

Title:	NOAA INFORMATION TECHNOLOGY REVIEW BOARD (NITRB) REQUIREMENTS GUIDANCE		
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Originator:	Jerry McNamara	Current Editor:	Jerry McNamara

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KEYWORDS

ITIA, IT Investment authority

PURPOSE AND SCOPE

The purpose of the NITRB reviews are to ensure that NOAA’s major Information Technology (IT) investments are in alignment with NOAA and DOC’s strategic direction, mission requirements, IT management requirements, and OMB directives (in particular E-Gov and IT Security). Depending on the review type and the circumstances of an investment, the requirements and criteria provided in this document are based upon overall best practices and are to be used as guidance where applicable and appropriate.

Scope of this Standard: Guidance for NITRB and DOC review board presentations

Intended Use of this Standard: Checklist

AUTHORITY

1. Information Technology Management Reform Act of 1996.
2. DOO 10-5 *Effective Date:* 2003-12-31

INTENDED AUDIENCE

- Chief Information Officers
- Budget Officers
- Contracting Officers
- Project Managers
- Exhibit 300 Managers

DESCRIPTION

Supporting documents:

- Acquisition Plan , updated 3-28-07
- Budget Initiative Review Example: OAR NESDIS NIDIS Briefing 6-13-06
- ITIA Review (old DPA): SARSAT CITRB 02-15-07
- System Control Review Example: AWIPS CITRB 072606
- Post Implementation Review Example: CITRB GOL final 9-27-06

This subject of policy or guidance falls into the category: CPIC, PM, and SDLC

DEFINITIONS

IT Investment Authority: An ITIA is the CIO's permission for entering into a contract. An ITIA is needed from the Department of Commerce CIO for all investments over \$10 million and selectively below \$10 million. An ITIA may be granted by the NOAA CIO for all procurements below \$10 million.

GUIDANCE - [HTTP://WWW.CIO.NOAA.GOV/IT_GROUPS/NISN-3.007_NITRB_GUIDANCE.PDF](http://www.cio.noaa.gov/IT_GROUPS/NISN-3.007_NITRB_GUIDANCE.PDF)

The following circumstances require a NOAA organization/program/project/investment to come before the NITRB:

1. **Budget request for new funds, for an existing investment or a new investment.**

Required Action: Make sure your Line Office CFO or budget staff work with and seek approval from the NOAA Budget Office *PRIOR to the NITRB Review*.

- Briefing Focus: SHOW the projected performance increases or benefits to NOAA (show how your increase contributes to a GPRA benefit). Explain the Information Technology (IT)! What IT is the money purchasing? What IT Hardware? What Software? What IT Services? Under "Basis for Investment" be sure to show specifics that drive the point home why this investment is important!

Know your project's top risks and be able to speak in detail about mitigation activities.

It is required that project managers show all life-cycle costs for the budget initiative, showing all resources needed for the out-years, how the project fits within the scope of the IT Strategic Plan, and how the project would impact the current IT portfolio.

Be sure to show that you are coordinating any NOAA consolidated enterprise initiative: Telecommunications and Networking designs/costs with NOAAnet, NOAA Link, Microsoft, Google, and other enterprise licensing initiatives, and how you are also part of the NOAA consolidated enterprise Web Services (if applicable). See section 2.0 below for more complete general presentation guidelines.

Required Documents: Briefing Slides, and Budget Initiative Quad Chart (if the NITRB approves your request, a new Exhibit 300 or inclusion in an existing 300 will be necessary). Additional documents that must be attached to your investment in the eCPIC system's Resource Library: the current Project Plan, Milestone Chart, Risk Management Plan, Cost Benefit Analysis, draft Alternatives Analysis, and Acquisition Plan.

Final Check: Be sure the monetary figures in your Budget Initiative Quad Chart, Exhibit 300 Summary of Spending Tables (Section I. B.), and Briefing slides are in agreement.

2. **Request for IT Investment Authority – ITIA (Old “DPA”)**

Required Actions:

1. Make sure your Line Office CFO or budget staff work with and seek approval from the NOAA Budget Office *PRIOR to the NITRB Review*.
2. The Line Office must bring a signed memorandum to the NITRB from the LO CIO to the NOAA CIO requesting an ITIA.
3. The Line Office should also bring a draft memorandum for the NOAA CIO's signature requesting an ITIA from the DOC CIO.
4. Address the requirements of DOC Procurement Memorandum (PM) 2006-06, Information Security in Acquisitions, and Commerce Acquisition manual (CAM) Chapter 1337.70. This is the IT Security Acquisition Checklist. Do not ignore this! Ask your ITSO and AGO liaison how to comply with this. (http://www.ago.noaa.gov/ad/policy/PM_2006-06_Information_Security_in_Acquisitions.pdf).

- **Briefing Focus:** Explain what IT is in the request. Is it for a new contract? If so, why? Are you renewing an old contract? If so, what lessons have you learned from the previous contract and how will you apply them? Under “Basis for Investment” be sure to show specifics that drive the point home why this investment is important!

Know your project’s top risks and be able to speak in detail about mitigation activities.

Be sure to show that you are coordinating any NOAA consolidated enterprise initiative: Telecommunications and Networking designs/costs with NOAAnet, NOAA Link, Microsoft, Google, and other enterprise licensing initiatives, and how you are also part of the NOAA consolidated enterprise Web Services (if applicable). See section 2.0 below for more complete general presentation guidelines.

Required Documents: Two cover memoranda describing the proposed IT investment and requesting an ITIA. Exhibit 300, Acquisition Plan (guidance updated 3-28-2007), Briefing Slides, and an ITIA Quad Chart. Additional documents that must be attached to your investment in the eCPIC system’s Resource Library: the current Project Plan, Milestone Chart, Risk Management Plan, Cost Benefit Analysis, draft Alternatives Analysis, and Acquisition Plan. Be prepared to provide a copy of the signed IT acquisition checklist.

Acquisition Plan: This must be signed by all LO and NOAA-level signatories prior to coming before the NITRB. The Acquisition Plan must also be “in sync” with the exhibit 300.

Final Check: Be sure the monetary figures in the Exhibit 300 Summary of Spending Tables (Section I. B.), Acquisition Plan, your Quad Chart, and briefing slides are in agreement.

3. System/Control Review

- **Briefing Focus:** Explain the Information Technology (IT)! What did the money spent purchase in the prior year (What IT Hardware, What Software, What IT Services)? What IT are you doing this year? Are you likely to meet your milestones (are you on schedule)? Use your Project Management section to show your strengths – highlight your EVM. Under “Basis for Investment” be sure to show specifics that drive the point home why continuation of this investment is important!

Your presentation should show if your investment is performing as expected and is the investment producing as expected?

Know your project’s top risks and be able to speak in detail about mitigation activities.

Be sure to show that you are coordinating any NOAA consolidated enterprise initiative: Telecommunications and Networking designs/costs with NOAAnet, NOAA Link, Microsoft, Google, and other enterprise licensing initiatives, and how you are also part of the NOAA consolidated enterprise Web Services (if applicable). See section 2.0 below for more complete general presentation guidelines.

Required Documents: Exhibit 300, Briefing Slides, and Budget Initiative Quad Chart. Additional documents that must be attached to your investment in the eCPIC system’s Resource Library: the current Project Plan, Milestone Chart, Risk Management Plan, Cost Benefit Analysis, draft Alternatives Analysis, and Acquisition Plan.

Final Check: Be sure the monetary figures in your Quad Chart, Exhibit 300 Summary of Spending Tables (Section I. B.) and briefing slides are in agreement.

4. Post Implementation Review (PIR)

Briefing Focus: Congratulations, essentially a PIR review is where you speak about a successful phase or project you have just completed and you are sharing your knowledge and the lessons learned (give a slide or 2 to this in your Project Management section). Your focus should be on what you have accomplished and your lessons learned. The remainder follows a System Review format. What IT are you doing this year? Are you likely to meet other future milestones (are you still on schedule)?

Be sure to show that you are coordinating any NOAA consolidated enterprise initiative: Telecommunications and Networking designs/costs with NOAAnet, NOAA Link, Microsoft, Google, and other enterprise licensing initiatives, and how you are also part of the NOAA consolidated enterprise Web Services (if applicable). See section 2.0 below for more complete general presentation guidelines.

Required Documents: Exhibit 300, Briefing Slides, and Quad Chart. Additional documents that must be attached to your investment in the eCPIC system's Resource Library: the current Project Plan, Milestone Chart, Risk Management Plan, Cost Benefit Analysis, draft Alternatives Analysis, and Acquisition Plan.

Final Check: Be sure the monetary figures in your Quad Chart, Exhibit 300 Summary of Spending Tables (Section I. B.) and briefing slides are in agreement.

1.0 NITRB Review Requirements and Preparation

Each investment must show alignment and conformance with the following NOAA policy, planning, and guidance documents:

1. NOAA Strategic Plan
2. NOAA Strategic IT Plan
3. Annual Guidance Memorandum (where applicable)
4. Program Decision Memorandum (where applicable)
5. NOAA Enterprise Architecture
6. NOAA IT Security Plan/Architecture
7. NOAA Operational IT Plan

Exhibit 300

Additional documents that should be attached to your investment's Exhibit 300 in the eCPIC system's Resource Library: the current Project Plan, Milestone Chart, Risk Management Plan, Acquisition Plan, and the signed page of the IT Security Acquisition Checklist..

The package is due to the NOAA CIO, Office of Planning, Policy, and Analysis (OPPA) one week prior to the NITRB review date.

Required Documents

The following documents are required for a complete NITRB/DOC REVIEW BOARD "package": Exhibit 300 (will be extracted from eCPIC), briefing slides addressing the content and criteria identified below, Project Manager resume, and Contracting Officer resume.

Investment Scoring

NITRB members will score each investment.

An overall score of "Green" for an investment means that the minimum NOAA IT capital planning requirements have been met. A score of "Yellow" means NITRB members have identified concerns that the investment must successfully address in writing before it may move forward to the DOC review board. A score of Red means that NITRB members have identified serious concerns that could require a rescheduled presentation before the full NITRB.

2.0 Required Slides, Format, Scoring, and General Notes on NITRB/DOC Review Board Presentation

Focus on the information technology to be employed in the proposed investment. Make the case that the proposed use of IT dollars is aligned with strategic plans, supports mission requirements, complies with architecture goals, minimizes investment risk, and demonstrates a positive return on the investment. Avoid acronyms – spell them out early and often (include Acronym definition pages in backup slides).

The standard “Agenda” slide and the format of your slides* must be:

Introduction

Administration/Departmental Goals and Initiatives

Basis for Investment

Architectural Compliance

Project Management

Risk Management

IT Security

* 25 slides or fewer

You should not have any slides that have different headings than those listed above.

Presentations before the NITRB contain *no more than 25 slides* and last no longer than 35 minutes, including time for questions (these criteria are the same time for the DOC review boards). Additional slides may be placed in Backup.

Introduction

Content:

For any NITRB/DOC Review Board presentation to be successful, it is imperative that your audience understand what your investment does. Several “Introduction” slides will be necessary to explain what you project does and how it fills “the gap.” Your introduction slides should also provide your audience a quick overview of your system and its purpose. By the end of your introductory slides, your goal is to have the audience support for your investment.

Make sure you have an Introduction slide (right after the Agenda slide) indicating the purpose of your presentation (e.g., “ITIA request for \$70M”, or “budget request for \$1.6M”) and the dollar amount.

You are required to include the “Finance Slide” shown in Appendix A in the Introduction section of your presentation. Please use this slide for your System Review, PIR, or ITIA presentations.

IT Description Slide (also required), of this request (Appendix E) same categories as Finance Slide, but with description instead of \$. Use this format to describe the actual IT components.

You are also required to include an “Architectural Fit” slide. Ask NOAA Enterprise Architect, David Layton for your LO template.

Administration/Departmental Goals and Initiatives

Content:

Summarize/Review relationship of investment to any federal, DOC, or NOAA Goals and restate in summary fashion the investment and how it supports the DOC/NOAA mission.

Scoring Criteria:

Green

Complete discussion of investment relative to OMB, DOC, and NOAA goals and initiatives.

Yellow

Partial discussion of investment relative to OMB, DOC, and NOAA goals and initiatives.

Red

Incomplete discussion of investment relative to OMB, DOC, and NOAA goals and initiatives.

Basis for Investment

Content:

How does your program impact taxpayers, DOC, NOAA? If you do not make this clear, your need for money or support will be misunderstood and your chances of success will greatly diminish.

Describe the conditions that required a new capability or capacity to be fulfilled by the investment.

Viable alternatives: provide clear explanations of the alternatives considered (especially new investments). Describe the basis for the selected alternative.

Describe any other government systems that provide a similar capability and how that capability is leveraged in the proposed alternative.

Be sure to show specifics that drive the point home why this investment is important!

Provide any context, background, drivers, policy, decisions or history needed to describe and explain the investment fully. Relate the investment to other projects or investments that will yield a One NOAA outcome.

Describe the objectives, outcomes, benefits, and costs of the investment.

Show that adequate funding is to be provided for all phases of the NOAA data lifecycle: Observation, Metadata generation and maintenance, Collection, Processing, Dissemination, Archiving and Retrieval. Be sure to provide life-cycle projections for your initiative's financial impact to any other investment in the NOAA IT Portfolio.

Describe the Acquisition Strategy. Describe how competition on cost and solution will be achieved and how new requirements will be handled. Include any requirements for IT Investment Authority.

Scoring Criteria:

Green

Complete discussion of the overall profile of the investment, the gap filled, costs/benefits, ROI, outcomes, IT components, alternatives, and all of the content identified above.

Yellow

Partial discussion of the overall profile of the investment, the gap filled, costs/benefits, ROI, outcomes, IT components, alternatives, and most of the content identified above.

Red

Incomplete discussion of the overall profile of the investment, the gap filled, costs/benefits, ROI, outcomes, IT components, alternatives, and little of the content identified above.

NITRB Architectural Compliance

In this part of your presentation you want to show how this project is compliant with NOAA, DOC, and OMB's Federal Enterprise Architecture. You will show how it aligns and is documented in the NOAA EA and how it fits within the scope of the NOAA IT Strategic Plan. Explicit examples in each of the three categories (Collaboration, Reuse, and Standards) are how you show this.

Note: Be sure your Exhibit 300 backs up your presentation slides. You should have clear entries in your investment's Technical Reference Model (TRM) table in the 300.

Bad Example

"This investment adheres to all NOAA and DOC EA policies." (never make broad statements).

Good Examples

"Server hardware are housed at the NOAA Information Technology Center (ITC)."

"Uses site licensed COTS (Oracle, ESRI, Google)."

Collaboration

Explain what actions you have taken, or how your investment uses consolidated enterprise services like NOAAnet, Web Services, IT Security, High Performance Computing (HPC), Enterprise License Agreements etc...

In the absence of an enterprise service, discuss the aggregation of IT requirements such as computational capacity, programming, database management, network support, telecommunications, and data management within your LO, Program, or Mission Goal.

Where are you using commercial-off-the-shelf products in this project?

Discuss any relationship to the E-Gov initiatives or Lines of Business, or rationale for no relationship.

List examples/bullets of collaboration or enterprise services (i.e., NOAAnet, CSAM, etc.). Be sure to include the NOAA data center used for archival and storage.

Good Examples

"Will use NOAAnet for data communications at selected sites (e.g., Alaska)"

"Use of U.S. Coast Guard networks to reduce cost and number of ports "

Reuse

Explain the identification and use of other existing DOC, NOAA, or other federal agency IT investments that could in whole or in part satisfy the requirements for the investment (e.g., NOAAnet).

Discuss how the project will make its solution discoverable & reusable by other parts of NOAA, DOC, or the federal government through registration in CORE.gov, publication of API's, or usage of Service Oriented Architecture (SOA) principles.

List examples of actual or planned reuse (i.e., what external data sets or data are you utilizing, and what external systems are using this investment's data).

Good Example

“Web-based registration database software reused by international Cospas-Sarsat organization to provide global registration capability”

Standards

Highlight the investments use of standards, and be sure to include site-licensed COTS products like ESRI, Google, and other enterprise consolidated acquisition vehicles. Be sure to include Information Quality standards supported within this investment (i.e., reproducibility).

- From NOAA or LO Technical Reference Model
- Emerging data standards from the DMIT
- Open International Standards (e.g., IEEE, ISO, UN/CEFACT, etc.)
- Federal standards (FIPS, FGDC, ANSI, 508, etc.)
- Industry verticals (OASIS XML schemas, etc.)

If the investment requires review or approval by the Department of Commerce Review Board, arrange to meet with your Line Office Enterprise Architect or Line Office Enterprise Architecture (EA) Committee representative to answer a series of questions for the DOC Enterprise Architecture Review Board (EARB). The EARB provides recommendations to the Department of Commerce (DOC) Chief Information Officer (CIO), the CIO Council, and the DOC Review Board on the results of the board's review and evaluation of compliance of IT investments with the DOC EA.

Scoring Criteria:

Green

Complete discussion of the investment relative to collaboration, reuse and standards; and all of the content identified above.

Yellow

Partial discussion of the investment relative to collaboration, reuse and standards; and most of the content identified above.

Red

Incomplete discussion of the investment relative to collaboration, reuse and standards; and little of the content identified above.

Project Management

Content:

Provide an organizational chart showing by whom and how the project is managed (include PM level for managers, and COR levels for COs).

If requesting an ITIA, include an organizational chart of the selection team for the contract, and if this is a renewal of an existing contract – list “lessons learned” that you have incorporated from the old contract.

Discuss all Cost, Performance, and Schedule plans and issues related to the investment.

Speak to the acquisition strategy, and full life cycle management of the project (including archival). If this is for a New Budget Initiative, show the full life-cycle impact on the entire NOAA IT Portfolio. Discuss the detailed Project Management Plan, how the project will be managed, and members and qualifications of the Integrated Project Team.

Review Earned Value Management, Operational Analysis processes and systems for the investment. Discuss any challenges relative to Project Management.

Show 4 quarters worth of EVM metrics, if available.

Post Implementation Reviews and System Reviews should contain a “Lessons Learned” slide. Note that it is not necessary for lessons to be learned from failures. If you made decisions in your program that had positive impacts you can list those successes as lessons learned as well.

Scoring Criteria:

Green

Complete discussion of the Project Management Plan, qualifications EVM/Ops Analysis, performance measures, project management systems, and all of the content identified above. Full discussion of the acquisition strategy, and life cycle management of the project.

Yellow

Partial discussion of the Project Management Plan, qualifications EVM/Ops Analysis, performance measures, project management systems, and most of the content identified above.

Red

Incomplete discussion of the Project Management Plan, qualifications EVM/OPS Analysis, performance measures, project management systems, and little of the content identified above.

Risk Management

Content:

For the Risk Discussion, you should discuss the major risks of the investment and mitigations to those risks. You **MUST** be able to speak to your top risks in detail about what is being done to mitigate the risks. The DOC Review Board will ask this question and score your project according to how you answer this.

Also discuss how the acquisition or management/project plans mitigate risks.

Discuss any techniques or approaches that mitigate risks e.g., testing over the development lifecycle (including prototyping and acceptance testing), COTS/GOTS software, performance based contracts (describe how performance will be measured and incentivized), modular design, security design, etc.

A grid showing risks to the investment (or procurement) will also be needed. An example can be found in Appendix B.

Scoring Criteria:

Green

Complete discussion of the risks to the investment and detailed mitigation efforts on the top risks, and all of the content identified above.

Yellow

Partial discussion of the risks to the investment and their mitigation, and only most of the content identified above.

Red

Incomplete discussion of the risks to the investment and their mitigation, and little of the content identified above.

IT Security

Content:

A description of how the project is compliant with the NOAA/DOC IT Security Program and the DOC/NOAA IT Security Architecture.

List the Authorizing Official, the System Owner, the NOAA C&A Number, the C&A Date, and the planned C&A renewal date.

Discuss the IT Security Acquisition Checklist and on the IT Security pages of your presentation, include the Date-Signed and name of the signatory. If the Checklist has not yet been signed, show the planned date for completion. http://www.ago.noaa.gov/ad/policy/PM_2006-06_Information_Security_in_Acquisitions.pdf

Discuss the Security Plan, Security profile, operational and technical controls, Certification and Accreditation, Plans of Action and Milestones (POA&Ms) including funding for corrective actions.

Discuss the adequacy of funding to support the C&A process and all of the controls expected to be required as a consequence of performing the Configuration, Integrity, and Availability (C, I, & A) analysis of the system's data.

Discuss Continuity of Operations, Critical Infrastructure Protection COOP/CIP planning, status, and results.

Discuss secure configuration compliance, patch management, intrusion detection/response.

Discuss compliance with the requirement that legacy system security requirements be met before investments are made in new systems.

Discuss any projected or actual IT Security issues.

Scoring Criteria:

Green

Complete discussion of the IT Security Acquisition Checklist, IT Security Plan, C&A, POA&Ms, COOP, CIP, security configuration, patch management, and intrusion detection and response, and all of the content identified above.

Yellow

Partial discussion of the Security Plan, C&A, POA&Ms, COOP, CIP, security configuration, patch management, and intrusion detection and response, and most of the content identified above.

Red

Incomplete or no discussion about the Security Acquisition Checklist, the IT Security Plan, C&A, POA&Ms, COOP, CIP, security configuration, patch management, and intrusion detection and response, and little of the content identified above.

Backup Slide(s)

The NOAA quad chart is provided as an Executive Summary for your presentation to NITRB and DOC Review Board members, and should be included in the *Backup Slides*. You will find appropriate quad charts for your type of presentation in Appendix D.

You must include the Standard NOAA Glossary of Terms list. Please check to see that any Acronym that is used in your presentation is included in the list, if not – please add your acronym. The standard list may be obtained from the latest NOAA Operational IT Plan (OITP).



Appendix A

Introductory Slide

(\$K):	FY XX (Past FY)	FY XX (Current FY)	FY XX	FY XX	FY XX	FY XX
<i>CAPABILITY:</i>						
DME	0.0	0.0	0.0	0.0	0.0	0.0
SS (Steady State)	0.0	0.0	0.0	0.0	0.0	0.0
Total	0.0	0.0	0.0	0.0	0.0	0.0
<i>IT COMPONENTS:</i>						
Hardware (Supercomputing Hardware Cycles Only)	0.00	0.00	0.00	0.00	0.00	0.00
Hardware (all other IT HW Excluding IT Security HW)	0.00	0.00	0.00	0.00	0.00	0.00
COTS Software	0.00	0.00	0.00	0.00	0.00	0.00
Support Services (Contractors for SW Development, Exclude IT Security Support)	0.00	0.00	0.00	0.00	0.00	0.00
Telecommunications (Circuits Only)	0.00	0.00	0.00	0.00	0.00	0.00
IT Security (All IT Security: Contractors, Training, Security Plan Development, Incident response, etc.)	0.00	0.00	0.00	0.00	0.00	0.00
IT Training (Example: Router training, etc.)	0.00	0.00	0.00	0.00	0.00	0.00
Common Services (Example: Help Desk)	0.00	0.00	0.00	0.00	0.00	0.00
Government FTE Costs (Include IT Security FTE)	0.00	0.00	0.00	0.00	0.00	0.00



Appendix B

Risk Management

Risk Category	Description	Prob	Impact	Mitigation Strategy	Status
Schedule	A lapse in task order coverage would result in a negative impact on NEXRAD System Availability.	MEDIUM	HIGH	<ul style="list-style-type: none"> ●Start procurement process early ● Transition Plan weighting in Proposal Evaluation ●Use GVVAC 	Mitigation Strategy reduces probability to LOW
Costs	A large increase in cost associated with the new task order could result in de-scoping of the task or other adjustments	LOW	MEDIUM	Comparison of IGCE on new task order and analysis of historical cost on current task order suggest no large funding spikes.	Mitigation Strategy is Adequate
Capability To Manage Investment	T&M task orders require close monitoring in order to be effectively managed.	LOW	MEDIUM	<ul style="list-style-type: none"> ●Well defined processes ●Configuration Control Board (CCB) ●For "Base" work areas, contractors work alongside Government personnel supporting the same program area. 	Mitigation Strategy is Adequate
Technology	Future technology and increased scope may require support beyond current specified level	MEDIUM	MEDIUM	<ul style="list-style-type: none"> ●Broad list of skill requirements within solicitation covers expected future requirements. ●Use of Time & Materials task order permits flexibility to adjust support requirements as necessary. ●Provisions for undefined Special Projects included in solicitation. 	Mitigation Strategy reduces probability to LOW



Appendix C

- Collaboration on Achieving Enterprise Solutions
 - Ground Systems Division provides coordinated IT systems planning and development
 - Consolidation of two major satellite data processing systems into one system
 - Ground Systems architecture transitioning to a consolidated testing and development environment for ORA and ESPC
 - Ground Systems are part of the GEO/Integrated Data Environment system of systems architecture effort

- Reuse of existing assets
 - Asset co-location at the Wallops and Fairbanks ground station facilities
 - Shared use of Multi Protocol Label Switching for Wide Area Network in progress
 - Existing systems routinely modified to support new satellites
 - Consolidated Analyst WorkStation – Allows analyst workstations to support multiple instrument processing

- Usage of Standards
 - Design complies with NOAA and Federal Enterprise Architecture standards
 - Complies with statutory requirements
 - Established of Best Practices and Standards Team through IT Architecture Team
 - IEEE/EIA 12207 Training (Software development)
 - Use of proposed Unified Modeling Language standard to specify Ground System components for appropriate projects



Appendix D

Quad Chart for ITIA, System Review, and PIR



NOAA Information Technology Review Board
Name of Project



ITIA REVIEW	FUNDING																																																																																																									
<ul style="list-style-type: none"> ▪ NOAA GOAL: ▪ NOAA PROGRAM: ▪ EXHIBIT 300: ▪ TITLE OF ACQUISITION: ▪ TYPE OF ACQUISITION (Competitive, Sole Source): ▪ PROJECT MANAGER: ▪ CONTRACTING OFFICER: ▪ COTR: 	<table border="1"> <thead> <tr> <th>(\$K):</th> <th>FY XX</th> <th>FY XX</th> <th>FY XX</th> <th>FY XX</th> <th>FY XX</th> <th>FY XX</th> </tr> </thead> <tbody> <tr> <td>CAPABILITY:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Funding (PAC)</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> </tr> <tr> <td>Funding (ORF)</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> </tr> <tr> <td>Total</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> </tr> <tr> <td>IT COMPONENTS:</td> <td>FY XX</td> <td>FY XX</td> <td>FY XX</td> <td>FY XX</td> <td>FY XX</td> <td>FY XX</td> </tr> <tr> <td>Hardware (Supercomputing Hardware Cycles C</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Hardware (all other IT HW Excluding IT Security</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>COTS Software</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Support Services (Contractors for SW Development, Exclude IT Security Support)</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Telecommunications (Circuits Only)</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>IT Security (All IT Security: Contractors, Training,</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>IT Training (Example: Router training, etc.)</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Common Services (Example: Help Desk)</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Government FTE Costs (Include IT Security FTE)</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table>	(\$K):	FY XX	FY XX	FY XX	FY XX	FY XX	FY XX	CAPABILITY:							Funding (PAC)	0.0	0.0	0.0	0.0	0.0	0.0	Funding (ORF)	0.0	0.0	0.0	0.0	0.0	0.0	Total	0.0	0.0	0.0	0.0	0.0	0.0	IT COMPONENTS:	FY XX	Hardware (Supercomputing Hardware Cycles C	0.00	0.00	0.00	0.00	0.00	0.00	Hardware (all other IT HW Excluding IT Security	0.00	0.00	0.00	0.00	0.00	0.00	COTS Software	0.00	0.00	0.00	0.00	0.00	0.00	Support Services (Contractors for SW Development, Exclude IT Security Support)	0.00	0.00	0.00	0.00	0.00	0.00	Telecommunications (Circuits Only)	0.00	0.00	0.00	0.00	0.00	0.00	IT Security (All IT Security: Contractors, Training,	0.00	0.00	0.00	0.00	0.00	0.00	IT Training (Example: Router training, etc.)	0.00	0.00	0.00	0.00	0.00	0.00	Common Services (Example: Help Desk)	0.00	0.00	0.00	0.00	0.00	0.00	Government FTE Costs (Include IT Security FTE)	0.00	0.00	0.00	0.00	0.00	0.00					
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IT SECURITY, EVMS & PBC	MILESTONES & RISKS																																																																																																									
<p>IT SECURITY</p> <ul style="list-style-type: none"> ▪ IT Security Acq. Checklist Signed-Date. ▪ Name of IT Security Acq. Checklist Signatory. ▪ Certification and Accreditation (C&A) Number: ▪ Year of C&A Approval (MM/YY) ▪ C&A IT Security Category (High, Medium/Low) <p>EVMS</p> <ul style="list-style-type: none"> ▪ Contract Wording <p>PERFORMANCE BASED CONTRACTING</p> <ul style="list-style-type: none"> ▪ Yes /No 	<p>MILESTONES</p> <ul style="list-style-type: none"> ▪ Bulleted Listing of Key Milestones with Dates <p>RISKS</p> <ul style="list-style-type: none"> ▪ EA Transition to Target 																																																																																																									



IT Budget Initiative Quad Chart



**NOAA Information Technology Review Board
FY 2010 Budget Initiative Investment Title**



BY 2010 IT BUDGET INITIATIVE	FUNDING						
<ul style="list-style-type: none"> ▪ NOAA GOAL: ▪ NOAA PROGRAM: ▪ EXHIBIT 300: ▪ REQUIREMENT: ▪ DESCRIPTION OF IT ADJUSTMENT: 	(\$K):	CY	BY	BY+1	BY+2	BY+3	BY+4
	CAPABILITY:						
	Current IT Resources	0.0	0.0	0.0	0.0	0.0	0.0
	IT Adjustment	0.0	0.0	0.0	0.0	0.0	0.0
	Proposed IT Total	0.0	0.0	0.0	0.0	0.0	0.0
	<i>Components for IT Adjustment</i>	CY	BY	BY+1	BY+2	BY+3	BY+4
	Hardware (Supercomputing Hardware Cycles Only)	0.00	0.00	0.00	0.00	0.00	0.00
	Hardware (all other IT HW/Excluding IT Security HW)	0.00	0.00	0.00	0.00	0.00	0.00
	COTS Software	0.00	0.00	0.00	0.00	0.00	0.00
	Support Services (Contractors for SW Development, Exclude IT Security Support)	0.00	0.00	0.00	0.00	0.00	0.00
	Telecommunications (Circuits Only)	0.00	0.00	0.00	0.00	0.00	0.00
	IT Security (All IT Security: Contractors, Training, Security Plan Development, incident response, etc.)	0.00	0.00	0.00	0.00	0.00	0.00
	IT Training (Example: Router training, etc.)	0.00	0.00	0.00	0.00	0.00	0.00
	Common Services (Example: Help Desk)	0.00	0.00	0.00	0.00	0.00	0.00
	Government FTE Costs (Include IT Security FTE)	0.00	0.00	0.00	0.00	0.00	0.00
BENEFITS & RISKS	ACTIVITIES, SCHEDULE & MILESTONES						
<ul style="list-style-type: none"> ▪ Impact: ▪ Risk/Barrier: 	<p>Milestones:</p> <p>NOAA/DOC Issues:</p> <ul style="list-style-type: none"> • IPv6 Status • C&A ID Number and Approval Date (MM/YY) : • C&A Sensitivity Level (High/Medium/Low): 						



Appendix E

The IT Components described below represent the IT in this investment:

Hardware: (Supercomputing Hardware/Cycles Only) Hardware for this It Initiative:

Hardware: (All other IT Hardware – excluding IT Security HW)

COTS Software:

Support Services: (Example: Contractors for Software Development – excluding IT Security support)

Telecommunications (Circuits Only):

IT Security : (All IT Security Costs: HW, SW, Contractors, Training, Security Plan Development, Incident Response, etc.)

Training: (Example: Router Training – excluding IT Security Training)

Common Services (Example: Help Desk):

Government FTE Costs: (This Includes any IT Security FTE costs)