GUIDANCE ON EXHIBIT 300—PLANNING, BUDGETING, ACQUISITION, AND MANAGEMENT OF INFORMATION TECHNOLOGY CAPITAL ASSETS

Summary of Changes

Introduces new definitions to assist Agencies in the consistent planning, acquisition, and operation of IT assets

Changes Unique Project Identifier to Unique Investment Identifier

Introduces Exhibits 300 A&B, "IT Capital Asset Summary and Performance Measurement Report"

300.1   What is the purpose of the section?

Exhibits 300s establish policy for planning, budgeting, acquisition and management of major information technology (IT) capital investments. The Office of Management and Budget (OMB) provides procedural and analytic guidelines for implementing specific aspects of these policies described in OMB Circulars and their associated appendices.

Exhibit 300s are companions to an agency's Exhibit 53. Exhibit 300s and the Exhibit 53, together with the agency's Enterprise Architecture program, define how to manage the IT Capital Planning and Control Process. Exhibit 53A is a tool for reporting the funding of the portfolio of all IT investments within a Department while Exhibit 300A is a tool for detailed justifications of major "IT Investments". Exhibit 300B is for the management of the execution of those investments through their project life cycle and into their useful life in production. By integrating the disciplines of architecture, investment management, and project implementation, these programs provide the foundation for sound IT management practices, end-to-end governance of IT capital assets, and the alignment of IT investments with an agency's strategic goals. As architecture-driven IT investments are funded in the "Invest" phase, they move forward into the implementation phase where system development life cycle processes are followed and actual versus planned outputs, schedule, and operational performance expenditures are tracked utilizing performance-based management processes. New for the FY 2013 budget process, Exhibit 300B requires agencies to provide more detailed benchmarks for the management and performance of projects and operational assets associated with a major investment.

300.2   Does Exhibit 300 apply to me?

The policy and budget justification principles in this Exhibit apply to all agencies of the Executive Branch of the Government subject to Executive Branch review (see Section 25). Exhibit 300A&B must be submitted for each major IT investment for CIO Council agencies in accordance with this section, parallel requirements for other

agencies are addressed in separate guidance.   Major IT investments also must be reported on the agency's Exhibit 53.

300.3   What background information must I know?

The Federal Government must effectively manage its portfolio of capital assets to ensure scarce public resources are wisely invested. Capital programming integrates the planning, acquisition and management of capital assets into the budget decision-making process and is intended to assist agencies in improving asset management and in complying with the results-oriented requirements of:

- *The Clinger-Cohen Act (CCA) of 1996, Public Law 104 – 106*, legislatively mandates that IT investments be prudently managed. CCA requires federal agencies to focus on the results achieved through IT investments while streamlining the federal IT procurement process. Congress and OMB have clearly stated that each agency must actively manage its IT program to provide assurances that technology expenditures are necessary and shall result in demonstrated improvements in mission effectiveness and customer service.

- *The Federal Acquisition Streamlining Act of 1994, Title V (FASA V),* which requires agencies to establish cost, schedule and measurable performance goals for all major acquisition programs, and achieve on average 90 percent of those goals.

- *Security:* For IT investments, agencies should maintain up-to-date tracking of systems in the FISMA inventory to the appropriate IT investment. Costs for security will be collected in both the Exhibit 53A and 53B.

- *Enterprise Architecture (EA):* The IT investment must be included in the agency's EA and Capital Planning and Investment Control (CPIC) process and mapped to and supporting the Federal Enterprise Architecture (FEA). The business case must demonstrate the relationship between the investment and the business, performance, data, services, application, and technology layers of the agency's EA. Are this investment and its assets included in your agency's target enterprise architecture through the underlying segment architecture? For detailed guidance regarding segment architecture requirements, please refer to http://www.whitehouse.gov/omb/e-gov/. See this guidance also regarding the reporting of six digit codes corresponding to agency segment architectures in Exhibit 53, and, for limited cases determined by the Chief Architect, reporting an investment alignment with multiple segments.

- Additional background information for Information Technology can be found in Section 53.2 of the guidance for Exhibit 53.

300.4   What special terms should I know?

Alternatives Analysis refers to an analysis of alternative approaches addressing the performance objectives of an investment, performed prior to the initial decision to implement a solution, and updated periodically as appropriate to capture changes in the context for an investment decision. Alternatives analysis details should be available upon request.

Asset refers to anything that has value to an organization, including, but not limited to: computing device, information technology (IT) system, IT network, IT circuit, software (both an installed instance and a physical instance), virtual computing platform (common in cloud and virtualized computing), and related hardware (e.g., locks, cabinets, keyboards). Assets are the lowest level at which information technology is planned, acquired, implemented and operated.

Capital assets means land, structures, equipment, intellectual property (e.g., software), and information technology (including the output of IT service contracts) used by the Federal Government and having an

estimated useful life of two years or more. See Appendix One of the *Capital Programming Guide* for a more complete definition of capital assets.

Capital investment means the planning, development, acquisition of a capital asset and the management and operation of that asset through its usable life after the initial acquisition. IT Capital investments may consist of one or more assets, the planning, development and acquisition of which are managed through projects, and which then provide useful components in an operational (production) environment.

Capital programming means an integrated process within an agency for planning, budgeting, procurement and management of the agency's portfolio of capital assets to achieve agency strategic goals and objectives with the lowest overall cost and least risk.

Cost means the expenditure of funds or use of property to acquire, produce, operate or maintain an asset. Examples include, but are not limited to: sunk costs, operational costs, acquisition costs and disposition costs (including variable costs such as labor hours).

Cost saving represents the reduction in actual expenditures to achieve a specific objective (as defined in OMB Circular A–131). Cost savings should be cited in descriptions, and may be included as a benefit in alternative analyses.

Cost avoidance represents results from an action taken in the immediate time frame that will decrease costs in the future (as defined in OMB Circular A–131). Cost avoidance should be cited in descriptions, and may be included in alternative analyses.

Defense Acquisition Workforce Improvement Act (DAWIA) (P.L. 101-510 of November 5, 1990) established, for the Department of Defense (DoD), an Acquisition Corps to professionalize the acquisition workforce in DoD through education, training, and work experience.

Dependency means the identification of relationships between projects and operational assets within an investment, and identification of relationships between investments. Identification of dependencies is critical to the management of project, program, and portfolio risk.

Development, Modernization and Enhancement (DME) Costs are costs for projects leading to new IT assets/systems and projects that change or modify existing IT assets to: substantively improve capability or performance; implement legislative or regulatory requirements; or to meet an agency leadership request. Capital costs as part of DME can include hardware, software development and acquisition costs, COTS acquisition costs, government labor costs, and contracted labor costs for planning, development, acquisition, system integration, and direct project management and overhead support.

Disposition Cost for an asset refers to the cost of retiring a capital asset once its useful life is completed or it has been superseded by a replacement asset, and may be included in operational costs.

Earned Value Management (EVM) is a project management tool effectively integrating the project scope of work with schedule and cost elements for optimum project planning and control. The qualities and operating characteristics of earned value management systems (EVMS) are described in American National Standards Institute (ANSI)/Electronic Industries Alliance (EIA) Standard –748–1998, *Earned Value Management Systems*, approved May 19, 1998. It was reaffirmed on August 28, 2002. Additional information on EVMS is available at www.acq.osd.mil/pm.

Enterprise Architecture (EA) is the explicit description and documentation of the current and desired relationships among business and management processes and information technology of an organization. It describes the "current architecture" and "target architecture" to include the rules and standards and systems life cycle information to optimize and maintain the environment which the agency wishes to create and maintain by

managing its IT portfolio. The EA must also provide a strategy to enable the agency to support its current state and also act as the roadmap for transition to its target environment. The EA will define principles and goals and set direction on such issues as the promotion of interoperability, open systems, public access, end user satisfaction, and IT security. The agency must support the EA with a complete inventory of agency information resources, including personnel, equipment, and funds devoted to information resources management and information technology, at an appropriate level of detail.

Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) was established to ensure general training and experience requirements for program and project managers are clearly identified for civilian agencies. The FAC-P/PM focuses on essential competencies needed for program and project managers; the program does not include functional or technical competencies, such as those for information technology or agency-specific competencies. Defense agencies have a similar certification program under the Defense Acquisition Workforce Improvement Act (DAWIA). Agencies were required to be compliant with FAC-P/PM starting in FY 2008. Available levels are Entry/Apprentice, Mid/Journeyman and Expert/Advanced for FAC-P/PM and 1, 2 and 3 for DAWIA.
(http://www.whitehouse.gov/sites/default/files/omb/procurement/workforce/fed_acq_cert_042507.pdf)
(www.whitehouse.gov/omb/procurement/acq_wk/fac_contracting_program.pdf)

Federal Enterprise Architecture (FEA) is a business-based documentation and analysis framework for government-wide improvement. The FEA allows agencies to use standardized methods to describe the relationship between an agency's strategic goals, business functions, and enabling technologies at various levels of scope and complexity. The FEA is comprised of documentation in six domain areas (strategic goals, business services, data and information, systems and applications, infrastructure, and security) and six reference models areas that are designed to facilitate standardized analysis, reporting, and the identification of duplicative investments, gaps, and opportunities for collaboration within and across federal agencies. More information about the FEA and reference models is available at http://www.whitehouse.gov/omb/e-gov/fea.

Federal Segment Architecture Methodology (FSAM) is to become the "Federal Solution Architecture Methodology" in October 2011 and will serve as a scalable and repeatable process for solution architecture at the application, system, segment, enterprise, sector, government-wide, national, and international levels of scope. Consistent use of the FSAM should result in more complete and consistent architecture products by helping architects engage system owners, program offices, and executive sponsors to deliver value-added plans for improved mission delivery. Specifically, FSAM includes guidance to help architects establish clear relationships among strategic goals, detailed business / information management requirements, and measurable performance improvements within each area of the agency's enterprise architecture.

Full funding means appropriations are enacted sufficient in total to complete an asset or useful component (see definition below) of a capital asset before any obligations may be incurred for the component. Incrementally funding the planning and acquisition of capital assets or (useful components) without certainty if or when future funding will be available can result in poor planning, inadequate justification of assets acquisition, higher acquisition costs, project delays, cancellation of projects, the loss of sunk costs, and inadequate funding to maintain and operate the assets. Budget requests for full acquisition of capital assets must propose full funding (see Section 31.5).

Funding means providing the budgetary resources to plan for, acquire, develop, sustain, or operate an asset.

Information Technology means any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission or reception of data or information by an executive agency. Information Technology is related to the terms Capital Asset, IT Investment, Program, Project, Sub-project, Service, and System.

Integrated Program Team (IPT) means cross-functional or multidisciplinary group of individuals organized and collectively responsible for the specific purpose of delivering a project/product/or process to an external or

internal customer. Each IPT should include experts in program and project management, resource management, procurement, and systems engineering, security, and other disciplines, as necessary, to evaluate all aspects of the project. An IPT must always include, but is not limited to: a qualified fully-dedicated IT program manager, a contract specialist, an Information technology specialist, a security specialist and a business process owner before OMB will approve this program investment budget. Key members of the IPT will also be co-located during the most critical junctures of the program, to the maximum extent possible. Agencies should establish integrated program team members individual performance goals to hold team members accountable for both individual functional goals and overall program success. IPT should be defined in a program or an IPT charter.

Interagency acquisition means the use of the Federal Supply Schedules, a multi-agency contract (i.e., a task order or delivery order contract established by one agency for use by government agencies to obtain supplies and services, consistent with the Economy Act, 31 U.S.C. 1535), or a government-wide acquisition contract (i.e., a task-order or delivery-order contract for information technology established by one agency for government-wide use operated by an executive agent designated by OMB pursuant to Section 11302(3) of the Clinger Cohen Act of 1996).

Federal IT Dashboard The purpose of the Dashboard is to provide information on the effectiveness of government IT programs and to support decisions regarding the investment and management of resources. The Dashboard is now being used by the Administration and Congress to make budget and policy decisions.

IT Investment means the expenditure of IT resources to accomplish mission objectives. An IT investment may include a project or projects for the development, modernization, enhancement, or maintenance of a single IT asset or group of IT assets with related functionality and the subsequent operation of those assets in a production environment. While each asset or project would have a defined life cycle, an investment that covers a collection of assets intended to support an ongoing business mission may not have a defined life cycle.

IT Program Managers and IT Project Managers are defined by OPM in the Job Family Standard for Administrative Work, in the Information Technology Group (series 2200 in the Federal Classification and Job Grading Systems). IT Program Managers will be responsible for major investments and will lead the required Integrated Program Team for the investment.

Investment Title as defined in Guidance for Exhibit 53 (See Section 53.8).

Life-cycle costs includes all investment costs (including government FTE), independent of the funding source, i.e. revolving fund, appropriated fund, working capital fund, trust fund, etc. (see Capital Programming Guide of OMB Circular A-11 and OMB Circular A-131).

Maintenance is the activity necessary to keep an asset functioning as designed during its operations and maintenance phase of an investment. Maintenance costs include costs needed to sustain an IT asset at the current capability and performance levels including: corrective hardware/software, voice and data communications maintenance; replacement of damaged or obsolete IT equipment; and associated overhead costs. Where appropriate, maintenance activities that follow agency defined project management methodologies should be managed and reported as projects and reported in Section B of the Exhibit 300B. Examples of maintenance projects include operating system upgrades, technology refreshes, and security patch implementations.

Major IT Investment means a program requiring special management attention because of its importance to the mission or function of the agency, a component of the agency, or another organization; has significant program or policy implications; has high executive visibility; has high development, operating, or maintenance costs; is funded through other than direct appropriations; or, is defined as major by the agency's capital planning and investment control process. OMB may work with the agency to declare other investments as major investments. Agencies should consult with your OMB agency budget officer or analyst about what investments to consider as "major". Investments not considered "major" are "non-major."

Operations mean the day-to-day management of an asset in the production environment and include activities to operate data centers, help desks, operational centers, telecommunication centers, and end user support services. Operational activities are reported through Section C of the Exhibit 300B. Operations costs include the expenses associated with an IT asset that is in the production environment to sustain an IT asset at the current capability and performance levels including: Federal and contracted labor costs; and costs for the disposal of an asset.

Operations and Maintenance means the phase of an asset in which the asset is in operations and produces the same product or provides a repetitive service. Operations and Maintenance (O&M) is synonymous with "steady state."

Performance-based acquisition management means a documented, systematic process for program management, which includes integration of program scope, schedule and cost objectives, establishment of a baseline plan for accomplishment of program objectives, and use of earned value techniques for performance measurement during execution of the program. This includes prototypes and tests to select the most cost effective alternative during the Planning Phase, the work during the Acquisition Phase, and any developmental, modification, or upgrade work done during the Operational/Steady State Phase. For operational/steady state systems, an operational analysis as discussed in Phase IV of the Capital Programming Guide is required. A performance-based acquisition (as defined in the Federal Acquisition Regulation 37.101) or contract/agreement with a defined quality assurance plan that includes performance standards/measures should be the basis for monitoring contractor or in-house performance of this phase.

Planning means preparing, developing or acquiring the information you will use to: design the asset; assess the benefits, risks, and risk-adjusted costs of alternative solutions; and establish realistic cost, schedule, and performance goals, for the selected alternative, before either proceeding to full acquisition of the capital project or useful component or terminating the project. Planning must progress to the point where you are ready to commit to achieving specific goals for the completion of the acquisition before proceeding to the acquisition phase. Information gathering activities may include market research of available solutions, architectural drawings, geological studies, engineering and design studies, and prototypes. Planning may be general to the overall investment or may be a useful component of a project. Depending on the nature of the project, one or more planning components may be necessary.

Program for the purposes of this Exhibit 300 is a group of assets that are planned and managed together to achieve an overall set of related outcomes. IT Investment is frequently used as a synonym for IT program.

Project is a temporary endeavor undertaken to accomplish a unique product or service with a defined start and end point and specific objectives that, when attained, signify completion. Projects are undertaken for development, modernization, enhancement, disposal, or maintenance of an IT asset. Projects are composed of activities.

Project Manager (PM) Level of Experience is the specific certification or the number of years of direct project management experience of the PM. Examples of PM certifications include FAC-P/PM, PMI, or other recognized certifications.

Risk Management is a systematic process of identifying, analyzing, and responding to risk. It includes maximizing the probability and consequences of positive events and minimizes the probability and consequences of adverse events to overall objectives.

Solution Architecture is a standardized method of identifying business requirements and viable technology solutions within the context of a single agency's enterprise architecture, or a multi-agency sector or government-wide/international architecture. Solution architecture includes current and future views as well as transition plans at a number of levels of scope that include applications, systems, segments, enterprise, sector, government-wide, national, and international. The Federal Solution Architecture Methodology (FSAM) is scheduled for release in October 2011 to provide the repeatable process for doing solution architecture.

Shared Service Provider is the provider of a technical solution and/or service that supports the business of multiple agencies using a shared architecture.

Unique Investment Identifier as defined in the guidance for Exhibit 53.

Additional budget terms and definitions are included in the Glossary in [Appendix](#) *J, "Principles of Budgeting for Capital Asset Acquisitions" and in the guidance for Exhibit* [53](#) *(for IT).*

300.5 How will agencies manage information technology capital assets?

The *Capital Programming Guide* of OMB Circular A–11, provides guidance on the principles and techniques for effective capital programming. [Appendix J](#) of this part explains the principles of financing capital asset acquisitions. Section 9b of [OMB Circular A–130](#) establishes additional requirements for enterprise architectures (EAs), planning and control of information systems and technology investments and performance management. Agencies must develop and implement a capital programming process to develop their capital asset portfolio, and must:

- Evaluate and select capital assets that will support core mission functions performed by the Federal Government, and which demonstrate projected returns on investment that are clearly equal to or better than alternative uses of available public resources. Specifically for IT, the investments should be informed by, and address gaps in an agency's Segment Architecture and map to the agency's strategic plan;
- Initiate improvements to existing assets or acquisitions of new assets only when no alternative private sector or governmental source can more efficiently meet the need;
- Implement IT reforms from the "[25 Point Implementation Plan to Reform Federal Information Technology Management](#)" such as adhering to modular development principles and the requirement to establish an Integrated Program Team prior to funding an IT investment;
- Simplify or otherwise redesign work processes to reduce costs, improve effectiveness, and make maximum use of commercial services and off-the-shelf technology;
- Reduce project risk by avoiding or isolating custom designed components, using components that can be fully tested or prototyped prior to full implementation or production, and ensuring involvement and support of users in the design and testing of the asset;
- Structure major planning and acquisition into useful components with a narrow scope and brief duration, and that make adequate use of competition and appropriately allocate risk between Government and contractor. The Agency Head must approve or define the cost, schedule, and performance goals for major acquisitions, and the agency's Chief Financial Officer must evaluate the proposed cost goals;
- Ensure a continuous linkage with Federal, agency, and bureau EAs, demonstrating such consistency through alignment with the agency's Segment Architecture, compliance with agency business requirements and standards, as well as identification of milestones, as defined in the agency's EA transition strategy;
- Institute performance measures and management processes monitoring and comparing actual performance to planned results. Agencies must use a performance-based acquisition management or earned value management system, based on the ANSI/EIA Standard 748-B, to obtain timely information regarding the progress of capital investments where appropriate, as defined in the Federal Acquisition Regulations (FAR). The system must also measure progress towards useful components in an independently verifiable basis, in terms of cost, capability of the investment to meet specified requirements, timeliness, and quality. Agencies are expected to achieve, on average, 90 percent of the cost, schedule and performance goals for major acquisitions. Through the Tech Stat process, agencies must review major acquisitions not achieving 90 percent of the goals to determine whether there is a continuing need and what corrective action, including termination, should be taken;
- Ensure assets that are IT systems conform to the requirements of [OMB Circular No. A–130](#), "Management of Federal Information Resources";

- Ensure assets that are financial management systems conform to the requirements of OMB Circular No. A–127;
- Conduct post-implementation or post-occupancy reviews of capital programming and acquisition processes and projects to validate estimated benefits and costs and document effective management practices, i.e., lessons learned, for broader use;
- Establish oversight mechanisms requiring periodic review of operational capital assets to determine how mission requirements might have changed, and whether the asset continues to fulfill ongoing and anticipated mission requirements, deliver intended benefits to the agency and customers, and meet user requirements; and
- Develop and maintain the following documents all of which may be requested by OMB and are subject to delivery within ten business days:
  - Investment level Alternative Analysis;
  - Investment level Acquisition Plan;
  - Earned Value Reports on large projects;
  - Integrated Program Team Charter;
  - Investment Charter;
  - Project Charters, as appropriate; and
  - Risk Management Plan

300.6   What other requirements do Exhibits 300s fulfill?

The Exhibit 300A is designed to coordinate OMB's collection of agency information for its reports to the Congress required by the Federal Acquisition Streamlining Act of 1994 (FASA Title V) and the Clinger-Cohen Act of 1996. The business case (Exhibit 300A) for investment should be demonstrated for supporting the mission statements, long-term goals and objectives, and annual performance plans developed pursuant to the GPRA. In addition, the Exhibit 300B establishes reporting requirements through the Federal IT Dashboard to ensure the proper execution of those investments against the established performance plans.

300.7   What must I report on Exhibits 300A&B and when?

All information necessary to complete Exhibit 300A&B should already exist as part of the agency's overall Capital Planning activities and within project and program specific documentation. The materials used to populate Exhibit 300A&B should be readily available to OMB upon request.

Exhibit 300As for major IT investments must be submitted to OMB during the period September 12-16, 2011. The Exhibit 300A should be fully integrated with your agency's overall budget submission, including Exhibit 53A. All reporting on IT must be submitted electronically via XML feed to OMB's Federal IT Dashboard (http://www.itdashboard.gov/). Additional information regarding the submission process will be posted on the IT Dashboard including business rules for the validation of data and a schema that describes how data should be transmitted. As with previous submissions to the IT Dashboard, pre-decisional and procurement sensitive information will not be displayed to the public.

As prescribed by OMB, agencies should update their Exhibits 53A and 300A to reflect final Presidential decisions.

Exhibit 300B for major IT investments should be initially submitted to OMB by September 23, 2011, in order to establish cost, schedule and performance targets for FY2012. In line with modular development principles, targets for *projects* should aim to deliver functionality within six months. For the purposes of target setting, projects stretching over a longer period should be broken up into segments of six months or less and reported in Tables B1 and Table B2 in those smaller pieces. Performance targets for *ongoing operations* will be established in Table C1.

Following the establishment of FY 2012 targets, regular updates for metrics and activities will be submitted to the IT Dashboard at least once by the last business day of each month. The periodicity of performance metrics updates for *ongoing operations* will vary according to the nature of the metric as indicated in Table C1.

If agencies request supplemental funds or reallocate funding within their authority, which include changes to the agency's portfolio and the performance targets, as part of their supplemental request, agencies should submit new or revised Exhibits 53A (see Guidance on Exhibit 53), 300A, and 300B.

Multi-Agency Collaboration Investments (must submit both Exhibit 300A and Exhibit 300B)

The managing partner (lead agency) will take the lead for completing the multi-agency collaboration investment Exhibit 300, managing it through the lead agency's capital programming and budget process and submitting the Exhibit 300 to OMB. The managing partner is also responsible for ensuring the Exhibit 300s include all necessary information from the partner agencies and has been approved by all necessary partner agencies through the appropriate governance process. The Executive Committee of each initiative/investment should review and approve the Exhibit 300s. The tracking of the multi-agency approvals, partner agency funding, and related capital assets (e.g. migration investments, Centers of Excellence, Shared Service Centers, Supporting components) will be captured via a MAX E-Gov Funding Tool (similar to the one used in FY2010), all Initiative PMs or their designated leads should have received details about this in the May 10, 2011 email from OMB.

For IT assets, partner agencies should report their participation in their Exhibit 53 submissions as appropriate (see Guidance on Exhibit 53). Partner agencies should reference the name and UII of the multi-agency Exhibit 300 in the "Investment Description" field of each Exhibit 53 line item related to the multi-agency Exhibit 300. Partner agencies should also ensure their activities and participation are included in the appropriate sections of the multi-agency Exhibit 300. The entire Summary of Funding Total for the investment, including funds provided by partner agency, should be included in the Exhibit 300s.

Investments that provide a service to other agencies, but do not receive contributions from partner agencies should still be reported as Multi-Agency Collaboration Investments.

Investments such as Lines of Business (LoB) that provide a cross-federal governance structure, but no technical solution should also report as Multi-Agency Collaboration Investments. As governing bodies, they have oversight responsibilities of the shared service providers that provide technical solutions and should inform and guide their performance targets. These Exhibit 300s should not duplicate the costs including in the Exhibit 300 reported by the shared service provider. The Cost and Schedule table should indicate key activities agreed to under the investment that indicate an agreed upon roadmap strategy; however, only costs directly attributed to the investment should be included.

Managing partners providing multi-agency services should ensure that funding is prioritized to accommodate building and obtaining approval of a shared architecture. Approval should be obtained through a working governance model that includes partner agencies, customers and OMB.

OMB may require additional information from partner agencies related to the multi-agency collaboration investment Exhibit 300. When necessary, OMB will work with the managing partners to coordinate data requests.

300.8   How will OMB use the Exhibit 300 A&B?

The Exhibit 300 A&B is one component of your agency's total budget justification (see Section 51.2). OMB uses the Exhibit 300A&B to make both quantitative decisions about budgetary resources consistent with the Administration's program priorities, and qualitative assessments about whether the agency's programming processes are consistent with OMB policy and guidance. OMB will be evaluating all elements of the budget submission and will communicate the results of these evaluations in the course of the budget process. If additional supporting information is necessary, OMB will request from agencies the supporting evidence used to produce the Exhibit 300A&B. All information necessary to complete an Exhibit 300A&B should already exist as

part of the agency's overall Information Technology Investment Management activities and within program and project specific documentation. The materials used to produce the Exhibit 300A&B should be readily available to OMB upon request.

Exhibit 300A: IT Capital Asset Summary
Part I: Summary Information And Justification (All Capital Assets)

Section A: Overview

1. Investment Name:	
2. Unique Investment Identifier (UII) For IT investment only, see Section _53.9._	

Section B: Investment Detail

1. Provide a brief summary of the investment, including a brief description of the related benefit to the mission delivery and management support areas, and the primary beneficiary(ies) of the investment. *Include an explanation of any dependencies between this investment and other investments.*

[Limit: 2500 char]

2. How does this investment close in part or in whole any identified performance gap in support of the mission delivery and management support areas? *Include an assessment of the program impact if this investment isn't fully funded.*

[(Limit:2500 char]

3. For this investment's technical features, please identify where any specific technical solutions are required by legislation, in response to audit findings, or to meet requirements from other sources. Where "Yes" is indicated, provide a brief description of the technical features required, and any citations regarding specific mandates for these requirements.

	Required by	Description
Legislative Mandate	*[Yes/No]*	*[Limit: 1000 characters]*
Audit Finding Resolution		
Published Agency Strategic Plan		
Other Requirement		

4. Provide a list of this investment's accomplishments in the prior year (PY), including projects or useful components/project segments completed, new functionality added, or operational efficiency achieved.

[Limit: 1000 char]

5. Provide a list of planned accomplishments for current year (CY) and budget year (BY).

[Limit: 2500 char]

6. Provide brief descriptions of outyear (BY+1, BY+2, BY+3, BY+4 and beyond as necessary) budget requests for this investment. Briefly describe planned projects and/or useful components proposed. Your justification should address new functionality, systems integration, technology refreshes, efficiencies to be realized, and any other planned enhancements to existing assets/systems performance or agency operations.

Fiscal Year	Description
BY+1	*[Limit: 500 characters]*
BY+2	
BY+3	
BY+4 and beyond	

7. Provide the date of the Charter establishing the required Integrated Program Team (IPT) for this investment. An IPT must always include, but is not limited to: a qualified fully-dedicated IT program manager, a contract specialist, an information technology specialist, a security specialist and a business process owner before OMB will approve this program investment budget. IT Program Manager, Business Process Owner and Contract Specialist must be Government Employees.	(date)

8. IPT Contact Information	Name	Phone Number	Extension	Email
IT Program Manager	*[Limit: 250 Char]*	*[10 digits 0-9 only]*	*[Optional: 6 digits 0-9 only]*	*[Limit one email only]*
Business Process Owner				
Contract Specialist				
Information Technology Specialist				
Security Specialist				
<Optional: Insert other IPT member(s)>				

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

1. Provide the funding summary for this investment by completing the following table. Include funding authority from all sources in millions, and round to three decimal places. Federal personnel costs should be included only in the rows designated "DME … Govt. FTEs" costs and "O&M Govt. FTE" costs and should be excluded from the other cost breakouts. Cost levels should be consistent with funding levels in Exhibit 53. For multi-agency investments, this table should include all funding (both managing and partner agency contributions).

    For years beyond BY+1, please provide your best estimates for planning purposes, understanding that estimates for out-year spending will be less certain than estimates for BY+1 or closer.

    For lines in the table that ask for changes in your current submission compared to your most recent previous submission, please use the President's Budget as your previous submission. When making comparisons, please ensure that you compare same-year-to-same-year (e.g., 2011 v. 2011).

    Significant changes from the previous submission should be reflected in an updated investment-level Alternatives Analysis and is subject to OMB request as discussed in Exhibit 300.5.

	PY-1 & Prior	PY 2011	CY 2012	BY 2013	BY+1 2014	BY+2 2015	BY+3 2016	BY+4 & Beyond
Planning Costs:								
DME (Excluding Planning) Costs:								
DME (Including Planning) Govt. FTEs:								
Sub-Total DME (Including Govt. FTE) :								
O&M Costs:								
O&M Govt. FTEs:								
Sub-Total O&M Costs (Including Govt. FTE):								
Total Cost (Including Govt. FTE):								
Total Govt. FTE costs:								
# of FTE rep by costs:								
Total change from prior year final President's Budget ($)								
Total change from prior year final President's Budget (%)								

Do not enter information for the dark gray cells.

2. While some investments are consistent with a defined life cycle model (i.e., an initial period of development followed by a period of primarily operational spending and an identifiable end point), others represent a collection of ongoing activities and operations with no known terminal point. In the following table, identify whether or not this investment uses a defined life cycle model (as defined in OMB Circular A-131) and provide appropriate investment cost information below.

a.	Is this investment consistent with a life cycle model defined in OMB Circular A-131(i.e., an initial period of development followed by a period of primarily operational spending and an identifiable end point):	*[Y/N]*

b	Describe why the investment is not consistent with life cycle model management defined in OMB Circular A-131, and explain how you adapted your alternatives analysis for this investment? (Where an agency uses a cost model other than the lifecycle cost model, defined by OMB Circular A-131, responses from 2c to 2h below should reflect the alternative concept.)	*[Limit: 1000 chars]* *(Required if a is N)*
c	Provide information on what cost model this investment is using and how costs are captured for what years:	*[Limit: 1000 chars]* *(Required if a is N)*
d.	What year did this investment start (use year—e.g., PY-1=2010)	*(Required if a is Y)*
e.	What year will this investment end (use year—e.g., BY+5=2018)	*(Required if a is Y)*
f.	Estimated Total DME cost (including planning) for the investment life cycle or other cost model (excluding FTE)	*(Required)*
g.	Estimated Total O&M cost the investment life cycle or other cost model (excluding FTE)	*(Required)*
h.	Estimated total Govt. FTE Cost for the investment life cycle or other cost model	*(Required)*

3a. If the funding levels have changed from the FY 2012 President's Budget request for PY or CY, briefly explain those changes:	*[Limit: 500 chars]*

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

1. *Complete* or *update* the table to display all prime contracts (or task orders) for <u>awarded or open solicitations</u> for this investment (sub-award details is not required). Contracts and/or task orders that have "Ended" should not be included in the table. Contracts in open solicitation should provide estimated data for all fields (for "Total Contract Value" the estimated base contract costs and all anticipated option years). Data definitions can be found at www.usaspending.gov/learn#a2.

For specifics, please see notes 1 and 2 below the table.

Field	Data Description	Optional for Awarded Contracts	Contract/ Task Order
Contract Status	(1) Awarded, (2) Pre-award Post-solicitation		
Contracting Agency ID	Required only if the contracting agency is different than the agency submitting the exhibit. Use agency 4 digit code as used in FPDS.		
Procurement Instrument Identifier (PIID)	The unique identifier for each contract, agreement or order. See http://www.usaspending.gov/learn#a2		
Indefinite Delivery Vehicle (IDV) Reference ID	Required only for IDVs. See http://www.usaspending.gov/learn#a2	Y	
IDV Agency ID	This is a code for an agency, but it does not necessarily represent the agency that issued the contract. Instead, it serves as part of the unique identification for Federal Procurement Data System IDV records.	Y	
Solicitation ID[1]	Identifier used to link transactions to solicitation information. See http://www.usaspending.gov/learn#a2	Y	
EVM Required	Y/N		
Ultimate Contract Value[1]	Total Value of Contract including base and all options. Complete using dollars to two decimal places.	Y	
Type of Contract/Task Order (Pricing) [1]	See FAR Part 16. Can be fixed price, cost, cost plus, incentive, IDV, time and materials, etc	Y	
Is the contract a Performance Based Service Acquisition (PBSA)? [1]	Y/N Indicates whether the contract is a PBSA as defined by FAR 37.601. A PBSA describes the requirements in terms of results rather than the methods of performance of the work.	Y	
Effective date[1]	Actual or expected Start Date of Contract/Task Order, the date that the parties agree will be the starting date for the contract's requirements. (YYYY-MM-DD)	Y	
Actual or expected End Date of Contract/Task Order[1]	(YYYY-MM-DD)	Y	

Extent Competed[1]	(A) Full and open competition (B) Not available for competition (C) Not competed (D) Full and open competition after exclusion of sources (E) Follow-on to competed action (F) Competed under simplified acquisition procedures (G) Not competed under simplified acquisition procedures (CDO) Competitive Delivery Order (NDO) Non-competitive Delivery Order	Y	
Contract Description	A brief description of the goods or services bought (for an award) or that are available (for an IDV).www.usaspending.gov/learn?tab=FAQ#2	Y	

[1]Assuming the PIID or IDV PIID match with USAspending.gov, these data elements will be automatically populated for awarded IT acquisitions
[2]Assumingthe PIID, IDV PIID, or Solicitation number match with USAspending.gov or FedBizOpps (fbo.gov) this data will be auto populated for awarded and pre-award, post-solicitation IT acquisitions.

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: *[char 2500]*

Exhibit 300B: Performance Measurement Report

The Exhibit 300B is used to provide OMB current fiscal year (FY2012) investment performance data for major investments. Include in this exhibit, at a minimum, all activities and operations that started in a previous fiscal year (PY and earlier) and have not completed by the beginning of the current year as well as activities and operations that are scheduled to start in the current fiscal year. Provide an up-to-date copy of this exhibit to OMB at least once a month.

UNDERSTANDING THE EXHIBIT 300B

On the Exhibit 300B, investments are described as:

- Investment
  - Projects
    - Activities
  - Operations

Report information about these areas in the following Exhibit 300B sections:

A.1: General Information. Enter basic information about the major investment.
B.1: Projects. Identify all of the investment's projects with activities occurring in the current fiscal year.
B.2: Activities. Outline the activities that are performed to achieve the outcome of each project.
B.3: Project Risk. Identify all significant risks to each project's success.
C.1: Operational Performance Information. Identify performance targets for evaluating operations.
C.2: Operational Risk. Identify all significant risks to investment achieving operational performance targets.

SECTION A: GENERAL INFORMATION

1. Investment Name: Agency-provided name of investment, consistent with Exhibit 53.
2. Investment UII: Agency-provided unique investment identifier, consistent with Exhibit 53.

SECTION B: PROJECT EXECUTION DATA

Section B addresses planning, DME and significant maintenance projects for the investment.

In Table B.1, report, at a minimum, all projects with any activities that started in a previous fiscal year (PY and earlier) and have not completed by the beginning of the current year as well as activities that are scheduled to start in the current fiscal year, including planning, DME, and maintenance projects. This information should be updated at least once every month. Include the following data in Table B.1:

Table B.1										
Project ID	Project Name	Project Description	Project Start Date	Project Completion Date	Project Lifecycle Cost	PM Name	PM Level of Experience	PM Phone	PM Extension	PM Email
								[10 digits 0-9 only]	*[Optional: 6digits 0-9 only]*	*[Limit one email only]*

1. ***Project ID:*** An agency-specified number that uniquely identifies the project within this investment.
2. ***Project Name:*** Name used by agency to refer specifically to this project.
3. ***Project Description:*** Description of project functionality or purpose.
4. ***Project Start Date:*** Date of actual start of in-progress projects or planned start of projects which have not yet begun (may be before current fiscal year or activities listed in activities table B.2).

5. **Project Completion Date:** Planned date of completion of in-progress projects or actual completion date of projects which have completed (may be after budget year or of completion date of activities listed in activities table B.2).
6. **Project Lifecycle Cost:** Enter the total cost of all activities related to this project as described in OMB Circular No. A-131. (in $ millions)
7. **PM Name:** Name of project manager responsible for the success of this project.
8. **PM Level of Experience:** The years of applicable experience or the status of certification. Available selections include:
    1) FAC-P/PM(DAWIA-3)– Senior
    2) FAC-P/PM(DAWIA-2)– Mid-Level
    3) FAC-P/PM(DAWIA-1)– Entry Level
    4) Other certification with 4 or more years PM experience (within the last five years)
    5) Other certification with between 2 and 4 years PM experience (within the last five years)
    6) Other certification with less than two years PM experience (within the last five years)
    7) No certification, but with 4 or more years PM experience (within the last five years)
    8) No certification, but with between 2 and 4 years PM experience (within the last five years)
    9) No certification, but with less than two years PM experience (within the last five years)

9. **PM Phone:** Phone number of project manager responsible for the success of this project.
10. **PM Email:** Email address of project manager responsible for the success of this project.

In Table B.2, describe, at a minimum, all activities occurring during the current fiscal year. This table should be updated once a month at a minimum. In line with modular development principles, activities should be structured to provide usable functionality in measureable segments that complete at least once every six months or more often, as described in the *25-Point Implementation Plan to Reform Federal IT*.

Table B.2													
A	B	C	D	E	F	G	H	I	J	K	L	M	N
Project ID	Activity Name	Activity Description	Structure ID	Key Deliverable/ Usable Functionality	Start Date Planned	Start Date Projected	Start Date Actual	Completion Date Planned	Completion Date Projected	Completion Date Actual	Total Costs Planned	Total Costs Projected	Total Costs Actual
				[Key Deliverable, Usable Functionality, N/A]									

A. **Project ID:** An agency-specified number that uniquely identifies the project within this investment.
B. **Activity Name:** A short description consistent with the critical steps within the agency project management methodology.
C. **Activity Description:** Describe what work is accomplished by this activity.
D. **Structure ID:** Agency-specified identifier which indicates work breakdown structure agency uses to associate this activity with other activities or a project. Please provide this in the format of "x.x.x.x.x" where the first string is the Project ID and each following string (separated by periods) matches the Structure ID of a parent activity. See below for more guidance about parent and child activities expressed through this structure.
E. **Key Deliverable / Usable Functionality:** Indicate whether the completion of this activity provides a key deliverable or usable functionality. This should only be provided for activities which do not have a child activity. Use this field to demonstrate this investment's alignment with the modular development principles of the *25-Point Implementation Plan to Reform Federal IT*.
F. **Start Date Planned:** The planned start date for this activity. This is the baseline value.
G. **Start Date Projected:** When activity has not yet started, enter current planned start date of the activity.
H. **Start Date Actual:** When activity starts, enter actual start date here.
I. **Completion Date Planned:** The planned completion date for this activity. This is the baseline value.
J. **Completion Date Projected:** When activity has not yet completed, enter current planned completion date of the activity.

K. *Completion Date Actual:* When activity ends, enter actual completion date here.
L. *Total Costs Planned:* The planned total cost for this activity. This is the baseline value.
M. *Total Costs Projected:* When activity has not yet completed, enter current planned total cost of the activity.
N. *Total Costs Actual:* When activity ends, enter actual total costs for the activity here.

Note: For programs that are employing Earned Value Management, agencies should reflect "budget at completion" in the "total costs planned" field; and "estimated at completion" in the "total costs projected field for projected costs.

Reporting Parent and Child Activities (WBS Structure)

"Child" activities may be grouped into "Parent" activities to reflect the work breakdown structure (WBS) the agency uses to manage the investment. If a work breakdown structure is not used by the agency, please report the relationship between parent activities and child activities in "Structure ID" using this method.

When reporting an activity, enter the "Structure ID" as a period-delimited string consisting of the "Project ID" and each nested parent activity between the project level and the child activity. The "Structure ID" to enter will vary depending on the activity's WBS level.

> Example: For child activity 3 which is part of parent activity 10, which in turn is part of parent activity 2, which in turn is part of Project A, please enter: A.2.10.3

- Project A
  - Parent Activity 2
    - Parent Activity 10
      - Child Activity 3

There is no limit to the number of nested "child" and "parent" relationships allowed, and this depth may vary from activity to activity and from project to project.

If any of a parent activity's child activities occurs in the current fiscal year, then <u>all</u> child activities of the parent activity must be reported regardless of their timing. This is to ensure that a complete view of the parent activity is available.

All activities with no child activities must have, at a minimum, *Project ID, Activity Name, Activity Description, Structure ID, Start Date Planned, Start Date Projected, Completion Date Planned, Completion Date Projected, Total Costs Planned,* and *Total Costs Projected*. Completed activities must also have *Start Date Actual, Completion Date Actual,* and *Total Costs Actual*.

Any parent activities with a child activity must be completely described by the aggregate attributes of its child activities. In the IT Dashboard, the cost and schedule information for parent activities will be based on the cost and schedule information of their most detailed reported child activities. Agency-submitted cost and schedule information is not required for parent activities.

Project ID	Activity Name	Structure ID	Start Date Planned	Completion Date Planned	Planned Total Costs	...
A	Design	A.2	*2/1/2012*	*2/29/2012*	*$2.5*	
A	Business Requirements	A.2.1	2/1/2012	2/10/2012	$1.0	
A	Technical Requirements	A.2.2	2/11/2012	2/20/2012	$1.0	
A	Architecture	A.2.3	2/21/2012	2/29/2012	$0.5	

Data reported in cells marked with a fill color (Structure ID: A.2) is unnecessary. These values will be calculated by aggregating the cost and schedule information reported in this parent activity's child activities.

Project Risk

Risk assessments should include risk information from all stakeholders and should be performed at the initial concept stage and then monitored and controlled throughout the life-cycle of the investment.

In Table B.3, list all significant project related risks for the investment that are currently open and provide risk assessment information. (It is not necessary to address all 19 OMB Risk Categories).

1. *Project ID:* An agency-specified number that uniquely identifies a project within this investment. For each identified risk, lists the associated Project ID.
2. *Risk Name:* A short description that identifies a risk, the cause of the risk and the effect that the risk may have on the project.
3. *Risk Category*: Please select the relevant OMB Risk Category for each risk. Risk categories include: 1) schedule; 2) initial costs; 3) life-cycle costs; 4) technical obsolescence; 5) feasibility; 6) reliability of systems; 7) dependencies and interoperability between this investment and others; 8) surety (asset protection) considerations; 9) risk of creating a monopoly for future procurements; 10) capability of agency to manage the investment; and 11) overall risk of investment failure; 12) organizational and change management; 13) business; 14) data/info; 15) technology; 16) strategic; 17) security; 18) privacy; and 19) project resources.
4. *Risk Probability:* The likelihood of a negative impact for this risk (Low, Medium, or High likelihood).
5. *Risk Impact*: Assess level of potential negative impacts for the risk (Low, Medium, or High impact).
6. *Mitigation Plan*: A short description of the plan or steps to mitigate the identified risk.

Table B.3					
Project ID	Risk Name	Risk Category	Risk Probability	Risk Impact	Mitigation Plan
	[char 500]	*[19 Risk Categories]*	*[Low, Medium, High]*	*[Low, Medium, High]*	*[char 500]*

SECTION C: OPERATIONAL DATA

Section C addresses operational activities which are not reported as a part of a project in Section B.

Operational Performance

There are two essential types of operations metrics to be reported (see FEA Reference Model Mapping Quick Guide):

1. *Results Specific:* Provide a minimum of two metrics which measure the effectiveness of the investment in delivering the desired service or support level; if applicable, at least one metric should reflect customer results (e.g.; "Service Quality").
2. *Activities and Technology Specific:* Provide a minimum of three –metrics which measure the investment against its defined process standards or technical service level agreements (SLAs) (e.g.; "Reliability and Availability"). At least one of these metrics must have a monthly "Reporting Frequency."

Provide results specific metrics which are appropriate to the mission of the investment and its business owner or Customer. Generally these metrics should be provided by the investment's business owner and will reflect performance in the broader business activities and not IT-specific functions. The best results specific metrics will support the business case justification and could be the foundation of a quantitative approach to defining benefits in a cost-benefit analysis. Unlike in private industry where identified benefits accrue to the organization, government benefits may accrue to the public. Therefore, results-specific metrics may demonstrate the value

realized external to the Federal Government. The table must include a minimum of two results-specific metrics, one of which should reflect customer results.

Each metric description should help the user understand what is being measured. In this field, describe the units used, any calculation algorithm used, and the definition or limits of the population or "universe" measured.

The unit of measure should be characterized (e.g. number, percentage, dollar value etc) for each metric. Each metric listed in the table must also indicate how often actual measurements will be reported (monthly, quarterly or semi-annually), as well as baseline, targets and actual results. The "Actual for PY" should be final actual measurement from the previous year or the average actual results from the previous year. Describe whether a successful actual measurement would be "over the target" or be "under the target" in "Measurement Condition." "Comment" field is required for performance metrics where target not expected to be met. All data will be displayed on the IT Dashboard.

Table C.1										
Metric Description	Unit of Measure	FEA Performance Measurement Category Mapping	Baseline	Target for PY	Actual for PY	Target for CY	Measurement Condition	Reporting Frequency	Most Recent Actual Results	Comment
[char 500]	[char 50]	[PRM Measurement Category]	[numeric]	[numeric]	[numeric]	[numeric]	[Over target, Under target]	[Monthly, Quarterly, Semi-Annual]	[numeric]	[Optional char500]

Operational Risk

Risk assessments should include risk information from all stakeholders and should be performed at the initial concept stage and then monitored and controlled throughout the life-cycle of the investment.

In Table C.2, list all _significant_ operational related risks for the investment that are currently open and provide risk assessment information. (It is not necessary to address all 19 OMB Risk Categories).

1. **_Risk Name:_** A short description that identifies a risk, the cause of the risk and the effect that the risk may have on the operational activity.
2. **_Risk Category_**: Please select the relevant OMB Risk Category for each risk. Risk categories include: 1) schedule; 2) initial costs; 3) life-cycle costs; 4) technical obsolescence; 5) feasibility; 6) reliability of systems; 7) dependencies and interoperability between this investment and others; 8) surety (asset protection) considerations; 9) risk of creating a monopoly for future procurements; 10) capability of agency to manage the investment; and 11) overall risk of investment failure; 12) organizational and change management; 13) business; 14) data/info; 15) technology; 16) strategic; 17) security; 18) privacy; and 19) project resources.
3. **_Risk Probability:_** The likelihood of a negative impact for this risk (Low, Medium, or High likelihood).
4. **_Risk Impact:_** Assess level of potential negative impacts for the risk (Low, Medium, or High impact).
5. **_Mitigation Plan_**: A short description provides how to mitigate the risk.

Table C.2				
Risk Name	Risk Category	Risk Probability	Risk Impact	Mitigation Plan
[char 500]	[19 Risk Categories]	[Low, Medium, High]	[Low, Medium, High]	[char 500]