requirement;
- core financial system requirement according to FSIO standards;
- Federal accounting standard;
- U.S. Government Standard General Ledger at the Transaction Level;
- this is a core financial system, but does not address a FFMIA compliance area;
- Not a core financial system; does not need to comply with FFMIA

EXHIBIT 300   **CAPITAL ASSET PLAN AND BUSINESS CASE SUMMARY**

Section B: Summary of Funding (Budget Authority for Capital Assets)

1.

Table 1: SUMMARY OF FUNDING FOR PROJECT PHASES (REPORTED IN MILLIONS) (Estimates for BY+1 and beyond are for planning purposes only and do not represent budget decisions)								
	PY1 and earlier	PY 2009	CY 2010	BY 2011	BY+1 2012	BY+2 2013	BY+3 2014	BY+4 and beyond	Total
Planning:	*	$0.0	$0.0	$0.0	*	*	*	*	*
Acquisition:	*	$0.0	$0.0	$0.0	*	*	*	*	*
Subtotal Planning & Acquisition:	*	0	0	0	*	*	*	*	*
Operations & Maintenance:	*	$10.6	$9.8	$9.4	*	*	*	*	*
Disposition Costs (optional):	*	$0.0	$0.0	$0.0	*	*	*	*	*
SUBTOTAL:	*	$10.6	$9.8	$9.4	*	*	*	*	*
Government FTE Costs should not be included in the amounts provided above.								
Government FTE Costs	*	$0.7	$0.3	$0.3	*	*	*	*	*
Number of FTE represented by Costs:	*	$5.0	$2.0	$2.0	*	*	*	*	*
TOTAL(including FTE costs)	*	$16.3	$12.1	$11.7	*	*	*	*	*

2. If the summary of funding has changed from the FY 2010 President's Budget request, briefly explain those changes:
*

EXHIBIT 300   **CAPITAL ASSET PLAN AND BUSINESS CASE SUMMARY**

Section C: Acquisition/Contract Strategy (All Capital Assets)

1.

Table 1: Contracts/Task Orders Table											
Contract or Task Order Number	Type of Contract/ Task Order (In accordance with FAR Part 16)	Has the contract been awarded (Y/N)	If so what is the date of the award? If not, what is the planned award date?	Start date of Contract/ Task Order	End date of Contract/ Task Order	Total Value of Contract/ Task Order (M)	Is this an Interagency Acquisition? (Y/N)	Is it performance based? (Y/N)	Competitively awarded? (Y/N)	What, if any, alternative financing option is being used? (ESPC, UESC, EUL, N/A)	Is EVM in the contract? (Y/N)
GS33FP0 015	IDIQ	Y	2003-11-0 3	2003-11-0 7	2013-11-1 1	$350,000. 0	N	Y	Y	*	*
GS33FN0 017	IDIQ	Y	2003-08-0 1	2003-08-1 1	2013-11-1 1	$469,536. 0	N	Y	Y	*	*
GS33FN0 018	IDIQ	Y	2003-08-0 1	2003-08-1 1	2013-11-1 1	$505,124. 8	N	Y	Y	*	*

2. If earned value is not required or will not be a contract requirement for any of the contracts or task orders above, explain why:
*

3. Is there an acquisition plan which reflects the requirements of FAR Subpart 7.1 and has been approved in accordance with agency requirements? *
    a.**If "yes," what is the date?** *

Section D: Performance Information (All Capital Assets)

Table 1: Performance Information Table							
Fiscal Year	**Strategic Goal(s) Supported**	**Measurement Area**	**Measurement Grouping**	**Measurement Indicator**	**Baseline**	**Target**	**Actual Results**
2006	4.Innovation:Develop new and better ways of conducting business that result in more productive and effective Federal policies and administrative operations.	Customer Results	Customer Satisfaction	% of users expressing a high level of customer satisfaction	74%	Achieve or exceed a customer satisfaction rating of 74%	75.4% of users expressed a high level of customer satisfaction for program effectiveness
2006	3.Best Value:Develop and deliver timely, accurate, and cost-effective acquisition services and business solutions.	Mission and Business Results	Central Fiscal Operations	# of (BRM) agencies using E-Gov Travel	7	Achieve or exceed 11 agencies using E-Gov Travel	13 (BRM) agencies were using ETS
2006	4.Innovation:Develop new and better ways of conducting business that result in more productive and effective Federal policies and administrative operations.	Processes and Activities	Savings and Cost Avoidance	% of trips planned using online booking (on an annual basis)	5%	Achieve or exceed 15% online usage rate for the Agencies that have fully deployed ETS for at least six months.	45% online usage rate was achieved for those agencies using an embedded TMC only and processing ETS transactions end-to-end.
2006	3.Best Value:Develop and deliver timely, accurate, and cost-effective acquisition services and business solutions.	Technology	User Satisfaction	% of vouchers serviced through E-Gov Travel	1%	Achieve or exceed 12.90% vouchers serviced through ETS based on a total voucher population of 3.2M.	7.28% vouchers were serviced through ETS
2007	4.Innovation:Develop new and better ways of conducting business that result in more productive and effective Federal policies and administrative operations.	Customer Results	Customer Satisfaction	% of users expressing a high level of customer satisfaction	75.4%	Achieve or exceed a customer satisfaction rating of 75.5%	63.2% of users expressed a high level of customer satisfaction for program effectiveness
2007	3.Best Value:Develop and deliver timely, accurate, and cost-effective	Mission and Business Results	Central Fiscal Operations	# of (BRM) agencies using E-Gov Travel	13	Achieve or exceed 17 agencies using E-Gov Travel	18 (BRM) agencies were using ETS

EXHIBIT 300 CAPITAL ASSET PLAN AND BUSINESS CASE SUMMARY

			Table 1: Performance Information Table				
Fiscal Year	Strategic Goal(s) Supported	Measurement Area	Measurement Grouping	Measurement Indicator	Baseline	Target	Actual Results
	acquisition services and business solutions.						
2007	4.Innovation:Develop new and better ways of conducting business that result in more productive and effective Federal policies and administrative operations.	Processes and Activities	Savings and Cost Avoidance	% of trips planned using online booking (on an annual basis)	45%	Achieve or exceed 47% online usage rate for the Agencies that have fully deployed ETS for at least six months.	61% online usage rate was achieved for those agencies using an embedded TMC only and processing ETS transactions end-to-end.
2007	3.Best Value:Develop and deliver timely, accurate, and cost-effective acquisition services and business solutions.	Technology	User Satisfaction	% of vouchers serviced through E-Gov Travel	7.28%	Achieve or exceed 18.41% vouchers serviced through ETS based on a total voucher population of 3.2M.	18.83% vouchers were serviced through ETS
2008	4.Innovation:Develop new and better ways of conducting business that result in more productive and effective Federal policies and administrative operations.	Customer Results	Customer Satisfaction	% of users expressing a high level of customer satisfaction	63.2%	Achieve or exceed a customer satisfaction rating of 75.6%	62.1% of users expressed a high level of customer satisfaction for program effectiveness
2008	3.Best Value:Develop and deliver timely, accurate, and cost-effective acquisition services and business solutions.	Mission and Business Results	Central Fiscal Operations	# of (BRM) agencies using E-Gov Travel	18	Achieve 24 agencies using E-Gov Travel	23 (BRM) agencies were using ETS
2008	4.Innovation:Develop new and better ways of conducting business that result in more productive and effective Federal policies and administrative operations.	Processes and Activities	Savings and Cost Avoidance	% of trips planned using online booking (on an annual basis)	61%	Achieve or exceed 62% online usage rate for the Agencies that have fully deployed ETS for at least six months.	66% online usage rate was achieved for those agencies using an embedded TMC only and processing ETS transactions end-to-end
2008	3.Best Value:Develop and deliver timely, accurate, and	Technology	User Satisfaction	% of vouchers serviced through E-Gov Travel	18.83%	Achieve or exceed 30.70% vouchers serviced through ETS	33.64% vouchers were serviced through ETS

EXHIBIT 300   **CAPITAL ASSET PLAN AND BUSINESS CASE SUMMARY**

			Table 1: Performance Information Table				
Fiscal Year	**Strategic Goal(s) Supported**	**Measurement Area**	**Measurement Grouping**	**Measurement Indicator**	**Baseline**	**Target**	**Actual Results**
	cost-effective acquisition services and business solutions.					based on a total voucher population of 3.0M.	
2009	4.Innovation:Develop new and better ways of conducting business that result in more productive and effective Federal policies and administrative operations.	Customer Results	Customer Satisfaction	% of users expressing a high level of customer satisfaction	62.1%	Achieve or exceed a customer satisfaction rating of 62.1%	This is an annual measure. Results will be available at the end of 4Q09.
2009	3.Best Value:Develop and deliver timely, accurate, and cost-effective acquisition services and business solutions.	Mission and Business Results	Central Fiscal Operations	# of (BRM) agencies using E-Gov Travel	22	Achieve 24 agencies using E-Gov Travel	As of 3Q09, 23 BRM agencies were using ETS
2009	4.Innovation:Develop new and better ways of conducting business that result in more productive and effective Federal policies and administrative operations.	Processes and Activities	Savings and Cost Avoidance	% of trips planned using online booking (on an annual basis)	62%	Achieve or exceed 63% online usage rate for the Agencies that have fully deployed ETS for at least six months.	As of 3Q09, 74.70% online usage rate was achieved for those agencies using an embedded TMC only and processing ETS transactions end-to-end.
2009	3.Best Value:Develop and deliver timely, accurate, and cost-effective acquisition services and business solutions.	Technology	User Satisfaction	% of vouchers serviced through E-Gov Travel	30.70%	Achieve or exceed 51.19% vouchers serviced through ETS based on a total voucher population of 3.0M.	As of 3Q09, 40.83% vouchers were serviced through ETS.
2010	4.Innovation:Develop new and better ways of conducting business that result in more productive and effective Federal policies and administrative operations.	Customer Results	Customer Satisfaction	% of users expressing a high level of customer satisfaction	62.10%	Achieve or exceed a customer satisfaction rating of 62.1%	Available 4Q10
2010	3.Best Value:Develop and deliver timely, accurate,	Mission and Business Results	Central Fiscal Operations	# of (BRM) agencies using E-Gov Travel	23	Achieve 24 agencies using E-Gov Travel	Available 4Q10

Table 1: Performance Information Table							
Fiscal Year	**Strategic Goal(s) Supported**	**Measurement Area**	**Measurement Grouping**	**Measurement Indicator**	**Baseline**	**Target**	**Actual Results**
	and cost-effective acquisition services and business solutions.						
2010	4.Innovation:Develop new and better ways of conducting business that result in more productive and effective Federal policies and administrative operations.	Processes and Activities	Savings and Cost Avoidance	% of trips planned using online booking (on an annual basis)	63%	Achieve or exceed 64% online usage rate for the Agencies that have fully deployed ETS for at least six months.	Available 4Q10
2010	3.Best Value:Develop and deliver timely, accurate, and cost-effective acquisition services and business solutions.	Technology	User Satisfaction	% of vouchers serviced through E-Gov Travel	51.19%	Achieve or exceed 63.37% vouchers serviced through ETS based on a total voucher population of 3.0M.	Available 4Q10

EXHIBIT 300   **CAPITAL ASSET PLAN AND BUSINESS CASE SUMMARY**

Part IV: Planning For "Multi-Agency Collaboration" ONLY

Section A: Multi-Agency Collaboration Oversight (All Capital Assets)

1. Stakeholder Table:	
Partner Agency	**Joint exhibit approval date**
*	*

2. Partner Capital Assets within this Investment:		
Partner Agency	**Partner Agency Asset Title**	**Partner Agency Exhibit 53 UPI (BY 2011)**
*	*	*

3. Partner Funding Strategies ($millions):					
Partner Agency	**Partner exhibit 53 UPI (BY 2011)**	**CY Contribution**	**BY Contribution**	**BY Contribution**	**BY Fee-for-Service**
*	*	*	*	*	*

1. **Did you conduct an alternatives analysis for this investment?** *
   a. **If "yes," provide the date the analysis was completed?** *
   b. **If "no," what is the anticipated date this analysis will be completed?** *
   c. **If no analysis is planned, please briefly explain why:**
      *

2. **Does this investment replace any legacy systems investments? Disposition costs (costs of retirement of legacy systems) may be included as a category in Part I, Section B, Summary of Funding, or in separate investments, classified as major or non-major. For legacy system investments being replaced by this investment, include the following data on these legacy investments.**

4. Legacy Systems Being Replaced		
Name of the Legacy Investment of Systems	**UPI if available**	**Date of the System Retirement**
*	*	*

3. **For Multi-Agency Investments, Cost and Schedule Milestone table should be completed in the same format as Part II Section A and Part III Section A, above. NOTE: The Ex 300 schema includes an optional Work Breakdown Structure (WBS) field that is not depicted in the table below.**

5. Comparison of Actual Work Completed and Actual Costs to Current Approved Baseline								
Description of Milestones	**Planned Cost ($M)**	**Actual Cost ($M)**	**Planned Start Date**	**Actual Start Date**	**Planned Completion Date**	**Actual Completion Date**	**Planned Percent Complete**	**Actual Percent Complete**
Initial Concept (FY02)	$0.8	$0.6	2001-10-01	2001-10-01	2002-09-30	2002-09-30	0.00%	100.00%
E-Gov Travel PMO Operation & Maintenance (FY11) Estimate includes GSA overhead	$7.7	$0.0	2010-10-01		2011-09-30		0.00%	0.00%

EXHIBIT 300   **CAPITAL ASSET PLAN AND BUSINESS CASE SUMMARY**

5. Comparison of Actual Work Completed and Actual Costs to Current Approved Baseline								
Description of Milestones	Planned Cost ($M)	Actual Cost ($M)	Planned Start Date	Actual Start Date	Planned Completion Date	Actual Completion Date	Planned Percent Complete	Actual Percent Complete
E-Gov Travel PMO Operation & Maintenance (FY12) Estimate includes GSA overhead	$7.7	$0.0	2011-10-01		2012-09-30		0.00%	0.00%
E-Gov Travel PMO Operation & Maintenance (FY13) Estimate includes GSA overhead	$7.7	$0.0	2012-10-01		2013-09-30		0.00%	0.00%
Planning (FY03)	$10.1	$6.0	2002-10-01	2002-10-01	2003-09-30	2003-09-30	0.00%	100.00%
Full Acquisition Phase 1 (FY04)	$10.4	$9.6	2003-10-01	2003-10-01	2004-09-30	2004-09-30	0.00%	100.00%
Full Acquisition Phase 2 (FY05)	$10.2	$8.1	2004-10-01	2004-10-01	2005-09-30	2005-09-30	0.00%	100.00%
Full Acquisition Phase 3 (FY06)	$9.9	$9.7	2005-10-01	2005-10-01	2006-09-30	2006-09-30	0.00%	100.00%
Full Acquisition Phase 4 (FY07)	$8.7	$8.5	2006-10-01	2006-10-01	2007-09-30	2007-09-30	0.00%	100.00%
E-Gov Travel PMO Operation & Maintenance (FY08) Estimate includes GSA overhead	$11.3	$10.5	2207-10-01	2007-10-01	2008-09-30	2008-09-30	0.00%	100.00%
E-Gov Travel PMO Operation & Maintenance (FY09) Estimate includes GSA overhead	$10.1	$9.5	2008-10-01	2008-10-01	2009-09-30	2009-09-30	100.00%	100.00%
E-Gov Travel PMO Operation & Maintenance (FY10) Estimate includes GSA overhead	$7.9	$2.0	2009-10-01	2009-10-01	2010-09-30		25.00%	25.00%

* - Indicates data is redacted.