

Presentation Guidance for BY12 Initiatives

If your initiative is included in the NOAA FY 2012 Secretarial Budget submission to DOC in May, you must be prepared to go before a Commerce Investment Review Board or internal DOC-PMO staff review. Presenters before DOC should speak to no more than 25 slides. Be sure your slides answer “Why you need the increase” AND “What will or will not happen if you do NOT get the increase.”

The following provides guidance to the programs preparing for review by the NITRB and the DOC-CITRB. Included is the recommended outline for the presentation; however slides and information should be tailored as needed to reflect only pertinent information as it applies to the program/project. Presenters should focus their delivery within the time allotted on the agenda by presenting in the most succinct manner possible.

PowerPoint Presentation

Cover slide – title, presenter name, date

Introduction

- Agenda
- Purpose (Clearly state the desired outcome as a result of this informational/decisional briefing)
- Justification (use if the briefing is decisional in nature i.e. ITIA or Acquisition approval request, See chart in **Appendix A** for Budget Initiatives)

Description (of the program/investment)

- Background (information relevant to the briefing topic)
- Major changes from previous briefings/review boards
- Current Status

Program/Project Management

- Overview of how the Program/Project is managed
- Budget and Reserves (total budget including contractor and governmental costs - Use **Appendix B**)
- Integrated Project Schedule, Baseline Changes, etc.
- Personnel (staffing both contractor and civil servant)
- Communication/Integration across the project/program

Technical Approach

- Alternatives considered, if applicable, (pros, cons, benefits, risks)
- For Information Technology (IT) projects, IT strategies/approach (IT Security)
- IT Enterprise Architecture - Are you a stand-alone system or are you part of an enterprise system?
- Systems Engineering

Risk Management

- Risk Management (describe risk management process from a government and contractor perspective, identify top level risks, mitigation plan and cost impact)

Acquisition Management

- Expectations on Contract type (e.g. firm-fixed price, cost plus etc.)
- Relevant past experience/record with investment contracts.

Summary/Recap

Recommendation(s)

Backup Slides

- Include the NOAA Quad Chart, Appendix C
- 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. The standard list may be obtained from the [NOAA Operational IT Plan](#) (OITP).

Note: Briefing should use a reasonable number of slides, to broadly yet succinctly convey the message and liberal use of backup slides are encouraged. The scope of the program/investment and nature of the review will dictate the time allotment for the agenda item.

Minimum Required Documentation:

Presentation Slides

Business Case (Exhibit 300 or similar document)

Acquisition Plan

Project Manager Resume

Contracting Officer Resume

APPENDIX A

Clearly show how this BY Increase will address the performance. Use a table like the one in the example below.

Performance Metrics

Should be GPRA or outcome-based performance measures only

Performance Goal Performance Measure:	FY 11 Target	FY 12 Target	FY 13 Target	FY 14 Target	FY 15 Target	FY 16 Target
With increase						
Without increase						
Performance Goal Performance Measure:	FY 11 Target	FY 12 Target	FY 13 Target	FY 14 Target	FY 15 Target	FY 16 Target
With increase						
Without increase						

APPENDIX B

BY12 NITRB Funding Chart						
(\$K):	CY 11	BY 12	FY 13	FY 14	FY 15	FY 16
CAPABILITY:						
Current IT Resources	\$0	\$0	\$0	\$0	\$0	\$0
Proposed IT Adjustment	\$0	\$0	\$0	\$0	\$0	\$0
Program Total	\$0	\$0	\$0	\$0	\$0	\$0
Hardware (All other IT Hardware – excluding IT Security Hardware)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hardware (Supercomputing Hardware/Cycles Only)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Commercial-Off-The-Shelf (COTS) Software	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Common User Services (e.g., Help Desk)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Support Services (e.g., Contractors for Software Development – excluding 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
Training (e.g., Router Training – excluding IT Security Training)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
IT Security (All IT Security Costs: Hardware, Software, Contractors, Training, Security Plan Development, Incident Response, etc.)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
IT Sub-Totals	0	0	0	0	0	0
Government FTE Costs (This includes any IT Security FTE costs)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand-Totals (Including FTE)	0	0	0	0	0	0

APPENDIX C



NOAA Information Technology Review Board BY 2012 Budget Initiative Investment Title



BY 2012 BUDGET INITIATIVE	FUNDING																																																																																																																
<ul style="list-style-type: none"> ▪ NOAA GOAL: ▪ NOAA PROGRAM: ▪ EXHIBIT 300: ▪ PROJECT MANAGER: ▪ REQUIREMENT: ▪ DESCRIPTION OF IT ADJUSTMENT: 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">(\$K):</th> <th style="text-align: center;">CY 11</th> <th style="text-align: center;">BY 12</th> <th style="text-align: center;">FY 13</th> <th style="text-align: center;">FY 14</th> <th style="text-align: center;">FY 15</th> <th style="text-align: center;">FY 16</th> </tr> </thead> <tbody> <tr> <td colspan="7">CAPABILITY:</td> </tr> <tr> <td>Current IT Resources</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Proposed IT Adjustment</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>IT Total</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td colspan="7">IT COMPONENTS:</td> </tr> <tr> <td>Hardware (All other IT Hardware – excluding IT Security Hardware)</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Hardware (Supercomputing Hardware/Cycles Only)</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Commercial-Off-The-Shelf (COTS) Software</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Common User Services (e.g., Help Desk)</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Support Services (e.g., Contractors for Software Development – excluding IT Security support)</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Telecommunications (Circuits Only)</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Training (e.g., Router Training – excluding IT Security Training)</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>IT Security (All IT Security Costs: Hardware, Software, Contractors, Training, Security Plan Development, Incident Response, etc.)</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td style="text-align: center;">Sub-Totals</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Government FTE Costs (This includes any IT Security FTE costs)</td> <td style="text-align: right;">\$0</td> </tr> </tbody> </table>	(\$K):	CY 11	BY 12	FY 13	FY 14	FY 15	FY 16	CAPABILITY:							Current IT Resources	\$0	\$0	\$0	\$0	\$0	\$0	Proposed IT Adjustment	\$0	\$0	\$0	\$0	\$0	\$0	IT Total	\$0	\$0	\$0	\$0	\$0	\$0	IT COMPONENTS:							Hardware (All other IT Hardware – excluding IT Security Hardware)	\$0	\$0	\$0	\$0	\$0	\$0	Hardware (Supercomputing Hardware/Cycles Only)	\$0	\$0	\$0	\$0	\$0	\$0	Commercial-Off-The-Shelf (COTS) Software	\$0	\$0	\$0	\$0	\$0	\$0	Common User Services (e.g., Help Desk)	\$0	\$0	\$0	\$0	\$0	\$0	Support Services (e.g., Contractors for Software Development – excluding IT Security support)	\$0	\$0	\$0	\$0	\$0	\$0	Telecommunications (Circuits Only)	\$0	\$0	\$0	\$0	\$0	\$0	Training (e.g., Router Training – excluding IT Security Training)	\$0	\$0	\$0	\$0	\$0	\$0	IT Security (All IT Security Costs: Hardware, Software, Contractors, Training, Security Plan Development, Incident Response, etc.)	\$0	\$0	\$0	\$0	\$0	\$0	Sub-Totals	\$0	\$0	\$0	\$0	\$0	\$0	Government FTE Costs (This includes any IT Security FTE costs)	\$0	\$0	\$0	\$0	\$0	\$0
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<ul style="list-style-type: none"> ▪ Impact : ▪ Risk/Barrier: 	<p>Milestones: (Include major milestones and project schedule for FY 12 -16)</p> <p>NOAA/DOC Issues:</p> <ul style="list-style-type: none"> • C&A ID Number and Approval Date (MM/YY) : • C&A Sensitivity Level (High/Medium/Low): • IT Security Weakness identified by IG (N/Y): • OMB IT Dashboard Rating (G/Y/R) : 																																																																																																																