

## INSTRUCTIONS

The project team must address the following critical subject areas for project execution and accountability as part of the Full Project Proposal (FPP) process:

- Critical Subject Areas--Project Plan
- Critical Subject Areas--Financial Plan
- Specific Subject Areas Identified by the Board in the Initial Project Proposal Phase

Agencies may choose to address the Specific Subject Areas Identified by the Board in the Initial Project phase through more detailed responses in the Critical Subject Areas section, or in separate responses.

This response shall not be longer than eight (8) pages inclusive of the questions using 12-point font.

All questions outlined in the document below are required; please answer all questions as written.

# Agency Project Title

## APPENDIX A

### TMF Full Project Proposal – Critical Subject Areas Document

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Project Lead

Name Here

*signature*

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Executive Sponsor

Name Here

*signature*

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Chief Financial Officer

Name Here

*signature*

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Chief Information Officer

Name Here

*signature*

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## Critical Subject Areas – Project Plan

- 1 Describe the problem this project proposes to solve. Include information about what the specific issues are, how your agency identified them, their impact, and any previous efforts to tackle them.

Replace this text with answer.

- 2 Describe how this project will improve things for the public and the impact of the change. That impact can be user facing, internal or employee-facing, and may relate to areas such as improved security, infrastructure, cost and shared services.

Replace this text with answer.

- 3 **Project Plan:** Consistent with the project plan and the Appendix B submission, describe how the project will be structured into distinct increments with each phase tied to completing the prior phase. Please describe your full project plan; not all phases have to coincide with a transfer of funds from the TMF. Add table sections for additional phases as necessary.

**Phases:** Significant chunks of the project’s work to be undertaken sequentially, generally representing 3-12 months. *(There is no limit to the number of phases your project may require.)*

**Duration:** The expected approximate duration of the phase. This will ultimately be mapped to the FY calendar for the purposes of the IAA.

**Funds Transfer:** Indicate whether the initiation of each phase coincides with a funds transfer from the TMF.

**Dependencies:** Each dependency is a significant milestone that must be achieved to initiate the phase. For all phases after Phase 1 these significant milestones should be a logical roll-up of the previous phase’s outcomes. For phases with Funds Transfer, TMF funds will be released only if project expectations have been achieved.

*(3 to 5 per phase)*

**Outcomes:** Project deliverables to be completed during the phase. *(3 to 7 per phase)*

**Metrics:** The specific impact expected from the outcomes. *(2 to 4 per phase)*

*Note: “Project Award of TMF Funds” must appear as a milestone somewhere in the table and defaults to Phase 1. If the TMF funding is not being requested to fund the early phase(s) of a project, move that line to the relevant phase.*

PHASE #1	Duration: # months	Funds Transfer? Yes/No
<i>Dependencies</i>	<ul style="list-style-type: none"> <li>· Project Award of TMF Funds</li> <li>· Dependency 2</li> <li>· Dependency 3</li> </ul>	

<i>Outcomes</i>	<ul style="list-style-type: none"> <li>· Outcome 1</li> <li>· Outcome 2</li> <li>· Outcome 3</li> <li>· Outcome 4</li> <li>· Outcome 5</li> </ul>	
<i>Metrics</i>	<ul style="list-style-type: none"> <li>· [% or # change] in Metric 1 over [time period]</li> <li>· [% or # change] in Metric 1 over [time period]</li> <li>· [% or # change] in Metric 1 over [time period]</li> </ul>	
<b>PHASE #2</b>	<b>Duration: # months</b>	<b>Funds Transfer? Yes/No</b>
<i>Dependencies</i>	<ul style="list-style-type: none"> <li>· Dependency 1</li> <li>· Dependency 2</li> <li>· Dependency 3</li> </ul>	
<i>Outcomes</i>	<ul style="list-style-type: none"> <li>· Outcome 1</li> <li>· Outcome 2</li> <li>· Outcome 3</li> <li>· Outcome 4</li> <li>· Outcome 5</li> </ul>	
<i>Metrics</i>	<ul style="list-style-type: none"> <li>· [% or # change] in Metric 1 over [time period]</li> <li>· [% or # change] in Metric 1 over [time period]</li> <li>· [% or # change] in Metric 1 over [time period]</li> </ul>	
<b>PHASE #3</b>	<b>Duration: # months</b>	<b>Funds Transfer? Yes/No</b>
<i>Dependencies</i>	<ul style="list-style-type: none"> <li>· Dependency 1</li> <li>· Dependency 2</li> <li>· Dependency 3</li> </ul>	
<i>Outcomes</i>	<ul style="list-style-type: none"> <li>· Outcome 1</li> <li>· Outcome 2</li> <li>· Outcome 3</li> <li>· Outcome 4</li> <li>· Outcome 5</li> </ul>	
<i>Metrics</i>	<ul style="list-style-type: none"> <li>· [% or # change] in Metric 1 over [time period]</li> <li>· [% or # change] in Metric 1 over [time period]</li> <li>· [% or # change] in Metric 1 over [time period]</li> </ul>	
<b>EXPECTED COMPLETION</b>	<b>Quarter #, FY #####</b>	

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- 4 Team Strategy: Team structure including a) specific individuals involved b) their roles within the project c) whether they are already in place or need to be recruited and d) the percent of each individual's time dedicated to this project.

Replace this text with answer.

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- 5 Foundational Research & Iterative Development
- a. Describe how you have validated i) the problems described in question 2 and ii) the approach to defining the project plan in question 3, including the specific outcomes and metrics outlined.
  - b. Describe how the project team will continue to refine requirements before development begins, during the development process, and after some or all of the proposed technology changes are live.

Replace this text with answer.

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- 6 Non-Financial Risks and Their Impact: (You may attach a separate project plan to your Appendix A submission.):
- a. Describe the identified or predicted risks for this project, and how you plan to mitigate them. For inspiration, you can consult this [helpful list of project risks](#).
  - b. Describe how you plan to monitor the largest risks during project execution.
  - c. Describe the impact associated with Technical Dependencies / Sequencing / Business Risks
  - d. What needs to happen in terms of agency adoption or customer adoption to ensure your project is successful?

Replace this text with answer.

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- 7 Acquisition Strategy: Describe your project's acquisition strategy, including the Contracting Officer and other individuals involved and their relevant experience. If you are using an existing contractual vehicle, leveraging, or planning to issue your procurement through a Multiple Award Schedule, Blanket Purchase Agreement, or Assisted Acquisition, specify that clearly in your response.
- a. Does your acquisition strategy leverage Commercial off-the-shelf (COTS)-first approach and/or Best in Class (BIC) contracts? If not, provide a justification for an alternate approach.
  - b. Describe where your project is currently in the acquisition process. If you have additional materials, such as relevant research, customer citations, market indicators, contractual approach, please attach to your Appendix A submission.

Replace this text with answer.

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- 8 Describe how this project benefits the Federal Government beyond your agency. Will other Federal agencies be able to use the system, tool, or product that you build? How will other agencies gain access to the lessons learned from this project’s research, testing, and decision-making?

Replace this text with answer.

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- 9 Leadership Support and Engagement Plan: Describe any other engagement necessary to support this effort (for example, engagement with your OMB examiner or relevant Congressional staff).

Replace this text with answer.

## Critical Subject Areas – Financial Plan

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| 10 | Has the project previously received funding and is it included in out-year budgets? If yes, please describe the source and amount, by fiscal year. |
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Replace this text with answer.

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- 11 Consistent with figures in Appendix B, describe the project's expected financial return on investment (ROI) including the status quo O&M cost, total DME cost to modernize, and projected O&M costs post-modernization.

Replace this text with answer.

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- 12 Describe any relevant financial risks that could impact successful execution of TMF funding. For example, if other funding sources are involved, indicate the dependencies that exist (i.e. budget requests pending Congressional action).

Replace this text with answer.

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- 13 Please provide specific details on the source of funding at your agency that would be used for repayment identifying the specific offset(s) and reprioritization of funding that will be made to enable repayment. The repayment term may not exceed five years from the date of the last transfer.

Replace this text with answer.

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- 14 Describe the proposed repayment schedule for the transferred amount of the investment. *Note: The first repayment must be made within a year after the first transfer and the reimbursement amounts should generally be spread proportionately across the reimbursement period.*

Replace this text with answer.

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- 15 How will this system, tool, or product be supported after the completion of the TMF project--both the O&M and future DM&E to continue modernization activities?

Replace this text with answer.

### Specific Subject Areas Identified by the Board in the Initial Project Proposal Phase

The project team must also address the following project-specific requests from the Board that were surfaced during the Initial Project Proposal evaluation phase. The project team can address these questions in the relevant Critical Subject Area response or in a separate response below.

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- A Question goes here

Replace this text with answer.

- 
- B Question goes here

Replace this text with answer.

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- C Question goes here

Replace this text with answer.