

Appendix A
TMF Full Project Proposal
Critical Subject Areas Document
[AGENCY]
[PROJECT TITLE]

Agency Project Lead: (Name)_____

(Signature)_____

Agency Executive Sponsor: (Name)_____

(Signature)_____

Agency Chief Financial Officer: (Name)_____

(Signature)_____

Agency Chief Information Officer: (Name)_____

(Signature)_____

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

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

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.

Critical Subject Areas

The project team must address the following critical subject areas in their Critical Subject Areas document.

1. Describe how this project aligns will improve things for the Public and the impact of the change. That impact can be user facing, internal employee-facing, or other areas such as:
 - a. Improved Security
 - b. Infrastructure
 - c. Cost
 - d. Shared Services
2. Describe the problem this project solves to include:
 - a. Project History – Existing state of the environment
 - b. Related in-house efforts
 - c. Current Contractual Actions to advance systems
3. Project Outcomes, Tollgates, Milestones and Metrics:
 - a. Consistent with the project plan and the Appendix B submission, describe how the project will be structured into distinct increments with later phases tied to successful completion of the prior phase. Include consideration of the following in your response:
 - i. Outcomes – the agency will define measurable and verifiable objectives that the project team will deliver for each phase.
 - ii. Tollgates – the agency will define control points where the project phase is reviewed and approved before continuing to the next phase.
 - iii. Milestones - the agency will define the overall project timeline and when they expect to achieve major activities, as these dates will be used to track milestones and metrics.
 - iv. Metrics - the agency will provide sample quantitative metrics that align with the stated outcomes, tollgates. and milestones.

4. Team Strategy
 - a. Team Structure and plan, that will assist the roll out of Acquisition Strategy.
 - b. Team's readiness – How big the team is to include the contracting officer's level of competency and experience.
 - c. What team members for this project are already in place?
 - d. What team members will you need to recruit?
5. Project Plan (You may attach a separate project plan to your Appendix A submission.):
 - a. Iterative / Incremental Schedule - describe / discuss the Inception, Elaboration, Construction, and Transition Phases for this project.
 - b. Sprint Plans - describe how your project will use agile development planning focused on defining the release goals, the features that need to be delivered, assigning features to a sprint and estimating the duration of each task.
6. Risks / Impacts:
 - a. Describe the identified or predicted risks for this project, and how will 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?
7. Acquisition Strategy:
 - a. Describe your project's acquisition strategy. 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.
 - b. 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.
 - c. 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.
8. Describe how this project benefits the Federal Government.
 - a. Will other Federal agencies be able to use the system, tool, or product that you build?
 - b. Will other agencies be able to benefit from the lessons learned from your approach to the problem?
9. Leadership Support and Engagement Plan:
 - a. Describe any other engagement necessary to support this effort (for example, engagement with your OMB examiner or relevant Congressional staff).

Critical Subject Areas: Financial Plan

1. 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.
2. 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.
3. Describe any relevant financial or non-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).
4. 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.
5. Describe the proposed repayment schedule for the transferred amount of the investment (first repayment must be made a year after the first transfer, all repayments must be completed within five years of the last transfer).
6. 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?

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.