

IT INVESTMENT MANAGEMENT PROCESS
SELECT PHASE (1.0), CONTROL PHASE (2.0) and EVALUATE PHASE (3.0)

Number	Phase/Stage/Task	Process Description
1.0	Select Phase	<p>Entrance Criteria: <i>Before entering the Select Phase the Project Proponent must first determine the scope and nature of the proposed re-engineering effort. The screening phase determines which investment boards have oversight authority over the investment.</i></p> <p>Purpose: <i>To ensure that the Bureau chooses IT projects that best support its mission and comply with its architecture. Individual projects and IT investments are evaluated in the broader context of technical alignment with other IT systems as well as the investment's impact to the Bureau's IT portfolio performance as measured by cost, benefit, and risk. As part of the process, the ITIB prioritizes each investment and decides which projects will be funded in subsequent fiscal years.</i></p> <p><i>Screening is the first step during which a project submitted for funding is assessed against a uniform set of evaluation criteria and thresholds. If the project meets minimum requirements, then the appropriate level of organizational review is determined. The project's benefits, costs, and risks are then systematically evaluated and ranked among other projects in the IT portfolio. Finally, a decision-making body of senior executives (the ITIB) decides which projects will be included in the portfolio.</i></p> <p><i>The Select Phase consists of five discrete stages:</i></p> <ul style="list-style-type: none"> • <i>IT Clearinghouse Review Stage</i> • <i>Investment Proposal Stage</i> • <i>Business Case Development Stage</i> • <i>Acquisition Plan Development Stage</i> • <i>Project Plan Development and Review Stage</i> <p>Exit criteria: <i>An In-Progress Review is conducted prior to the project moving to the Control Phase. After the In-Progress Review the SCO will prepare for the Sponsor a Project Authorization Memorandum. The Project Manager must have successfully completed all of the requirements of the Select Phase before moving on to the Control Phase.</i></p>

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		<p>Deliverables: <i>The following documents or deliverables:</i></p> <ul style="list-style-type: none"> • <i>Entry of the proposal into the IT Clearinghouse</i> • <i>An Investment Proposal</i> • <i>A Business Case</i> • <i>An Acquisition Plan</i> • <i>A Project Plan</i> <p>Decision (Go/No Go) Points: <i>The following reviews and major decision points are made during the Select Phase:</i></p> <ul style="list-style-type: none"> • <i>Sponsor’s approval of the business process re-engineering idea</i> • <i>Investment Proposal Review</i> • <i>Sponsor’s and/or ITIB approval of the Investment Proposal</i> • <i>Business Case Review</i> • <i>ITIB approval of the Business Case</i> • <i>Acquisition Plan Review</i> • <i>Project Plan Review</i> • <i>In-Progress Review</i> • <i>Sponsor’s approval of the Project Plan and In-Progress Review Findings and Recommendations</i> <p>Time Frames: <i>The scope and complexity of the business process re-engineering effort will determine the time frames of this Phase. Typically, if the proposal needs ITIB approval for both the Investment Proposal and the Business Case, the time frame for this phase could be as long as six to eight months. Out year funding may require that funding be identified in future budget years.</i></p> <p>Who’s Involved: <i>Project Proponent, Business Users, the Sponsor, the System Coordination Office, Bureau Architecture Group, Subject Matter Experts from both the Business and Technical, Contracting Officers, Quality Assurance Specialists, the Investment Management Group, the Chief Information Officer, the Budget Strategy Team, the ITIB, and the ITIB’s executive secretary.</i></p> <p>References (hot linked) :</p> <p><i>IT Investment Management Process, Version Control Number 0.99, February 01, 2001</i></p> <p><i>Washington Office Instruction Memo 2000-76 and 2000-76, Change 1, Information Technology Clearinghouse.</i></p> <p><i>Washington Office Instruction Memo 2000-187 and 2000-187 Change 1, Information Technology Investment Process- Investment Proposal Development</i></p>