



Standard Presentation Format for Decision or Informational Brief

**Presenter Name
NOAA, Line Office
Presentation Date**

Page numbers



Outline



- Background and Overview
- Big Picture
- Basis for Investment
- Program Management
- Risk Management
- IT Security
- Architectural Compliance
- Departmental Goals



Overview/Background

- Describe the issue/background.
- Who has been involved, both inside and outside NOAA (list any partnerships).
- For the bigger picture, Does NOAA pick up all costs, or are other Agencies contributing (EPA, NASA, Homeland Security, etc.)?
- Time your Presentation!!!
(Most are 25 minutes *including* any discussions).



The Big Picture - Where we fit



- List all internal initiatives this investment is dependent upon.
- List all external initiatives this investment is dependent upon.
- Show how this investment fits into GEOSS.



Basis for Investment I



- **Focus on this increase!**
- What are the benefits and the systems purpose – ***This is your Budget Justification Increase Narrative.***
- Make sure Exhibit 300 and “One-Pagers” are in agreement (eCPIC must be updated).
- Show Performance Measure examples and be sure these agree with your exhibit 300 in eCPIC (eCPIC must be updated).
- Has Cost-Benefit ratio been addressed (costs saved/avoided)?
- Performance measures must be tied to NOAA goals.



Basis for Investment II



- List any partnerships.
- How were alternatives developed.
- What assumptions were used.
- List alternatives with strengths and weaknesses (eCPIC Exhibit 300 must be updated).
- State the recommended Alternative.
- Spending Totals should match Funding Sources.
- Address recurring costs.



Summary of Spending



\$\$ in Millions	FY07/ Prior	FY2008	FY2009	FY2010	FY2011	Total
One Time Investments						
Sub Total One Time Costs						
Recurring Costs						
Sub Total Recurring						
Total Current Program						
Difference/Adjustment						
FTE Costs						
Contractor Costs						



Program Management

- Show Who is involved, Project Manager and skills/qualifications, CO, and COTR (include resumes when requested by DOC).
- Show experience and coordination between NOAA management, project manager, and contracting.
- List Coordination through established Departmental contracts or initiatives.
- Show any plans you may have to phase implementation.



Schedule and Milestones



- List Milestones with meaningful deliverables.



Risk Management

- Say what will happen if you do not receive funding (be specific - give consequences).
- Be prepared to say what your backup plan is.
- Have all project risks (not just IT portion) been evaluated?
- The acquisition strategy must show coordination with Office of Acquisition Management.



Security

- Make sure that you address your C&A status and show that “security has been a part of the investment from the beginning.”
- Investment is included in the NOAA Security Plan.
- Be sure your Exhibit 300 Security sections are updated and complete – *DOC will review this.*



Enterprise Architecture



- The NOAA Architecture lays out where it is going – this Slide should do the same for your investment.
- Show Alignment with NOAA and DOC Architectures (show any integration with DOC systems/initiatives).
- Show relation in target architectures to any external stakeholders.



Goal Alignment



- Show alignment with Commerce and NOAA goals (Identify High-Level goals supported).