

As part of the Integrated IT Governance Process (IGP), in 2007 OCIO began requesting more information for non-major investments. While the requirements for non-major investments are not as stringent, these requirements are nonetheless based on “best practice” activities necessary to ensure that all investments are well-planned and well-managed.

**Scoring Criteria:**

- Green – the agency has adequately addressed **all** of the questions and demonstrated that the investment is well-planned and well-managed.
- Yellow – the agency **is in the process** of adequately addressing **all** of the questions and demonstrating that the investment is well-planned and well-managed.
- Red – the agency has **not** adequately addressed **all** of the questions and not demonstrated that the investment is well-planned and well-managed.

**Information for All Non-major Investments**

All non-major investments must provide the following information in the CIMR:

Overall

What is the name of this investment?

What is the FY2010 UPI for this investment?

What is the current phase of this investment (i.e., planned, development, acquisition, O&M, mixed lifecycle, or eGov)?

Acquisition Strategy (AS)

Does this investment have a documented acquisition strategy?

What type of acquisition contract has/will be used (e.g. BPA, FFP, performance-based)?

Did you submit any Acquisition Approval Requests (AAR(s)) in the prior fiscal year for this investment? If so, identify the AAR number(s) and the associated dollar value for each AAR.

Program Management (PM)

What is the name and phone number for the project manager (or POC)?

Has the project manager taken the PM training? Is he/she PMP certified?

Enterprise Architecture (EA)

Is this investment (and any underlying systems) identified in the EAR?

In which enterprise data center (EDC) are the servers associated with this investment located?

Are applications associated with this investment Web-based?



### Performance Information (PI)

List two performance goals for this investment.

### Security (SE)

Is the investment compliant with USDA information security requirements?

Are the systems in this investment agency or contractor operated (or both)?

If relevant, are the support contractors compliant with USDA information security requirements?

Do the underlying systems utilize eAuthentication?

Does this investment utilize USDA's enterprise shared services (ESS)?

When was a certification & accreditation (C&A) review last done for this investment (or underlying systems)?

### Privacy (PR)

When was the privacy impact assessment (PIA) last done for this investment (or system)?

Does this investment (or system) require a statement of records notification (SORN)?

## **Additional Information for Development and Acquisition Investments**

The information below must be provided for the non-major investments meeting the following criteria:

- More than \$1 million in DME in FY08 - FY09 combined, and
- DME is more than 50% of total for FY08 - FY09 combined, and
- It is for non-infrastructure spending (i.e., planning, application development, new system acquisition, etc.).

### Risk Management (RM)

Does this investment have a documented risk management plan?

### Alternatives Analysis (AA)

Does this investment have a documented alternatives analysis?

Does this investment have a documented cost-benefit analysis?

### Performance Based Mgt. System (PB)

Does this investment have a project plan?

Has cost and schedule performance information been provided for this investment?