

## **Exhibit 300 Guidance for IT Budget Initiatives:**

If your IT Budget Initiative is included in the NOAA Budget, you will probably have a review at the Department of Commerce. When this happens, you are required to submit your briefing slides and exhibit 300, 2 weeks ahead for analysis by the DOC Project Management Office (PMO) staff. *Your exhibit 300 must backup and be consistent with your briefing slides and any Quad Chart for the investment.*

When Adding a project (or Budget Initiative) to an existing Exhibit 300, the following information (at a minimum) must be supplied:

1. Add a short paragraph in the Description section I.A.1 describing this project (include FYs and \$ amounts).
2. Add the additional \$\$ into the section I.B. “summary of spending” and “funding source” tables.
3. Include milestone information in section II C (Milestones > \$3M should be broken out).
4. Provide IT Security information in section I. E Security and Privacy. Make sure an entry is provided in the “Systems in Planning” Table, as any new Development, Modernization, and Enhancement (DME) spending can trigger changes and recertification’s to be required for existing C&As. It is absolutely necessary that IT Security information be accurate!
5. Provide performance information in section I.D. Performance Information Table. Your budget justification is a source for specific items/benefits that should be shown in your 300.

## **How Exhibit 300s are Evaluated by the DOC Review Boards**

The following information is provided to help you understand how your exhibit 300 will be evaluated by the Department of Commerce and OMB. Please use this information to properly document your business case and justify your investment.

- Security and privacy continue to be important factors in the DOC & OMB reviews. You have a key role in helping to ensure that adequate resources are dedicated to IT security to maintain an acceptable level of risk.
- Enterprise Architecture also requires your attention as we take increased interest in the management and integration of architectures within Commerce and across the Government, with particular emphasis on the elimination of duplication. Answer the architecture questions in the Exhibit 300 completely and carefully. Ensure that your baseline and target architecture documentation includes all current and proposed IT investments.
- Project management, especially establishing and certifying Earned Value Management, is another area that is taking on increased importance. Your business case should verify that the Contracting Officer (CO), Contracting Officer’s Representative (COR/COTR), and Project Manager (PM) have training and certification appropriate to the complexity of the project. In addition, take care to provide complete and accurate cost and schedule performance data. Care should also be taken to note that you are fully participating with NOAA consolidated enterprise solutions (like NOAAnet, NOAA Link, Telephones, and web Services).
- As in past years, solid performance measures are a core element in your justification and must be consistent with the performance metrics submitted in the Performance and Accountability Report and in the Budget Submission. Performance measures must follow the format specified in the

Federal Enterprise Architecture (FEA) Performance Model and address each of four measurement areas (Mission & Business Results, Customer Results, Processes & Activities, and Technology).

- All IT budget initiatives will be evaluated against the guidance and questions in the Exhibit 300. Accordingly, the quality of your responses is critical. Becoming familiar with the IT guidance in Part 7 of OMB Circular A-11 will help you complete your IT investment plan and business case.
- Be sure to identify the top risks for this initiative and add planned mitigation strategies to the exhibit 300. You must be able to speak in detail about possible risks and mitigations.