



Title:	BUDGET FORMULATION PHASE – IT CAPITAL PLANNING GUIDANCE		
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Originator:	Jerry McNamara	Current Editor:	Jerry McNamara

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PURPOSE AND SCOPE

The purpose of this guidance is to provide an overview and schedule outlining the IT investment process, through submission of the Secretarial Budget. This guidance introduces:

- The BY13 Budget Formulation phase of Strategy Execution and Evaluations (SEE) process.
- NITRB reviews
- Exhibit 300 development

As new information is known, this guidance and other related files will be updated.

AUTHORITY

This standard from the NOAA OCIO, Office of Planning, Policy, and Analysis (OPPA), is mandated by Department of Commerce OCIO IT Policy as essential to establishing program management for IT Governance. Reference the [DOC OCIO website](#) for [OCIO policy](#) and [CIO responsibilities](#).

INTENDED AUDIENCE

Assistant Administrators and Goal Team Leads should be aware of IT processes for NITRB and SEE. In addition to NITRB and SEE expertise, Program and Project Managers, project team members, and CIOs play lead roles in the Exhibit 300 processes.

DESCRIPTION

The NOAA Information Technology Review Board (NITRB) is required to review and serves as the approval authority for all IT Budget increases. No IT initiatives will be submitted to DOC by the NOAA Budget Office without successful NITRB review of the BY13 IT Budget Initiative Quad Charts.

DEFINITIONS

IT Budget Initiative Quad Chart: An investment summary of key IT information.

BY13 IT DOCUMENTATION DUE APRIL 4, 2011

1. The 2-page Program Change Summary.
2. The BY13 Budget Initiative IT Quad Chart.



GUIDANCE

Step 1. Plan for the BY13 IT Schedule

Please factor these important milestone dates into your Line Office and Program Management schedules.

- A. April 4, 2011 BY13 documentation due to NOAA OCIO.
- B. April 11, NITRB recommendations and NOAA CIO Ranking due to NBO.
- C. April 22, NBO Finalizes FY13 Funding Decisions.
- D. May 16, NOAA FY13 Secretarial Budget due to DOC.
- E. June - July NITRB and DOC Budget Reviews conducted.
- F. July 2011 Exhibit 300 information from the BY13 IT Budget Initiative Quad Charts entered into eCPIC system.

Step 2. Inter-Line Office IT budget initiatives : a management checklist

- It is important for any cross-Line Office initiative to establish:
 1. Who has the lead?
 2. Who has responsibility for the Budget Narrative?
 3. Who has responsibility for the Exhibit 300?
- Line Office CIO Office contacts should notify the NOAA CIO office if you are aware of any cross-line office initiatives so that the NOAA CIO is aware and can support your efforts.

Step 3. NITRB will review the IT Budget Initiative Quad Charts for all IT investments

- NOAA OCIO will review the 2-page program change summaries, and the IT quad chart. Project Managers of those initiatives selected for CITRB review will be notified of the NITRB presentation review schedule.

Step 4. Develop BY13 Exhibits 300

- Project Managers must update existing Exhibit 300s, or develop new 300s, in the eCPIC system once the BY13 “template” has been installed into eCPIC. This generally occurs in July when the OMB A-11 is signed for the new fiscal year.

FREQUENTLY ASKED QUESTIONS (FAQS)

Q: What has changed from Last Year?

A: There are two major changes from BY12.

1. New this year is that there will be no formal NITRB reviews until the review selections have been made by the Department. Once the CITRB review selections are made, NOAA reviews will be scheduled.
2. Also new this year is that the input of the Exhibit 300 information will be captured on the BY 13 IT Budget Initiative Quad Charts until the A-11 is signed and the BY13 template installed in eCPIC.

Q: What are some tips in preparing for IT Budget Reviews?

A: **Preparation for the NOAA and Commerce Investment Review Boards**

1. Make sure slides agree with the IT Quad Chart.
2. Concentrate on the budget increase and what will happen if you do not get this!



3. The NOAA architecture lays out where it is going, your project should do the same!

Questions you should expect and be prepared to address

1. What Exhibit 300 will this initiative be included in?
2. What resources will you need for the next 10 years?
3. How does this initiative fit within the scope of the NOAA IT Strategic Plan?
4. How will this initiative impact the current NOAA IT Portfolio?
5. What will you do if you do not get the funding?
If limited funding is available, what will be your prioritization?
What is your fall-back plan?
Did you list these consequences in your argument?
6. Is this investment in line with your target architecture?
7. Have the risks been evaluated?
8. Will this initiative be coordinated with any consolidated enterprise solutions?