<Date>

**Version <X.x>**

**NOTES TO THE AUTHOR/TEMPLATE INSTRUCTIONS**

This template includes instructions and boilerplate text for this document. The author should note that:

* Each section provides instructions or describes the intent, assumptions, and context for content included in that section. Instructional text appears in *blue italicized text* throughout this template.
* Replace instructional text in each section with project specific information.
* Use or modify boilerplate examples of wording and formats for text and tables as appropriate.
* Search and replace all text enclosed in angle brackets - < > - with project specific information (e.g., <Project Name> or <Project Acronym>.

Follow these steps when using this template:

1. All documents must be compliant with Section 508 requirements. Refer to [FNS 504-508 Compliance Reference Library](https://fncspro.usda.net/offices/oit/Documents/Forms/AllItems.aspx?RootFolder=%2Foffices%2Foit%2FDocuments%2F504%2D508%20Compliance%20%2D%20Accessibility&View=%7BB47848DF%2D6059%2D4D43%2DAB0C%2D8ECEDC92AD4C%7D) or [Section508.gov](https://section508.gov/) for more information.
2. Modify any boilerplate text, as appropriate, for your specific project.
3. Use Styles for new sections such as Heading 1, Heading 2 and Std Para.
4. Place Table captions and descriptions *above* the table and centered. All tables must have an associated tag providing appropriate alternative text for Section 508 compliance.
5. Place Figure captions and descriptions *below* the figure and centered. All figures must have an associated tag providing appropriate alternative text for Section 508 compliance.
6. Update the Table of Contents and any List of Tables or List of Figures by right-clicking it and selecting Update field / Update entire table.
7. Delete this “Notes to the Author/Template Instructions” page and all instructional text to the author before finalizing the draft of the document.

Complete the below table to track the version history of this document.

**DOCUMENT REVISION HISTORY**

| **VERSION** | **DATE** | **CHANGE DESCRIPTION** |
| --- | --- | --- |
| 1.0 | 11/02/2020 | Created new artifact; reflects FNS Agile SDLC processes and comply with Section 508 standards. |

*List the relevant area of responsibility, contact person and email address for this document.*

**CONTACT INFORMATION**

| **RESPONSIBILILTY** | **CONTACT PERSON** | **EMAIL ADDRESS** |
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| Area of Responsibility |  |  |
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**APPROVAL**

**OFFICE OF INFORMATION TECHNOLOGY**

| This document approved by: |  |
| --- | --- |
|  | **<Name>**Date  OIT Project Manager |

|  | **<Name>**Date  Business Owner |
| --- | --- |

|  | **<Name>**Date  Organization’s Approving Authority |
| --- | --- |

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*List the acronym reference and definition or description for each acronym contained in this document.*

**ACRONYM LIST**

| **REFERENCE** | **DEFINITION** |
| --- | --- |
| FNS | Food and Nutrition Service |
| OIT | Office of Information Technology |
| OMB | Office of Management and Budget |
| USDA | United States Department of Agriculture |

# Administrative Information

The administrative information for this project is contained in the table below.

Table - Administrative Information

| Administrative Item | Administrative Details |
| --- | --- |
| System Title | <Insert System Name> |
| Agency / Office | <Insert Agency / Office Name> |
| Date of Operational Analysis | <Date Operational Analysis Performed> |
| System Project Manager | <Name of System Project Manager> |
| System Business Sponsor | <Name of Business Sponsor> |
| Submission Date | <Date Operational Analysis Submitted> |

# Project Description

Provide a brief summary describing the system (or asset) and a description of the business processes that the system supports.

# Mission Analysis

Provide a one-paragraph explanation for how the system continues to meet Departmental strategic goals for each Departmental Strategic Goal that the system supports.

Provide a one-paragraph explanation describing how the project supports the Department’s e-Government strategy for each strategy where a linkage exists. If no linkage exists, provide a justification and/or date of next eGovernment strategy review.

# User / Customer Assessment

Briefly describe the system's users and the process (e.g., surveys, user group meetings, customer focus groups, reviews of help desk logs, etc.) used to assess user/customer satisfaction. Summarize the results of surveys or other user/customer inputs and usage trends. Is the existing system providing customers the needed functionality and performance?

# Gap Analysis

Identify the need for additional functionality and/or performance enhancements. Examine gaps in supporting the Agency’s and Department’s strategic goals, technical performance limitations, and/or results from the user/customer survey.

# Performance Goals and Measures

For the prior and current fiscal year, provide the OMB Exhibit 300 Performance Goals and Measures (Section 1, Part C) table(s) with prior year actual results and current year interim results, if known. Complete the tables below. If the project collects, manages, or reports to other performance goals and measures, add rows to record those goals and measures.

The performance goals and measures are outlined in the table below.

Table - Performance Goals and Measures

| Year | Measurement Area | Measurement Category | Measurement Indicator | Baseline | Planned Improvements to Baseline | Actual Results |
| --- | --- | --- | --- | --- | --- | --- |
| Current -2 |  |  |  |  |  |  |
| Current -1 |  |  |  |  |  |  |
| Current +0 |  |  |  |  |  |  |
| Current +1 |  |  |  |  |  |  |
| Current +2 |  |  |  |  |  |  |
| Current +3 |  |  |  |  |  |  |
| Current +4 |  |  |  |  |  |  |

# User / Customer Analysis

Based on your user/customer inputs, is actual performance consistent with user/customer expectations, or do the current performance goals reflect current user/customer functional or performance requirements? Has the system exceeded expectations, and the performance measures need to be re-baselined?

# Project Summary

Complete the table below.

Project Summary information is depicted in the table below.

Table - Project Summary

| Description of Milestone | OMB Approved Baseline  Start Date | OMB Approved Baseline  End Date | OMB Approved Baseline  Duration (Days) | OMB Approved Baseline  Planned Cost | OMB Approved Baseline  Funding Agency | Actual Outcome  Start Date | Actual Outcome  End Date | Actual Outcome  Percent Complete | Actual Outcome  Actual Cost |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Milestone 1 | MM/DD/YY | MM/DD/YY | Duration | Cost ($) | Agency | MM/DD/YY | MM/DD/YY | % | Cost ($) |
| Milestone 2 | MM/DD/YY | MM/DD/YY | Duration | Cost ($) | Agency | MM/DD/YY | MM/DD/YY | % | Cost ($) |
| Milestone 3 | MM/DD/YY | MM/DD/YY | Duration | Cost ($) | Agency | MM/DD/YY | MM/DD/YY | % | Cost ($) |
| Date of System Implementation | MM/DD/YY | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |

# Project Budget (All Sources)

Complete the table below.

| PY-1 and Earlier | PY | CY | BY | BY+1 | BY+2 | BY+3 | BY+4 and Beyond |
| --- | --- | --- | --- | --- | --- | --- | --- |
| $ | $ | $ | $ | $ | $ | $ | $ |
| $ | $ | $ | $ | $ | $ | $ | $ |
| $ | $ | $ | $ | $ | $ | $ | $ |
| $ | $ | $ | $ | $ | $ | $ | $ |
| Estimated Total Cost at Completion | $ | N/A | N/A | N/A | N/A | N/A | N/A |

# Gap Analysis

Based on the customer /user requirements and performance analysis, discuss the root cause of a gap, and what, if any, additional functionality or performance is required.

# Opportunities

Based on the gap analysis, identify opportunities to improve functionality and/or performance (effectiveness and/or efficiency). These opportunities may include investing in new technology, business process reengineering, and/or collaborating with any other investments. If applicable, discuss how any of the government’s eGov initiatives can be leveraged.

# Plans

Describe your near-term (i.e., 1 – 2 year) plans for the system. If the system is to be enhanced or terminated in the near term, summarize the actions to be taken.

Attachment A – Additional Reference / Information

<Insert Link to Object if applicable>