

DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT, CORPS OF ENGINEERS
CESAS-IM P.O. BOX 889
SAVANNAH, GEORGIA 31402-0889

DISTRICT REGULATION
NO. 25-1-22

15 February 2000

Information Management
LIFE CYCLE MANAGEMENT OF INFORMATION SYSTEMS (LCMIS)

1. Purpose. The purpose of this regulation is to establish the procedure for LCMIS compliance within Savannah District. This regulation sets forth the requirements and procedures necessary to fund, plan, approve, implement, and maintain any local Automated Information System (AIS) over the life cycle of the system.

2. Applicability. This regulation applies to all Savannah District employees and contractors in the District.

3. References.

- a. OMB Circular A-130, 8 February 1996.
- b. Evaluating Information Technology Investments, undated, published by OMB.
- c. DoD Directive 5000.1, 15 March 1996, Defense Acquisition.
- d. DoD 5000.2-Regulation, 15 March 1996, Mandatory Procedures for Major Defense Acquisition Programs (MDAPs) and Major Automated Information System (MAIS) Acquisition Programs.
- e. AR 25-1, 15 February 2000, Information Management, The Army Information Resources Management Program.
- f. AR 25-3, 15 October 1989, The Army Information Resources Management Program, Army Life Cycle Management of Information Systems.
- g. AR 70-1, 15 January 1998, Research, Development, and acquisition: Army Acquisition Policy.
- h. DA Pam. 73-7, 15 July 1997, Software Test and Evaluation Guidelines.
- i. ER 25-1-2, 31 August 1999, Life Cycle Management of

DR 25-1-22
15 Feb 2000

Information Systems (LCMIS).

j. ER 37-2-10, Change 87, 1 November 1996, Financial Administration, ACCOUNTING AND REPORTING - CIVIL WORKS ACTIVITIES.

k. Engineer Inspector General Inspection Report: *Inspection of the Acquisition of Information Technology*, 15 April 1998.

l. Manager's Guide to Life Cycle Management of Automated Information Systems, March 1996 (Version 2.0).

m. CEIM-L memorandum, 23 March 1998, Subject: Information Technology Investment Portfolio System (ITIPS).

n. CEIM-L memorandum, 24 March 1998, subject: Information Technology Investment Portfolio System.

o. CEIM-L memorandum, 5 May 1999, subject: USACE FY99 Automated Information Systems (AIS) Costs Data Call (RCS: CEIM-L(OT)114).

4. Background or Policy.

a. For over 20 years Congress has mandated that agencies give special consideration to the procurement and creation of automated information systems. This policy stems from historical cases where systems have cost much more than anticipated, while not completely meeting the requesting agency's needs. In the past automated information systems were treated as liabilities for accounting purposes. Now the policy is that they should also be treated as assets and a record of these assets must be kept in an Information Technology Investment Portfolio (ITIPS). Army Regulations define an ITIPS as a collection of Information Technology (IT) investments that represent the best balance of costs, benefits, and risks. An ITIPS should also be designed to improve the overall organizational performance and maximizes mission performance.

b. In order to be effectively managed, agencies must know what systems cost and what they save. If they save more than they cost, they should be considered assets. If they cost more than they save, they should be considered liabilities and terminated or replaced. To make these determinations, automated systems managers must undertake a number of steps designed to

show the value of their systems.

c. Army policy is that prior to any acquisition of information systems or services, user requirements must first be proposed by the using organization in the form of a requirements or needs statement. From this information strategies for meeting organizational objectives and cost estimates can be developed, and implementation of the desired solutions can be achieved. The cost estimates provide input to the Planning, Programming, Budgeting, and Execution System (PPBES) process used to acquire most supplies and services.

d. Per the Clinger-Cohen Act, IT investments must provide measurable improvements in mission performance. Prior to making an IT investment and initiating any process analysis or improvement, the following questions must be addressed:

(1) Does the process support core/priority mission functions?

(2) Can the process be eliminated?

(3) Can the process be accomplished more effectively, efficiently, and at less cost by another source, e.g., another MACOM or Federal organization, or the private sector?

e. The Corps' implementation is Army policy consists of mandatory procedures for planning, programming, budgeting and execution for proposed AIS. All AIS delegated to the Savannah District approval should fall within the ACAT IV classification. There are three classes of ACAT IV AIS:

(1) Class A. For systems with a threshold cost over \$2,500,000 or a life-cycle over \$10,000,000 the ER requires USACE approval.

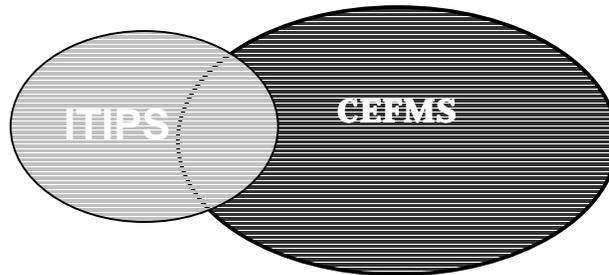
(2) Class B. For systems with a threshold cost over \$500,000 or a life-cycle over \$1,000,000 the ER requires approval by Divisions (MSC, Labs, Centers, FOAs, DIM/CIM).

(3) Class C. For systems with a threshold cost under \$500,000 or a life-cycle under \$1,000,000 the District Chief of Information Management is Milestone Approval Authority.

f. The primary method of oversight on District AIS is the

DR 25-1-22
15 Feb 2000

ITIPS. (See <http://www.usace.army.mil/itips/>) All District AIS must be recorded in ITIPS. ITIPS has replaced the former Resource Statement Management System. ITIPS will be related to the Corps of Engineers Financial Management System (CEFMS) via established Command Indicator Codes (CIC) on CEFMS work items.



5. Responsibilities.

a. Executive Information Steering Committee (EISC).

(1) The EISC will function as an advisor to the Chief of Information Management on all ACAT Class C AIS having a life-cycle cost of over \$50,000 or having a significant effect on the financial or management resources of more than one division or office; and

(2) Perform an annual Information Technology Investment Review which will be reported to the commander.

b. Chief of Information Management (IM). The Chief of Information Management will act as Milestone Decision Authority for all ACAT Class C AIS. In addition, the Chief of Information Management will:

(1) Appoint individuals with the roles and responsibilities required by ER 25-1-2 and clearly identify them by name. Those so documented will be held accountable for their performance.

(2) Oversee the identification and reporting of all AIS into ITIPS.

(3) Educate Functional Proponents to ensure they are familiar with cost analysis requirements, and apply them to all Information Technology (IT) initiatives.

(4) Monitor all costs related to AIS in accordance with policy issued by USACE and data furnished by Portfolio Managers.

(5) As Information Systems Security Manager, ensure that all AIS have complied with all security and accreditation requirements.

c. Chief of Contracting Division (CT). The Chief of Contracting Division will insure that no solicitations are released for any AIS until appropriate management review under this regulation has been completed.

d. Chief of Resource Management (RM). The Chief of Resource Management will establish accounting methods track all costs associated with an AIS from the original request from a Functional Proponent through the entire life cycle of the system. Methods will be in accordance with standard accounting principals and standards established by USACE. The Chief of RM will also insure that funds are not obligated for any AIS until appropriate management review under this regulation has been completed.

e. Functional Proponents. Functional Proponent is defined as the staff element designated by the Chief, Information Management to serve as proponent for the functional requirements of an AIS. Functional Proponents will comply with all the procedures set forth below:

(1) Functional Proponents will not expend any funds or labor of any kind on the development of AIS without first completing an IT Decision/Business Case analysis (see App C.) and receiving the prior approval of the Chief of Information Management.

(2) Functional Proponent will ensures that records documenting IT investment decisions are maintained IAW AR 70-1, AR 25-400-2 and ER 25-1-2.

(3) Functional Proponents will use CEFMS Work Items and Ordering Work Items established by IM and RM to fund all labor and materials necessary in the development, fielding, and maintenance of all AIS. Such funding restrictions also apply to Government employee labor.

(4) Functional Proponents shall, in coordination with IM, develop and implement performance measures for their AIS.

Among the factors to be considered will be:

(a) Tangible Benefits - a description of measurable, hard-dollar savings to be achieved by system deployment.

(b) Intangible Benefits - a description of benefits from use of the system that are not measurable in dollar savings.

(5) Functional Proponents will perform an annual review/audit of each AIS prior to the completion of the coming year's budget cycle. This review/audit will be presented to the EISC along with the budget request for the coming year.

(6) Functional Proponents must ensure that prompt action (i.e., modify, cancel, etc.) is taken on AIS that do not meet their performance criteria.

e. Portfolio Manager. In line with the policy that AIS should be treated as assets, for each AIS there will be a Portfolio Manager appointed. Portfolio Managers for each AIS will be nominated by the Functional Proponent and approved and appointed by the Chief, Information Management. For each AIS the assigned Portfolio Manager will do the following:

(1) Track and report the program, enhancement, operational and support costs associated with the AIS, broken down by direct funds, site licenses, metered costs and PRIP costs, including:

Civilian Pay	Software
Equipment Leases	Training
Equipment Maintenance	Equipment
CEAP or computer time	Supplies
Contractor Support	Software Licenses
Travel Expenses	PRIP Payback
Communications	

(2) Prepare a proposed budget request for each AIS with predicted costs for the life cycle of the AIS. The source of funding shall also be specified.

6. Administrative Procedures.

a. For any AIS the Functional Proponent must recognize the need to initiate the procedures required by this regulation.

Coordination with IM should begin at the earliest possible time.

b. Functional Proponents must perform a business case analysis before requesting any AIS under this regulation. See Appendix C.

c. Life Cycle Preliminary Cost Analysis. The Functional Proponent, with the assistance of IM, will perform a preliminary cost analysis to determine whether the cost of the AIS will exceed \$500,000.

d. COTS Availability. IM will make a determination as to whether commercial off-the-shelf software may be available to support the Functional Proponent's business. If COTS is available, it may be purchased provided it is adequately specified as an asset in the ITIPS database.

e. Mission Need Statement. If the conditions in a., b. and c., above, have been met, the Functional Proponent will prepare a Mission Need Statement (MNS). Note that a MNS must reflect an existing business process. Adoption of a new business process should always proceed creation of an AIS to support the business process. IM must approve all MNS before further actions of any kind may proceed.

f. Concept Exploration and Definition Assessment. Upon receipt and approval of the Requirements Statement, IM will prepare a Concept Exploration and Definition Assessment to determine whether the AIS will meet the Functional Proponent's needs.

g. Funding Provisions. Accounting provisions to keep track of all costs associated with the creation or procurement of and AIS must be established before proceeding beyond the MNS. CEFMS Work Items and Ordering Work Items for the AIS must be designated or created at this point in the process.

h. AIS Source Determination. After a Concept Exploration and Definition Assessment has been completed, IM will make a determination as to how best to acquire the AIS requested. Options will include:

(1) AIS to be developed within the District by Government personnel;

DR 25-1-22
15 Feb 2000

(2) AIS to be procured via a contract; or

(3) AIS to be procured as a delivery order under an existing IDIQ contract.

7. Waiver of AIS Procedures. If, upon completion of the procedures set forth in paragraph 6, above, a determination is made that the aggregate life cycle cost of the proposed AIS will be less than \$5,000, and the development costs will be less than \$1,000, the Chief of Information Management may waive all further life cycle administrative requirement so long as such a waiver complies with applicable USACE policy and regulations. Waiver does not apply to the CEFMS Work Item and Ordering Work Item funding requirements. Waivers may only be granted for AIS for which a request has been submitted before the development and deployment of the AIS.

Appendices
Appendix A - Glossary
Appendix B - Check List
Appendix C - Business Case Format

JOSEPH K. SCHMITT
COL, EN
Commanding

DISTRIBUTION C & D

Appendix A
Glossary

Acquisition Program Baseline (APB)	Established to document the cost, schedule, and performance objectives and thresholds of that program beginning at program initiation. Performance shall include supportability and, as applicable, environmental requirements.
Acquisition Category IV (ACAT IV)	All Army acquisition programs, except highly sensitive classified programs, will be placed into one of four Acquisition Categories (ACATs). The Army will utilize the designation of ACAT IV for those programs not designated as ACAT I, II, III and to differentiate these non-major programs managed by a systems manager within a materiel command rather than by an Army PM. The programs receive an IPR and require a decision by the materiel command commander (or appointed designee) at each milestone review.
Automated Information Systems (AIS)	A combination of computer hardware and software, data, or telecommunications, that performs functions such as collecting, processing, transmitting, and displaying information. Excluded are computer resources, both hardware and software, that are physically part of, dedicated to, or essential in real time to the mission performance of weapon systems.
Business Process Analysis	A systematic, disciplined improvement approach that critically examines, rethinks, and redesigns mission-delivery processes in order to achieve dramatic improvements in performance in areas

DR 25-1-22
App A
15 Feb 2000

important to customers and stakeholders.

**Chief
Information
Officer (CIO)**

In Savannah District this is the Chief of Information Management. The position is derived from the Chief Information Officer Act.

Class C

Subcategory of ACAT IV for which the threshold cost is up to \$500,000 and the total life-cycle cost is less than \$1,000,000. Milestone Approval Authority is the Chief of Information Management.

**Commercial Off-
The-Shelf (COTS)
Software.**

Software developed at private expense, marketed commercially to military and non-military agencies. Available for immediate use without code modification.

Full Costs

The term "full costs," when applied to the expenses incurred in the operation of an information processing service organization (IPSO), is comprised of all direct, indirect, general, and administrative costs incurred in the operation of an IPSO. These costs include, but are not limited to, personnel, equipment, software, supplies, contracted services from private sector providers, space occupancy, intra-agency services from within the agency, interagency services from other Federal agencies, other services that are provided by state and local governments, and Judicial and Legislative branch organizations.

**Functional
Proponent (FP)**

On the District level, the staff element designated by the Chief of Information Management to serve as proponent for the

functional requirements of the AIS.

**Information
System (IS)**

A discrete set of information resources organized for the collection, processing, maintenance, transmission, and dissemination of information, in accordance with defined procedures, whether automated or manual.

**Information
System Life
Cycle**

The phases through which an information system passes i.e,

- ◆ Concept Exploration & Definition;
- ◆ Demonstration & Validation;
- ◆ Development;
- ◆ Deployment;
- ◆ Operations & Support.

**Information
Technology (IT)**

Any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. IT includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services) , and related resources. Telecommunications and communications equipment and national security systems (NSS) are also included in IT.

**Information
Technology
Portfolio
Information
System**

USACE sponsored system that replaced the previous Automated Information Systems database and Resource Statement Management System. ITIPS treats the systems entered into it as assets rather than a simple inventory as the older

system had done.

**Integrated
Product Team
(IPT)**

A team of representatives from all appropriate functional disciplines working together to build successful and balanced programs, identify and resolve issues, provide recommendations to facilitate sound and timely decisions. IPTs may include Government employees and contractors. The Project Manager of the AIS will typically lead the team. The Portfolio Manager will typically be a member of the team.

LCM Milestone.

The basic decision and control point of AIS LCM. The milestone review and approval process reviews the activities and exit criteria that have been performed in the preceding LCM phase, assesses the status of project execution and project management's plans for the remainder of the project, and establishes exit criteria for the next LCM phase. The LCM milestones are:

- a. Milestone 0, Concept Studies Decision.
- b. Milestone I, Concept Demonstration Decision.
- c. Milestone II, Development Decision.
- d. Milestone III, Production Decision.
- e. Milestone IV, Major Modification Decision.

Life-Cycle Cost

The total project development cost plus operations and support costs over the life of a project.

Life-Cycle Management (LCM) An analysis and control process which is applied throughout all phases of the life of an AIS or AIS modernization. It bases all programmatic decisions on the anticipated mission-related and economic benefits derived over the operating life of an AIS.

Milestone Decision Authority (MDA) The individuals designated in accordance with criteria established by the Assistant Secretary of Defense for Command, Control, Communications and Intelligence and this Regulation to approve entry of an AIS into the next phase. For purposes of this DR the MDA is the Chief of Information Management, CESAS. MDA Authority has been delegated to these positions and may not be further redelegated.

Milestone A major decision point that separates the phases of an AIS life cycle. To proceed past a milestone requires a formal review of the exit criteria and the project plan for the next phase.

Mission Need Statement (MNS) The MNS is a statement of operational capability required to perform an assigned mission or to correct a deficiency in existing capability to perform the mission.

Portfolio Manager A Portfolio Manager is a person assigned to monitor the past, present and future costs associated with and AIS. The Portfolio Manager is typically a Project Manager or Budget Analyst within the Functional Proponent's organization.

DR 25-1-22
App A
15 Feb 2000

Program Cost

The total of all expenditures, in any appropriation and fund, directly related to the AIS definition, design, development, and deployment, and incurred from the beginning of the Concept Exploration and Definition phase through deployment at each separate operational site. Program costs differ from life cycle costs (LCCs) in that LCCs include all costs incurred throughout the project life cycle, including the operations phase.

Project Manager

An individual appointed by the Chief of Information Management to directly manage AIS planning, implementation, and systems support.

Records Management

The planning, controlling, directing, effective and economical management of organizing, training, promoting, and other managerial activities involved with respect to records creation, records maintenance and use, and records disposition in order to achieve adequate and proper documentation of the policies and transactions of the Federal Government and agency operations. (44 U.S.C. 2901(2))

Software Development

The process of creating application code and support products and services for computer automation of business activities. In scope, software development can cover large or small new developments, or it can cover a modernization project for an existing AIS. The elements of software development include: requirements analysis, development and documentation of required business processes and

related business rules, development and documentation of valid activity and data models with associated data encyclopedia information, preparation of functional requirements documentation and detailed development and test specifications, accelerated or waterfall development of prototype database designs and application code, user testing of prototype application codes and databases, preparation of training and technical documentation, and deployment to the user community.

Appendix B
AIS Approval Check List

Synopsis	
<input type="checkbox"/> Functional Proponent (FP)	Identify the Functional Proponent. For District-wide AIS this will usually be IM. For AIS limited to the support of one Division or Office's business process the FP will usually be that office.
<input type="checkbox"/> Project Name	Include program acronym. Select and 8-13 letter acronym, such as ITIPS, CEFMS, etc. Check http://www.mtnnds.com/af to see how many times your selection has been used. If it is not already in use by the Corps, you may use it for your AIS
<input type="checkbox"/> Milestone	Specify the milestone to be considered by the Milestone Decision Authority (MDA). Provide a synopsis of previous Milestone time lines and MDA approval dates/exit criteria.
<input type="checkbox"/> Systems Manager (SM)	Specify SM by name and organization. If MOAs/MOUs have been develop, provide brief description.
<input type="checkbox"/> Business Process (BP)	Select only one of the following approved business processes: <ul style="list-style-type: none"><input type="checkbox"/> Develop Strategy, Goals and Objectives<input type="checkbox"/> Issue Policy and Guidance<input type="checkbox"/> Issue Technical Guidance and Criteria<input type="checkbox"/> Measure Performance<input type="checkbox"/> Conduct Audits and Internal Reviews<input type="checkbox"/> Conduct Investigations and Inspections<input type="checkbox"/> Formulate Army Facilities Program and

Budget

- Develop and Execute Civil Works Program
- Develop Federal Engineering Requirements
- Develop and Execute the PRIP Program
- Program and Budget for Command Operations
- Formulate Military R&D Program and Budget
- Manage Manpower
- Conduct R&D Activities
- Provide Engineering Advice and Selected Services to the Army
- Plan for Mobilization
- Plan for Army Facilities
- Conduct Special Studies
- Conduct Environmental Activities
- Plan Civil Works Projects
- Design Projects
- Construct Projects
- Operate and Maintain Civil Works Projects
- Coordinate and Monitor O&M of Army Facilities
- Conduct Real Estate Activities
- Administer Regulatory Program
- Conduct Disaster Response Activities

-
- Collect, Compile, and Publish Statistics
 - Conduct Finance and Accounting
 - Manage Personnel
 - Administer the EEO Program
 - Provide Legal Counsel
 - Conduct Security and Law Enforcement Activities
 - Procure Services, Equipment, and Supplies
 - Manage Automation, Telecommunications, and Information
 - Direct Safety Program
 - Conduct Public Affairs Activities
 - Provide Administrative Support

Requirement Describe the purpose, scope, and specific applicability of the proposed IS and its relationship to the USACE business area(s) which it is intended to support.

Mission Performance Describe how this IS investment will enhance the performance of the business process and how this investment will contribute to improvement in mission performance. Planned performance measurements should also be discussed.

Project Concept

Project Management. Describe the management concept and approach, including a discussion of the Integrated Product Team (IPT).

Developmental Strategy Describe the IS developmental strategy, e.g., Grand Design, Incremental, Evolutionary, etc.

DR 25-1-22
App B
15 Feb 2000

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- | | | |
|--------------------------|----------------------|-------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Acquisition Strategy | Describe the IS acquisition strategy, e.g., build versus buy, and contract vehicles to be used. |
|--------------------------|----------------------|-------------------------------------------------------------------------------------------------|
-
- | | | |
|--------------------------|---------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> | Describe the target users of this IS. | Discuss in terms of number of users and their organizational placement. |
|--------------------------|---------------------------------------|-------------------------------------------------------------------------|
-

Resources Management

-
- | | | |
|--------------------------|-----------------------------------------------------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> | Has this IS been entered into the USACE Information Technology Investment Portfolio System (ITIPS)? | Yes or No. If Yes, date last updated in ITIPS. |
|--------------------------|-----------------------------------------------------------------------------------------------------|------------------------------------------------|
-
- | | | |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | IS Life Cycle Cost Summary, including a summary of both quantifiable benefits (e.g., cost savings, productivity improvement savings, etc.) and/or non-quantifiable benefits (e.g., employee morale, public image, etc.) | Summarize the projected IS life cycle costs, based on a budget analysis, cost benefit analysis, or economic analysis. Attach the analysis. |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
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- | | | |
|--------------------------|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | What are the IS funding sources and basis of cost recovery? | Describe sources of funds (e.g., Civil Works, R&D, Military Programs, Reimbursable, PRIP, etc.) used to support IS through its various life cycle phases. Also discuss basis of cost recovery (e.g., fee-for-service, site licenses, etc.) |
|--------------------------|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- | | |
|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Have the appropriate CEFMS Work Items and Ordering Work Items been established? | All Work Items and Ordering Work Items must be used for IT and no other purpose. Each work item must be related to a Command Indicator Code representing an AIS in the District's ITIPS database. In most cases the Ordering Work Item will be the child of an IM Work Item. |
|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Technical Considerations

- | | |
|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Joint Technical Architecture - Army (JTA-A) and USACE extensions. | Describe the IS general architecture, e.g., required client-server platforms, web based, technical standards such as DBMS, COTS/GOTS products, communications requirements, etc. |
| <input type="checkbox"/> Interoperability, Interface, and Integration Considerations. | As specifically as possible, describe the IS interfacing, integration, and bridging requirements of the proposed IS with other information systems. |
| <input type="checkbox"/> Demonstration Requirements. | Describe technical concepts to be used for demonstration and validation and/or prototyping. Describe risk(s) which demonstration is intended to explore and test plan. |
| <input type="checkbox"/> Year 2000 compliance. | Is the IS Year 2000 compliant? |
| <input type="checkbox"/> Electronic Record Keeping Plan. | Describe IS records management requirements, including on-line and off-line records retention, and how information integrity will be assured. |
| <input type="checkbox"/> Configuration Management Plan. | Describe the IS configuration management process, including managing the Engineering Change Proposal (ECP) Process. Describe planned testing and evaluation by LCM phases, including application of software metrics. |
| <input type="checkbox"/> Data Management Plan. | Describe approach to data management (e.g., archiving data, data security, data conversion, use of the Command Data Model (CDM), etc.). Include specific requirements for data sharing and data integration. |

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- | | | |
|--------------------------|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Testing and Evaluation Master Plan. | Describe the testing strategy and evaluation requirements during the IS life cycle, e.g., software testing, system level testing, user level testing, etc. |
| <hr/> | | |
| <input type="checkbox"/> | Internal Controls and Security. | Describe both IS security and internal control requirements. |
| <hr/> | | |
| <input type="checkbox"/> | Post Deployment Software Support (PDSS) Plan. | Describe the IS PDSS plan in terms of project management, data management, applications management, and hardware and systems software management. |
| <hr/> | | |
| <input type="checkbox"/> | IS Technical Documentation. | Describe the availability and depth of the IS technical documentation following MIL-STD-498 guidelines. |
| <hr/> | | |
| Other. | | |
| <hr/> | | |
| <input type="checkbox"/> | Signatures and Approvals | Typed Name, Signature of IS Functional Proponent and date signed.

<input type="checkbox"/> Typed Name and Signature of Milestone Decision Authority (MDA). Should also be dated

<input type="checkbox"/> MDA Approved/Disapproved Statement.

<input type="checkbox"/> Include any guidance or specific exit criteria. |

Appendix C
IT Decision Paper/Business Case Format

CESAS-____-____ (25-1)

[DATE]

SUBJECT:

1. Description of Problem/Opportunity. [General discussion]

- a. Current Business Process.
- b. Current IT Used.

2. Discussion.

- a. Alternatives. [Discuss for each alternative.]
 - (1) Program Requirements.
 - (2) Risks.
 - (3) Resources Required. [Costs of hardware, software, training and labor]
- b. Impact If Business Case is Not Approved. [This is the no action alternative.]

3. Conclusions.

- a. Value/Benefits or Savings. [If no savings, justify.]
- b. Non-financial Benefits.
- c. Life Cycle Management. [How long will the system be useful? How will return on investment and system costs be tracked over the whole life cycle of the system?]

DR 25-1-22
App C
15 Feb 2000

d. Management Plan. [Who and how will the IT be managed? Who will provide technical support?]

e. CEFMS Management Plan. [Funding Sources, Work Items, CIC Codes, etc.]

f. Security Plan. [Who will issue maintain IDs and passwords. Who will control access?]

[Attach supporting documentation, flow charts, spread sheets, price lists, etc.]

4. Recommended Solution.

[/s/ FUNCTIONAL PROPONENT]
TITLE

Staffing/Concurrence/Nonconcurrence:

IM	Concur	_____	Nonconcur	_____	Date	_____
DP/EISC	Concur	_____	Nonconcur	_____	Date	_____
DC	Concur	_____	Nonconcur	_____	Date	_____

Approved _____
Disapproved _____
See Me _____

[/s/ DISTRICT ENGINEER]
COL, EN
Commanding