
Federal IT Dashboard Submission Guide



Version 3.25
December 7, 2017

Revision History

VERSION NUMBER	DATE	DESCRIPTION
3.25	12/07/2017	<ul style="list-style-type: none"> Operational Performance Metrics section - added note that metric requirements from guidance will only apply to major investments Updated Baselined Fields Table to be consistent and match what is implemented in code and schema General Instructions for CIO Evaluation Report – added guidelines of how to submit CIO Ratings for Majors Vs Non-majors
3.24	09/07/2017	<ul style="list-style-type: none"> Removed renaming comment for isClosed in baseline table
3.23	09/05/2017	<ul style="list-style-type: none"> Updated the UAT URLs for IT Dashboard Submissions
3.21	08/30/2017	<ul style="list-style-type: none"> Updated the following sections in document for FY19 submissions: <ul style="list-style-type: none"> Obtaining Tokens for API Access Renaming of Submission Sections URLs for IT Dashboard Submissions Submissions during August/September Submitting E-Gov and Line of Business Initiatives Operational Performance Metric Categories Added the following sections in document for FY19 Submissions: <ul style="list-style-type: none"> Standard Investment Report Submission CIO Evaluation Report Submission
3.20	04/25/2017	<ul style="list-style-type: none"> Updated "IT Budget Submissions to include a budget account summary validation
3.19	04/06/2017	<ul style="list-style-type: none"> updated URLs for manual uploads added language to Obtaining API Tokens section that includes URL for UAT environment
3.18	04/05/2017	<ul style="list-style-type: none"> Removed this Business Case validation: The criticalPath field must be provided for all in-progress and future activities. Added a new Business Case validation to prevent the addition of agile activities to Waterfall Projects. Converted these 3 Business Case validations to validation warnings: <ol style="list-style-type: none"> The sum of capabilities for CY exceeds the DME and O&M Agency CY Funding and Agency CY Contributions from the IT Portfolio. The sum of capabilities for PY exceeds the DME and O&M Agency PY Funding and Agency PY Contributions from the IT Portfolio. The sum of capabilities for BY exceeds the DME and O&M Agency BY Funding and Agency BY Contributions from the IT Portfolio.
3.17	03/24/2017	<ul style="list-style-type: none"> Added existing business case validation for performance metrics to the updated validations section
3.16	02/24/2017	<ul style="list-style-type: none"> Added new Business Case validations
3.15	02/14/2017	<ul style="list-style-type: none"> replaced text "operational risk" in validations with "investment risk" updated in baselined table to note renaming of some fields to "isActive"
3.14	02/14/2017	<ul style="list-style-type: none"> Removed more references to projects risks in validations section

VERSION NUMBER	DATE	DESCRIPTION
3.13	02/13/2017	<ul style="list-style-type: none"> Removed any references to project risks, which are no longer being used
3.12	02/02/2017	<ul style="list-style-type: none"> replaced text “operational risk” in validations with “investment risk”
3.11	01/27/2017	<ul style="list-style-type: none"> replaced text “(CY) 2016 Target” in validations with “(CY) 2017 Target”
3.9	10/17/2016	<ul style="list-style-type: none"> Removed IPT Contact Information Validations Updated Responses to Agency Questions Section
3.8	10/04/2016	<ul style="list-style-type: none"> Updated Baselined Fields Section for FY18
3.7	09/22/2016	<ul style="list-style-type: none"> Added new validations
3.6	09/15/2016	<ul style="list-style-type: none"> Updated Baselined Fields Section for FY18
3.5	09/13/2016	<ul style="list-style-type: none"> Updated E-Gov/Lob Initiatives/Shared services section for FY18 Updated URLs for Submissions section Updated Submissions during September/October section
3.4	09/09/2016	<ul style="list-style-type: none"> Updated various sections for FY18: <ul style="list-style-type: none"> New, updated, and continuing validations
3.3	01/06/2016	<ul style="list-style-type: none"> Updated “IT Budget Submissions” to include 2 new validations related to test tokens Updated “Business Case Submissions” to include 2 new validations related to test tokens Updated “Business Case Details Submissions” to include 2 new validations related to test tokens
3.2	11/20/2015	<ul style="list-style-type: none"> Updated manual XML upload URL
3.1	11/6/2015	<ul style="list-style-type: none"> Updated “Baseline Fields Table” to include performanceMetricBaselineCapability Updated “URLs for IT Dashboard Submissions” to include FY17 production and UAT URLs Updated “Obtaining Tokens for API Access” to include details on full submission keys and test submission keys Updated “Business Case Validations” to include 4 new validations related to agency priority goals / agency strategic objectives
3.0	7/24/2015	<ul style="list-style-type: none"> Updated various sections for FY17: <ul style="list-style-type: none"> Obtaining Tokens for API Access Renaming of Submission Sections URLs for IT Dashboard Submissions Submissions during August/September Submitting E-Gov and Line of Business Initiatives Baseline Fields Table Operational Performance Metric Categories IT Budget & Business Case Application Validations Responses to Agency Questions

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Getting Help

OMB Office of E-Government and Information Technology provides CPIC support pertaining to IT Dashboard submissions via email from 9:00am-5:00pm Monday through Friday. Please email itdashboardsupport@omb.eop.gov for assistance.

Accessing IT Dashboard as an Agency Reviewer or Submitter

For access to agency-only data for review purposes, federal employees or contractors are required to obtain an OMB MAX account. Once the MAX account has been established, users request access to IT Dashboard by requesting the "ITDashboard" application on the MAX portal:

<https://max.omb.gov/maxportal/sa/appsChangeForm.do>

Agency ITDashboard administrators can approve the request. Once granted ITDashboard "Agency User" role, users will be able to review agency-only data feeds and dashboard displays via the login link on the IT Dashboard homepage. ITDashboard's "Agency User" role is read-only and gives the user ability to access all data provided on the agency's IT Budget and Business Case submissions. This is a superset of the public dataset and includes some privacy related (agency contact information) and procurement sensitive information (future projects/contracts) that are only viewable when logged-in via MAX as an "Agency User". The "Agency User" role does not permit the user to submit data to IT Dashboard on behalf of the agency.

Becoming an agency submitter (ability to write and update IT Budget data on behalf of an agency) requires an additional step. An email should be sent to Bill Curtis at OMB (wcurtis@omb.eop.gov) with the contact details of the new agency submitter. The agency's CIO must be copied on the same email. Once granted "Agency Submitter" status, the user will be able to use the IT Dashboard exhibit submission APIs and manual XML upload services on behalf of the agency. Please note: the "Agency Submitter" role is the only role able to generate tokens specifically for dashboard submissions. If the user is not looking to perform dashboard submissions, then another role may be more suitable.

Using the Application Programming Interface (API)

The API is a secure RESTful web service to automate data updates to IT Dashboard from agency project reporting systems. The API accepts an XML input file based upon a defined schema that represents the inputs required by OMB's IT Budget and Business Cases.

The IT Portfolio is the starting point for annual IT Budget submissions. Only those investments that are identified as Major Investments in the IT Portfolio are tracked with a Business Case and the corresponding investment dashboard pages on IT Dashboard. Consequently, any changes in investment status and/or any changes in funding should first be initiated within the agency's IT Portfolio prior to any Business Case submission. Once identified as a Major Investment in the IT Portfolio, there is no means to remove an investment's dashboard page from IT Dashboard without receiving OMB permission to submit a revised IT Portfolio.

XML operations are enclosed within an investment element that specifies the Ull of the investment on which an operation is performed. Optional elements in the schema are interpreted by the server as values for which the client application is not required to provide data (i.e. minOccurs="0"). However, some fields may be required

based upon conditional logic and result in a validation error message if not provided. Please review the application validation messages included in this document.

To reset a value, an empty string or null value can be provided. Example: to remove a previously provided "Requirement Citation" string element: `<tns:requirementCitation></tns:requirementCitation>`.

For some numeric fields designated in the XML schema definition file with the attribute: `nillable="true"`, the field can be reset to NULL with `xsi:nil="true"`. Example: To remove a previously provided "Total Costs Actual" element: `<tns:actualTotalCost xsi:nil="true"/>`.

The XML request file allows for multiple operations to be performed on multiple investments. Operations on an investment are processed as a single transaction; either all of the operations are executed after completing 100% successful validation or none of the operations are executed for that investment. However, each *investment* is processed independently, so a response may contain a mix of successfully processed investments and investments with validation errors.

To correlate request operations with response messages, each operation has an attribute named "id". This attribute may be any string the client application chooses, though it should be unique within the body of the request so that it clearly identifies an operation.

All the operations within an investment must pass validation checks before they are executed. If any of the operations within an investment fail the validation check, then a response is generated that contains the original data from the request and any error messages that define the problem.

Error and Warning messages are sent in a common format described in documentation as "validations." New validations for FY2019 are listed in this document as well. Warning messages are generated when the system detects a condition that might be erroneous but allows the operation to pass validation.

For agencies that have not implemented the API, the manual XML upload page provides a direct UI interface to upload XML files for processing. This functionality can be accessed using the "XML UPLOAD" menu item after clicking on "DATA" from the IT Dashboard navigation bar." The "Review Submissions" tab shows a history of data submissions using the IT Dashboard Upload feature, including the file name, date and time of submission, user name, and any associated success or error messages. Clicking the appropriate entry in the "Request" or "Response" columns will allow the user to download a copy of the submitted request file or IT Dashboard response file.

Obtaining Tokens for API Access

Agency submitters are required to authenticate via the OMB MAX system and obtain a new token prior to executing IT Budget or Business Case submissions.

For the FY19 Edition, authorized agency submitters may obtain an API Key by first logging into the FY19 environment (<https://myit-2019.itdashboard.gov>) via the “LOGIN” link. Once authenticated, API Keys can be obtained by navigating to the “API Settings” page under the “DATA” navigation option.

For the Test Environment, authorized agency submitters may obtain an API Key by first logging into the UAT environment (<https://myuat.itdashboard.gov>) via the “LOGIN” link. Once authenticated, API Keys can be obtained by navigating to the “API Settings” page under the “DATA” navigation option.

Full Submission Keys

On the API Settings page, the “Full Submission Keys” tab lists the API keys that can be used for any type of API update to the IT Dashboard. This includes validateOnly submissions, “get”, “update” and “add” operations. To obtain a new key, click “Generate New API Key” and the key will appear in the table below the button. Once generated, the Full Submission API Key will be valid for 12 hours with the option of revoking the key early if needed.

My API Keys	Creation Timestamp	Expiration Timestamp
fpK6C1xw0YvnXnIL4AJUdBFTV8MOUgXaFHgiJOOJNk6KIPwMqfHDRnxMvkAqAyAf	Aug 19, 2015 at 12:15:10 pm	Aug 22, 2015 at 12:15:10 pm

Test Submission Keys

The “Test Submission Keys” tab lists test API keys that can be used for validateOnly=“true” submissions (to test the submission but not update records in the system), along with validateOnly=“false” submissions for “get” operations (to retrieve existing data from the system). To obtain a new test key, click “Generate New Test API Key” and the test key will appear in the table below the button. Once generated, the Test Submission API Key will be valid for 30 days with the option of revoking the key early if needed.

API Settings

Full Submission Keys

Test Submission Keys

Click on the button below to generate a new Test API key. This key is valid for 30 days and can only be used for validateOnly submissions and "get" operations.

My API Keys

Creation Timestamp

Expiration Timestamp

8vDvPcYjSvGLCzjbs41D4nhevt5mW1v5w9AmmyFe4mZGwJRpnt2shkGMOM9LOFQk

Sep 13, 2016 at 5:18:40 pm

Oct 13, 2016 at 5:18:40 pm

URLs for IT Dashboard Submissions

FY2019 Agency Test Environment (after September 5 COB)

	Data	URL
FY19 testing	IT Budget API	https://myuat-2019.itdashboard.gov/api/v1/itbudget?apikey=xxxx
	Business Case	https://myuat-2019.itdashboard.gov/api/v1/businesscase?apikey=xxxx
	SIR API	https://myuat-2019.itdashboard.gov/api/v1/investmentreport?apikey=xxxx
	CIO Rating API	https://myuat-2019.itdashboard.gov/api/v1/ciorating?apikey=xxxx
	Manual	https://myuat-2019.itdashboard.gov/drupal/data/submissions/xml-upload

FY2019 Production Environment (after September 5 COB)

	Data	URL
FY19 submissions	IT Budget API	https://myit-2019.itdashboard.gov/api/v1/itbudget?apikey=xxxx
	Business Case API	https://myit-2019.itdashboard.gov/api/v1/businesscase?apikey=xxxx
	SIR API	https://myit-2019.itdashboard.gov/api/v1/investmentreport?apikey=xxxx
	CIO Rating API	https://myit-2019.itdashboard.gov/api/v1/ciorating?apikey=xxxx
	Manual Upload	https://myit-2019.itdashboard.gov/drupal/data/submissions/xml-upload

Note: IT Dashboard uses a RESTful API. Users should post XML operations to the URL. Empty requests to the RESTful API will result in an error message. Replace "xxxx" with the API Key (token).

Submissions during September

For testing purposes, the FY19 environment will accept sample IT Budget, Business Case, and Standard Investment Reports submissions in August and September. Agencies should use this environment to test their FY19 submissions against the new API, schemas, and validations.

After COB on September 4, 2017, all data submitted during the test period will be deleted from the FY19 environment. At this time, a copy of the latest data from FY18 production will be migrated to the FY19 environment in preparation for agencies' FY19 preliminary submissions. At this time, the UAT environment will also be updated to reflect the FY19 API/Schema in order for agencies to continue testing FY19 submissions.

For the first September Business Case submission of each continuing major investment, the tags from the updateInvestment operation listed below will be required. Once provided, these tags will remain optional (per the schema) for subsequent updateInvestment submissions.

```
capitalAssetSummary
  -investmentDetails
  -investmentStartEndDates
    - investmentStartYear
    - investmentEndYear

investmentDetails
  -investmentDescription
  -objectivesOrGoals
  -returnOnInvestmentDescription
  -investmentRequirements
  -programCodeFPI
  -investmentSharedService
  -investmentPivEnabled
  -pmDetails
```

General Instructions for Continuing Major Investments

Use the regular update process on the IT Dashboard to provide information for continuing major investments consistent with FY19 Capital Planning Guidance. During the September Business Case preliminary submission window, complete the following steps for continuing major investments:

1. Using "updateInvestment," submit a complete Business Case and Business Case Detail, which provides information for all necessary fields for each section.
2. Use regular updates to add new projects, metrics, and activities or revise the lifecycle costs table. These actions will not require a rebaseline, replan, or correction operation. These changes can now be done through regular updates.
3. If necessary, based on agency rebaseline policies, use "revise investment" actions such as rebaseline or replan to make changes to "baselined" fields such as the planned costs of activities. Baselined fields are those which are not editable using regular updates. (*See "Baselined Fields Table" for more information*)

Note as per the guidance: Business Cases are only required for Mission and Administrative Services and Support Systems Investments (Part 1 and Part 2).

General Instructions for Investments that are Split or Consolidated

An investment that is made up of more than one previous investment (multiple prior-UIIs) is considered a consolidated investment. This consolidated investment must be assigned a new UII and should not use one of the prior UIIs established previously.

An investment that is split out of an existing investment (i.e. the FY18 IT Portfolio lists more than one investment with the same prior-UII) it is considered a split investment. The split investment must be assigned a new UII and should not use one of the prior UIIs established previously.

For split or consolidated *major* investments, the “addInvestment” operation is used to create a new Business Case Submission following the general instructions for adding a new major investment. Using the “updateInvestment” for these investments will cause a validation error since only unchanged continuing major investments are allowed to update an existing UII.

General Instructions for Standard Investment Reports

Standard Investment Reports are required for IT Security and Compliance Standard Investments. Reporting on other Standard Investment reports is optional during the FY19 budget cycle. Submission of Standard Investment Reports for FY19 should follow the same cadence as Business Cases for major investments. For more details on the schema and technical development of Standard Investment Reports, please visit the GitHub ITDB Schema Repository at <https://github.com/ombegov/ITDB-schema>.

General Instructions for CIO Evaluation Reports

The CIO Evaluation Report Submission contains the CIO Rating section of the FY19 Guidance separated from the Major Business Case in order to allow submission of CIO Ratings with any non-major investment in the Agency IT Portfolio Summary.

Submitting updates to CIO ratings outside of the annual submissions:

1. For **Major Investments** (with Investment Type 1) – agencies should continue to use the business case monthly operations to set the CIO Ratings (use *updateCIORating*).
2. For **Non-Major Investments** (with Investment Type NOT 1) – agencies can only use the *setCIORating Operation* to set the CIO Ratings. Please do NOT use the business case monthly operation (*updateCIORating*). Even for Type 6 Investments that have business cases, please only use the *setCIORating Operation* to set the CIO Ratings.

For more information on the schema and technical development of the CIO Evaluation Report, please visit the GitHub ITDB Schema Repository at <https://github.com/ombegov/ITDB-schema>.

Submitting E-Gov and Line of Business Initiatives and Shared Services

Per the FY2019 IT Budget – Capital Planning Guidance, Managing Partners for the Government-wide E-Gov and Line of Business Investments listed below are required to submit Major IT Business Cases unless they get a waiver from OMB. For Agencies’ shared services investments which are not included in the two tables below, these should be coded “48” for the “Shared Services Category” field in the IT Portfolio Summary.

In addition, Managing Partner agencies are encouraged (where appropriate) to use the “E-gov or LoB Initiative” name as the Investment Title for the principle IT investment related to the initiative. Alternatively, Managing Partners may include the initiative name in the investment description. Partner agencies with contributions would be expected to use the “E-Gov or LoB initiative” name as their Investment Title.

E-Gov and LoB Initiative Investments (Shared Services Category Code “24”)				
E-Gov or LoB Initiative	Acronym	Managing Partner Agency	Includes:	Shared Services Identifier
Benefits.Gov		Labor		0020
Budget Formulation and Execution LoB	BFELoB	Education		3200
Disaster Assistance Improvement Plan		DHS		4100
E-Rulemaking		EPA		0060
Federal Health Architecture LoB	FHALoB	HHS		1400
Financial Management LoB	FMLoB	Treasury	Former GMLoB	1100
Geospatial LoB	GeoLoB	Interior		3100
Grants.Gov		HHS		0160
Human Resources LoB	HRLoB	OPM		1200
Integrated Award Environment	IAE	GSA	Former IAE-Loans & Grants	0230
Performance Management LoB	PMLoB	GSA		0900
Federal PKI Bridge	FPKI	GSA		0090
Recreation.Gov		USDA		0010
Security, Suitability, and Credentialing LoB	SSCLoB	OPM	New UII ending assigned for FY17 process.	1250
USAJOBS	USAJOBS	OPM	Former RecruitOnestop	1218
USA Services		GSA		0040

OMB M-16-11 defined shared service providers as providers designated by Treasury FIT or OPM HRLOB previously and USSM going forward. The below table reflects current USSM designated shared services.

A Partner Agency should list its Investment as Type 04 Funding Transfer and report funding in the Agency Funding fields. Managing Partner Agency should report their Investment as a Type 01 Major Investment and reports funding from customers in the Agency Contribution fields.

USSM Designated Shared Services Investment/Providers (Shared Services Category "36")					
Shared Service Investment	Acronym	USSM Designated Provider	Shared Service	Includes:	Shared Services Identifier
Agency Accounting Services (AAS)	ARC	Treasury	Administrative Resource Center	Financial Management	1101
HR LoB - HR Connect	TSSC	Treasury	Treasury Shared Service Center	Core HR	1201
Defense Civilian Personnel Data System	DCPAS	DoD	Defense Civilian Personnel Advisory Service	Core HR	1202
Defense Civilian Pay System	DFAS	DoD	Defense Finance and Accounting Service	Payroll	1203
IBC FMLoB Shared Service Provider	IBC	DOI	Interior Business Center	Financial Management	1102
IBC Shared Service Center (HRLoB)	IBC	DOI	Interior Business Center	Core HR, Payroll	1204
DOTXX129: Delphi Version Two	ESC	DOT	Enterprise Services Center	Financial Management	1103
HHS Integrated Personnel Management Service	PSC	HHS	Program Support Center	Core HR	1205
Human Capital Information Technology Services	HRLoB SSC	GSA	HRLoB Shared Service Center	Core HR	1206
PAR (e-Payroll)	HRLoB SSC	GSA	HRLoB Shared Service Center	Payroll	1207
OCFO FSSP	NFC	USDA	National Finance Center	Financial Management	1104
OCFO-NFC Shared Services	NFC	USDA	National Finance Center	Core HR, Payroll	1208

Submitting System Development Life Cycle (SDLC) Methodology

For FY19 submissions, IT Dashboard will accept only these 3 options for SDLC methodology as per the guidance:

- 1) Waterfall
- 2) Iterative: Incremental, Spiral, Agile
- 3) Not Primarily a Software Development Project

For the existing projects that already had one of the 7 SDLC methodologies from FY18, database changes were made within IT Dashboard to ensure that the old methodologies were updated to one of the 3 new ones for FY19.

How old SDLC methodologies were mapped to the new ones:

SDLC Methodology Type FY18 Value (old)	SDLC Methodology Type FY19 Value (new)
1 - Waterfall	1 - Waterfall
2 - Spiral	2 – Iterative (Incremental, Spiral, Agile)
3 - Iterative	2 – Iterative (Incremental, Spiral, Agile)
4 - Agile	2 – Iterative (Incremental, Spiral, Agile)
5 - Mixed	2 – Iterative (Incremental, Spiral, Agile)
6 - Other	2 – Iterative (Incremental, Spiral, Agile)
7 - Not Primarily a Software Development Project	3 - Not Primarily a Software Development Project

Agencies will not need to update the existing/continuing SDLC methodologies from FY18. If agencies are submitting new projects or updating existing one projects, IT Dashboard will only accept the 3 new FY19 SDLC Methodology values.

Baselined Fields Table

This table indicates whether each element can be changed via “regular” updates or requires a rebaseline, replan, or correction action (described as “revise investment” in the schema and API). Elements requiring a rebaseline, replan, or correction are identified as “baselined” fields. The FY18 Schema column indicates the baselined fields in effect before September 2017 in the production environment. The FY19 Schema column shows the new standard beginning in September 2017.

Element	FY18 Schema (through August 2017)	FY19 Schema (starting September 2017)	Comments
dateOfAnalysis	regular	regular	NEW for FY18
analysisResults	regular	regular	NEW for FY18
publicURL	regular	regular	NEW for FY18
pmName	regular	regular	NEW for FY18
pmEmail	regular	regular	NEW for FY18
pmQualifications	regular	regular	NEW for FY18
addPerformanceMetric	regular	regular	
agencyPerformanceMetricId	regular	regular	
performanceMetricActualResult	regular	regular - renamed	New actual results can be added at any time. Actual results become baselined once provided.
performanceMetricDateofActual	regular	regular	

Element	FY18 Schema (through August 2017)	FY19 Schema (starting September 2017)	Comments
performanceMetricComment	regular	regular	
performanceMetricDescription	baselined	baselined	
performanceMetricUOM	baselined	baselined	
performanceMetricCategory	regular	regular	Becomes baselined once it is supplied for the first time. Can be updated without a revise using the annual updateInvestment operation during the annual window. Afterwards, becomes baselined once provided.
performanceMetricPYTarget	baselined	baselined	
performanceMetricCYTarget	regular	regular	Becomes baselined once it is supplied for the first time. Can be updated without a revise using the annual updateInvestment operation during the annual window. Afterwards, becomes baselined once provided.
performanceMetricCondition	baselined	baselined	
performancePeriodicity	regular	regular	Can be updated without a revise using the annual updateInvestment operation during the annual window. Afterwards, becomes baselined once provided.
performanceMetricObjectiveOrGoal	regular	regular	
performanceMetricBaselineCapability	Regular	Regular	Becomes baselined once it is supplied for the first time.
addPerformanceMetricActual	regular	regular	
isActive	baselined	baselined	For performance metric
isClosed	regular	regular	
SDLCmethodology	regular	regular	Becomes baselined once it is supplied for the first time.
otherSDLC	regular	N/A	Removed
releaseEverySixMo	regular	regular	Becomes baselined once it is supplied for the first time.
releaseEverySixMoComment	regular	regular	Becomes baselined once it is supplied for the first time.
addInvestmentRisk	regular	regular	Renamed from addRisk
agencyInvestmentRiskId	regular	regular	Renamed from agencyRiskId
investmentRiskName	regular	regular	Renamed from riskName
investmentRiskCategory	regular	regular	Renamed from riskCategory
investmentRiskProbability	regular	regular	Renamed from riskProbability
investmentRiskImpact	regular	regular	Renamed from riskImpact
investmentRiskMitigationPlan	regular	regular	Renamed from riskMitigationPlan
isActive	regular	regular	Renamed from isOperationalRiskActive
cioRatingEval	regular	regular	
cioComment	regular	regular	
addContract	regular	regular	
agencyContractId	regular	regular	
referencedPIID	regular	regular	
isModularApproach	regular	regular	
agileDevelopment	regular	regular	
contractPurpose	regular	regular	
ITLeaseCategory	regular	regular	
informationSecurityClause	regular	regular	
acquisitionId	regular	regular	
agencyAcquisitionId	regular	regular	

Element	FY18 Schema (through August 2017)	FY19 Schema (starting September 2017)	Comments
plannedContractDescription	regular	regular	
plannedAwardDate	regular	regular	
lengthOfPlannedSupport	regular	regular	
anticipatedValue	regular	regular	
potentialSources	regular	regular	
providerEngagement	regular	regular	
containsITLease	regular	regular	
replacedContractId	regular	regular	
agencyReplacedContractId	regular	regular	
systemId	regular	regular	
agencySystemId	regular	regular	
systemName	regular	regular	
initialOperatingYear	regular	regular	
techRefreshDate	regular	regular	
endOfContractedSupportDate	regular	regular	
averageUsersPerMonth	regular	regular	
capabilityId	regular	regular	For FY19 moved to SIR
agencyCapabilityID	regular	regular	For FY19 moved to SIR and renamed from agencyCapabilityId
capability	regular	regular	For FY19 moved to SIR and renamed from capabilityCode
purposeOrOutcome	regular	regular	For FY19 moved to SIR and renamed from purposeOutcome
PY	regular	regular	For FY19 moved to SIR and renamed from totalSpendingPY
CY	regular	regular	For FY19 moved to SIR and renamed from totalSpendingCY
BY	regular	regular	For FY19 moved to SIR and renamed from totalSpendingBY
productionDeploymentDate	regular	regular	
contractingAgencyId	regular	N/A	Removed
contractNumber	regular	regular	
referencedPIID	regular	regular	Renamed from idvPIID
modularApproachesContracting	regular	regular	
idvAgencyId	regular	N/A	Removed
solicitationId	regular	regular	
EVMRequired	regular	N/A	Removed
contractTotalValue	regular	N/A	Removed
contractTypeUsed	regular	N/A	Removed
performanceBasedContract	regular	N/A	Removed
contractStartDate	regular	N/A	Removed
contractEndDate	regular	N/A	Removed
contractCompete	regular	N/A	Removed
contractDescription	regular	N/A	Removed
isActive	regular	regular	Name updated in FY18 from isContractActive
investmentName	regular	regular	Removed from towerDetails
investmentDescription	regular	regular	
investmentRequirementSupport	regular	N/A	Removed
investmentSharedService	regular	regular	
investmentPivEnabled	regular	regular	
investmentPublicAPI	regular	N/A	Removed

Element	FY18 Schema (through August 2017)	FY19 Schema (starting September 2017)	Comments
investmentIncrementalDevelopment	regular	N/A	Removed
investmentRelatedURL	regular	N/A	Removed
investmentsEliminatedorReduced	regular	regular	
returnOnInvestmentDescription	regular	regular	
IPTContactInformation	N/A	N/A	
noEVMEExplanation	regular	N/A	Removed
lifeCycleCosts	regular	regular	
investmentStartYear	baselined	baselined	
investmentEndYear	baselined	baselined	
addProject	regular	regular	
uniqueProjectId	baselined	baselined	
agencyProjectId	regular	regular	
projectName	baselined	baselined	
objectivesExpectedOutcomes	baselined	baselined	
projectStartDate	baselined	baselined	
projectCompletionDate	baselined	baselined	
projectLifeCycleCost	baselined	baselined	
pmDetails	regular	regular	Renamed from projectManagerContactDetail
projectManagerExperienceLevel	regular	regular	Removed
isActive	N/A	baselined	Deactivating a project requires a “revise investment” submission.
releaseName	regular	regular	NEW for FY18
releaseNumber	regular	regular	NEW for FY18
releaseDescription	regular	regular	NEW for FY18
NPI:	regular	regular	becomes baselined once activity is in-progress
NPE:	regular	regular	becomes baselined once activity is in-progress
NCE	regular	regular	becomes baselined once value is provided
NCI	regular	regular	becomes baselined once value is provided
DTC	regular	regular	
DPC	regular	regular	
addProjectActivity	regular	regular	Renamed from addActivity
agencyActivityId	regular	regular	
activityName	baselined	baselined	
activityDescription	baselined	baselined	
structureId	baselined	baselined	
activityType	baselined	baselined	
criticalPath	regular	regular	Can be changed from “no” to “yes” via regular operations, but requires a reviseInvestment for changing from “yes” to “no”
plannedStartDate	baselined	baselined	
projectedStartDate	regular	regular	
actualStartDate	regular	regular	Becomes baselined after value is supplied for the first time
plannedTotalCost	baselined	baselined	
projectedTotalCost	regular	regular	
actualTotalCost	regular	regular	Becomes baselined after value is supplied for the first time
plannedCompletionDate	baselined	baselined	
projectedCompletionDate	regular	regular	

Element	FY18 Schema (through August 2017)	FY19 Schema (starting September 2017)	Comments
actualCompletionDate	regular	regular	Becomes baselined after value is supplied for the first time
isActive	baselined	baselined	Renamed from isActivityActive
investmentRiskId	regular	regular	Name updated in FY18 from operationalRiskId
agencyInvestmentRiskId	regular	regular	Name updated in FY18 from agencyOperationalRiskId
investmentRiskName	regular	regular	Name updated in FY18 from operationalRiskName
investmentRiskCategory	regular	regular	Name updated in FY18 from operationalRiskCategory
investmentRiskProbability	regular	regular	Name updated in FY18 from operationalRiskProbability
investmentRiskImpact	regular	regular	Name updated in FY18 from operationalRiskImpact
investmentRiskMitigationPlan	regular	regular	Name updated in FY18 from operationalRiskMitigationPlan

Variance Calculations

The IT Dashboard will calculate schedule variance for activities by comparing the planned completion date of an activity with the actual completion date. If the actual completion date is not available, the projected date is used. For example, if an activity or sub-activity is planned to be completed in 5 days, but the current projected completion date is 8 days away; the schedule variance is 3 days.

The Dashboard will calculate cost variance for activities by comparing the planned total cost of an activity with the actual total cost or use the projected total cost if the activity is not yet complete. For example, if an activity is planned to have a cost of \$1000, but the actual cost reported is \$1200; the cost variance is -\$200.

If something is "Planned" at \$100, and "Actual" is ZERO (Not Null), the IT Dashboard will consider this completed at NO cost.

Cost Calculations

Always use the "Actual" value if both "Projection" and "Actual" are provided for the same activity. Roll-ups are obtained by summing the costs of all the included lowest level child activities.

1. For Individual Future Activities or Roll-Ups that contain only future activities:

$$\text{Cost Variance} = 0\%$$

2. For Completed or In-Progress Activities and Roll-Ups (which may include some future activities):

$$\text{Cost Variance} = \text{"Planned Total Costs"} - \text{"Projected OR Actual Total Cost"}$$

$$\% \text{ Cost Variance} = \text{"Cost Variance"} / \text{"Planned Total Cost"} * 100$$

Definitions

Future Activities:

- If *Planned Start Date* is > Today **AND** *Actual Start Date*, *Actual Completion Date* and *Actual Total Cost* are zero/blank

In-Progress Activities:

- If *Actual Start Date* is provided **OR** *Projected Start Date* is ≤ Today

Completed Activities:

- If *Actual Completion Date* is provided (not blank)

Colors for Cost Variance

% Cost Variance (use <u>absolute value</u>)	Color
0% , < 10%	Green
≥ 10% , < 30%	Yellow
≥ 30%	Red

Schedule Calculations

Always use the “Actual” value if both a “Projected” and an “Actual” date are provided for the same activity.

Schedule Variance in days for an Activity:

Planned Completion Date – Actual OR Projected Completion Date*

**use today’s date if the Projected Completion Date has passed without reporting an Actual Completion Date*

Schedule Variance in days for a Roll-Up:

Latest Planned Completion Date of all activities – Latest Actual OR Projected Date of all activities*

**use today’s date if the Projected Completion Date has passed without reporting an Actual Completion Date*

Schedule Duration in days for an Activity:

Planned Completion Date – Planned Start Date

Schedule Duration in days for a Roll-Up:

Latest Planned Completion Date of all activities – Earliest Planned Start Date of all activities

Percentage Schedule Variation:

$$\text{Investment \% Schedule Variance} = \frac{\text{variance in days}}{\text{duration}} * 100$$

Colors for Schedule Variance

% Schedule Variance	Color
0% , < 10%	Green
≥ 10% , < 30%	Yellow
≥ 30%	Red

Contract Linkage with USASpending

Since the Federal Procurement Data System (FPDS) is the authoritative source for all federal contract data, agencies are required to ensure that contract data residing in www.FPDS.gov is timely and accurate, prior to submitting contract data to the IT Dashboard. In an effort to honor FPDS.gov and USASpending.gov as the authoritative sources for contracts data and IT spending reporting, respectively, the IT Dashboard will link to www.USASpending.gov for contract information.

The IT Dashboard links to a corresponding www.USASpending.gov record when an awarded contract submitted to the IT Dashboard matches with the following fields: 'PIID,' 'Referenced PIID' (applicable only if the contract is an IDIQ order), and Submitting Agency (agency of the investment for which the contract is submitted).

If a match is not determined based on the data provided, the dashboard will display "A matching record is not available in www.USASpending.gov."

For contracts with matching records in www.USASpending.gov, the following key fields will be available to the public on the IT Dashboard via a link:

- Contract Description
- Type of Contract
- Contractor Name
- Performance Based Service Acquisition (PBSA) designation
- Start Date
- End Date
- Action Obligation
- Extent Completed

Agencies must keep in mind that the IT Dashboard is not the authoritative source for either contracts or solicitation data. Consequently, should an agency identify data that is not correct, that incorrect data must be modified in the respective authoritative source (e.g., FPDS) rather than in the IT Dashboard.

Operational Performance Metric Categories

As per the Capital Programming Guide, the Performance Metric Categories should be mapped to one of the 4 categories below:

- Customer Satisfaction (Results)
- Strategic and Business Results
- Financial Performance
- Innovation

Investments with operational performance data must provide a minimum of five open metrics.

- A minimum of one (1) metric should be “Customer Satisfaction (Results)” (i.e. service quality, end user satisfaction) with respect to the impact to major stakeholders (customers, affected citizens, inter and intra-agency end users).
- A minimum of three (3) metrics should be “Strategic and Business Results”, which measures how the investment contributes to the Strategic Objectives / Priority Goals or business need of the Agency. At least one Strategic and Business Results metric must have a monthly reporting frequency. At least one Strategic and Business Result must be tied to an Agency Strategic Objective or Agency Priority Goal that was submitted at the investment level. Metrics in this category could come in two different areas:
 - Effectiveness –quantified desired effect the investment has on the Agency’s mission or business needs (e.g. processing speed, processing quality, backlog reduction, mission outcomes, business outcomes, etc.)
 - Efficiency - quantified desired effect the investment has on the agency’s operational/technical needs (e.g. reliability, availability, throughput, response time/latency, utilization, etc.)
- A minimum of one (1) metric should be “Financial Performance”, which measures the reasonableness and cost efficiency of the investment.

Note: The metrics requirements above only apply to business cases for Major (Type 1) Investments

FY 2019 Application Validations

The FY 19 Validations for the IT Dashboard submission can be found at this link:

<https://github.com/ombegov/ITDB-schema>

The validations can be found in the “Quick Links to Files” section of the README.md file, listed as “Current Validations”.

Responses to Agency Questions

This section provides responses to selected agency questions concerning the Capital Planning Guidance, the Budget process, and IT Dashboard schema files.

QUESTIONS	RESPONSES
IT Budget	
<p>ITB-1. <i>Will the OMB Budget Account Codes be updated this year?</i></p>	<p>To provide investment funding sources, agencies should use the OMB Budget Account Codes (not Treasury Account codes). Please coordinate any questions regarding budget account information with your agency budget office, which should be the first place that CIO staff consults when questions arise.</p> <p>Please see the Appendix C of OMB A-11 to see a complete list of available OMB Budget Account codes. If you believe there to be an error in this list, please contact your E-Gov desk officer.</p>
<p>ITB-2. <i>For the President’s Budget submission, should the “Change in Status Identifier” reflect the change since the last submission in the Fall or since last year’s budget submission?</i></p>	<p>It should continue to reflect the change as of last year’s budget submission. For example, if an investment was submitted with a “Change in Status Identifier” as “New” in the Fall, it should still be submitted as “New” for the President’s Budget submission.</p>
Business Case	
<p>BC-2. <i>Additional guidance is needed for the meaning of Modular Approaches/ Contracting.</i></p>	<p>See “Contracting Guidance to Support Modular Development” at https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/procurement/guidance/modular-approaches-for-information-technology.pdf.</p>
<p>BC-3. <i>How do I find the Agency Priority Goal / Agency Strategic Objective codes referred to in Business Case Question #2 and Business Case Detail Operational Performance Metrics?</i></p>	<p>Agency Priority Goal / Agency Strategic Objective codes are listed in the Data Dictionary included on the GitHub development page for the IT Dashboard. These are the same codes used internally on Performance.gov.</p>

Business Case Detail	
BCD-1. <i>In the Capital Planning Guidance, there is a note that says projects/activities commencing beyond the BY should be reported “as available”. Are BY+1 and beyond activities required for September? We see that CY and BY activities are now required, but we are wondering if BY+1 and beyond is a requirement or optional for this year’s submission?</i>	If any of a parent activity’s child activities occurs in the current year or budget year (CY or BY), then all child activities of the parent activity must be reported, regardless of their timing. This is to ensure that a complete view of the parent activity is available.
BCD-2. <i>Can users leave the Performance Metric PY (2017) Target field blank? If so, will this generate an xml error?</i>	For an existing investment, only CY (2018) Targets are required, as all other metrics details are carried-over from the existing Business Case.
BCD-3. <i>In the Business Case Detail Table C.1.A/B, does the investment owner update the Actual Result field when an actual result is obtained, such as monthly, quarterly, semi-annually, or annually, and report the dates these actuals were obtained in the Date of Actual Result field?</i>	The “Date of Actual Result” should be the date the metric was measured. Not the date it is reported.
BCD-4. <i>If an investment will not be in operations until after 2017, can the investment owner leave the Business Case Detail operational metrics table blank?</i>	Either Section C operational data or Section B projects data must be provided in the Business Case Detail for an investment.
BCD-5. <i>Should agencies remove completed activities and projects?</i>	Agencies should only remove completed projects and activities as a result of a rebaseline or replan. Completed activities and projects reported to the IT Dashboard will be retained to be used as historical records and to be available for the IT Dashboard user interface and calculations.
BCD-6. <i>For performance metrics with long term cumulative goals (e.g. X objects by the end of the year) but monthly reporting of actuals, should we report 12 separate metrics with specific targets for each month along the way?</i>	No. Do not create multiple metric objects just to describe different reporting periods for a single underlying measure. Consider reporting such a metric with estimated semi-annual targets. Agencies may submit actuals to the IT Dashboard more frequently than the selected reporting frequency of targets.
BCD-7. <i>Should Project Start and Completion dates be updated to reflect “Actual” values once they become available?</i>	Values provided for the Projects table in the Business Case Detail should generally represent “planned” values. The only case when “actual” values should be entered for Project Start Date, Project End Date, and Project Lifecycle is when reporting historical information. For example, when adding a project to the ITDB that has already started, the “actual” start date would be provided for Project Start Date.

	<p>However, as a project progresses, updates regarding “projected” and “actual” start date, completion date, and cost should <u>only</u> be entered in the Activities table. All cost and variance calculations only use values from the activities table, so it is not necessary to make changes to the projects table to ensure correct variance calculations.</p> <p>For example: Latest Activity Planned Completion Date: 9/30/2013 Latest Activity Actual Completion Date: 10/05/2013 Project Completion Date: 9/30/2013</p> <p>In this example, though the last activity in the project took longer to complete than expected, the Project Completion Date should not be updated as it indicates what was planned when the project was added initially.</p> <p>Keep in mind that most project-related fields are “baselined” and require a reviseInvestment operation to change. In general, once provided for a project, these baselined fields should not be changed unless a baseline event happens. For a complete list of these fields, please refer to the “Baselined Fields Table.”</p>
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