

## **APPENDIX A**

### **Initial Project Proposal Template**

**Instructions:** Please fill out all of the information requested below. Initial Project Proposals selected by the Technology Modernization Board (Board) for further consideration may receive assistance in developing an in-depth proposal and business case to present to the Board. Please avoid the use of acronyms or terminology likely to be unfamiliar to someone outside of your agency and/or program area.

Please complete the form using plain language and submit to OMB, as a .docx file, at [ofcio@omb.eop.gov](mailto:ofcio@omb.eop.gov). Please limit Initial Project Proposals to six pages, using 10 point font (“General Information” excepted).

#### **General Information**

Project Name:		
Sponsoring Agency:		
<i>Project Sponsor</i>	Name	
	Title	
	Email	
<i>CIO Sponsor</i>	Name	
	Title	
	Email	
<i>CFO Sponsor</i>	Name	
	Title	
	Email	
TMF Request Amount:		
Estimated Total Project Cost: (inclusive of TMF Request Amount and Agency Base Funding)		
Special Emphasis Category (Select All That Apply, See Guidance for Additional Detail)	Modernizing High Priority Systems	(yes/no)
	Cybersecurity	(yes/no)
	Public-Facing Digital Services	(yes/no)
	Cross-Government Collaboration / Scalable Services	(yes/no)
Repayment	Indicate whether the proposal is appropriate to be considered for full, partial, or minimal financial repayment. Choose from the options listed here: <ul style="list-style-type: none"><li>• Full</li><li>• Partial-75%</li><li>• Partial-50%</li><li>• Partial-25%</li><li>• Minimal</li></ul>	
Has funding for this project ever been explicitly denied by OMB?		(yes/no)
Has funding for this project ever been denied by Congress?		(yes/no)

*1. Describe how the project fulfills your Agency's mission. Identify, in clear language, the problem this project solves and how successful execution of this project solves the problem. If you selected in the General Information section that this project addressed one or more special emphasis areas, ensure your response outlines how the project aligns to the special emphasis area(s). If this project addresses an immediate security gap, provide more detail on the risks the security gap poses to the agency or the public. For cross-agency proposals, please identify the partner or benefiting Departments and Agencies and how they were involved in the development of this IPP. If the COVID-19 pandemic revealed (or further revealed) the need to complete this project, or this project helps with COVID-19 response and recovery, provide additional information in this response. If this project provides a federal-wide solution or shared service, describe the market for this particular solution and any outreach or engagement with potential customers or users.*

*2. Describe the current state of the problem and the issues and challenges it is causing. Include information regarding the current solution, including cost and any technology involved. Describe the proposed changes in technology stack, policy, or process that will be implemented.*

*3. Describe how the agency plans to use the TMF funding, including how the agency will use buy, build and/or outsource approaches. Provide a high-level cost breakdown by project component and quarter or fiscal year. Describe the process the agency used to develop the cost estimate.*

*4. Describe the proposed project schedule, including deliverables and anticipated completion dates by quarter or fiscal year. Clearly identify the cadence for capability releases and the deployment of new functionality, if applicable. Describe the acquisition strategy the agency plans to use to support the project and incentivize an approach which generates value in the near term (i.e., Agile principles). If the agency has a business or technical roadmap, you may also include it in an appendix.*

*5. Describe the approach the agency will use to deliver this project. If applicable, describe how the agency will use Agile methodologies in project delivery. If applicable, describe the agency's plans for user research and usability testing, change management, and business process reengineering.*

*6. Describe the outcome metrics the agency will use to determine that the project was successful, such as return on investment, cost savings, user experience score improvements, measurable data quality improvements, number of paper, manual, or redundant processes eliminated, etc.*

*7. Describe why the project will succeed, citing examples such as (1) executive level support for this effort, including the Department Secretary or Deputy Secretary or Agency Head (2) the strength or experience of the team, including any agency digital service experts, other agency*

*development resources, the availability of contractor support, etc., (3) the preparedness to begin executing this project, including any use case or market research the team has already completed or the availability of a contract vehicle, and/or (4) other relevant factors that will demonstrate the likelihood of project success.*

*8. Describe why the Technology Modernization Fund is the best funding source for this project. Describe what will happen if TMF funding is not provided for this project. Describe the benefits of using the TMF, citing examples such as (1) earlier delivery of project benefits, and (2) benefits of completing this project as a single effort with upfront funding from the TMF.*

*9. Describe the non-financial value proposition for this project, such as the reduction of unacceptable security risks, improvements to citizen facing services, government wide impact, elimination of technology debt, or support for the response and recovery from the COVID-19 pandemic. If applicable, describe the cost savings (reductions to current state costs) or revenue generation that the agency anticipates as a result of this project, or any anticipated cost avoidance the agency will achieve through this project.*