Federal IT Dashboard Submission Guide

Version 4.2

August 23, 2018

Revision History

Version Number	Date	Description
4.2	8/22/2018	• Added Systems Inventory List walkthrough
4.1	8/13/2018	• Added Submission Confirmation URL • Added performanceMetricObjectiveorGoal to FY20 Predecisional Submission section
4.0	7/31/2018	• Updated the entire document with FY20 information. • New sections include: ○ General Instructions for Contracts Report ○ General Instructions for System Inventory List ○ Submission Confirmation Procedures • Removed: ○ Questions from Agencies section ○ SDLC Reporting section
3.25	12/07/2017	• Operational Performance Metrics section - added note that metric requirements from guidance will only apply to major investments • Updated Baselined Fields Table to be consistent and match what is implemented in code and schema • General Instructions for CIO Evaluation Report – added guidelines of how to submit CIO Ratings for Majors Vs Non-majors
3.24	09/07/2017	• Removed renaming comment for isClosed in baseline table
3.23	09/05/2017	○ Updated the UAT URLs for IT Dashboard Submissions
3.21	08/30/2017	• Updated the following sections in document for FY19 submissions: ○ Obtaining Tokens for API Access ○ Renaming of Submission Sections ○ URLs for IT Dashboard Submissions ○ Submissions during August/September ○ Submitting E-Gov and Line of Business Initiatives ○ Operational Performance Metric Categories • Added the following sections in document for FY19 Submissions: ○ Standard Investment Report Submission ○ CIO Evaluation Report Submission
3.20	04/25/2017	• Updated "IT Budget Submissions to include a budget account summary validation
3.19	04/06/2017	• updated URLs for manual uploads • added language to Obtaining API Tokens section that includes URL for UAT environment

VERSION NUMBER	DATE	DESCRIPTION
3.18	04/05/2017	• Removed this Business Case validation: The criticalPath field must be provided for all in-progress and future activities. • Added a new Business Case validation to prevent the addition of agile activities to Waterfall Projects. • Converted these 3 Business Case validations to validation warnings: 1. The sum of capabilities for CY exceeds the DME and O&M Agency CY Funding and Agency CY Contributions from the IT Portfolio. 2. The sum of capabilities for PY exceeds the DME and O&M Agency PY Funding and Agency PY Contributions from the IT Portfolio. 3. The sum of capabilities for BY exceeds the DME and O&M Agency BY Funding and Agency BY Contributions from the IT Portfolio.
3.17	03/24/2017	• Added existing business case validation for performance metrics to the updated validations section
3.16	02/24/2017	• Added new Business Case validations
3.15	02/14/2017	• replaced text "operational risk" in validations with "investment risk" • updated in baselined table to note renaming of some fields to "isActive"
3.14	02/14/2017	• Removed more references to projects risks in validations section
3.13	02/13/2017	• Removed any references to project risks, which are no longer being used
3.12	02/02/2017	• replaced text "operational risk" in validations with "investment risk"
3.11	01/27/2017	• replaced text "(CY) 2016 Target" in validations with "(CY) 2017 Target"
3.9	10/17/2016	• Removed IPT Contact Information Validations • Updated Responses to Agency Questions Section
3.8	10/04/2016	• Updated Baselined Fields Section for FY18
3.7	09/22/2016	• Added new validations
3.6	09/15/2016	• Updated Baselined Fields Section for FY18
3.5	09/13/2016	• Updated E-Gov/Lob Initiatives/Shared services section for FY18 • Updated URLs for Submissions section • Updated Submissions during September/October section
3.4	09/09/2016	• Updated various sections for FY18: o New, updated, and continuing validations
3.3	01/06/2016	• Updated "IT Budget Submissions" to include 2 new validations related to test tokens • Updated "Business Case Submissions" to include 2 new validations related to test tokens • Updated "Business Case Details Submissions" to include 2 new validations related to test tokens
3.2	11/20/2015	• Updated manual XML upload URL
3.1	11/6/2015	• Updated "Baseline Fields Table" to include performanceMetricBaselineCapability • Updated "URLs for IT Dashboard Submissions" to include FY17 production and UAT URLs • Updated "Obtaining Tokens for API Access" to include details on full submission keys and test submission keys • Updated "Business Case Validations" to include 4 new validations related to agency priority goals / agency strategic objectives

Version Number	Date	Description
3.0	7/24/2015	• Updated various sections for FY17: ○ Obtaining Tokens for API Access ○ Renaming of Submission Sections ○ URLs for IT Dashboard Submissions ○ Submissions during August/September ○ Submitting E-Gov and Line of Business Initiatives ○ Baseline Fields Table ○ Operational Performance Metric Categories ○ IT Budget & Business Case Application Validations ○ Responses to Agency Questions

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Getting Help

OMB Office of E-Government and Information Technology provides CPIC support pertaining to IT Dashboard submissions via email from 9:00am-5:00pm Monday through Friday. Please email itdashboardsupport@omb.eop.gov for assistance.

Accessing IT Dashboard as an Agency Reviewer or Submitter

For access to agency-only data for review purposes, federal employees or contractors are required to obtain an OMB MAX account. Once the MAX account has been established, users request access to IT Dashboard by requesting the "ITDashboard" application on the MAX portal:
https://max.omb.gov/maxportal/sa/appsChangeForm.do

Agency ITDashboard administrators can approve the request. Once granted ITDashboard "Agency User" role, users will be able to review agency-only data feeds and dashboard displays via the login link on the IT Dashboard homepage. ITDashboard's "Agency User" role is read-only and gives the user ability to access all data provided on the agency's IT Budget and Business Case submissions. This is a superset of the public dataset and includes some privacy related (agency contact information) and procurement sensitive information (future projects/contracts) that are only viewable when logged-in via MAX as an "Agency User". The "Agency User" role does not permit the user to submit data to IT Dashboard on behalf of the agency.

Becoming an agency submitter (ability to write and update IT Budget data on behalf of an agency) requires an additional step. An email should be sent to Bill Curtis at OMB (wcurtis@omb.eop.gov) with the contact details of the new agency submitter. The agency's CIO must be copied on the same email. Once granted "Agency Submitter" status, the user will be able to use the IT Dashboard exhibit submission APIs and manual XML upload services on behalf of the agency. Please note: the "Agency Submitter" role is the only role able to generate tokens specifically for dashboard submissions. If the user is not looking to perform dashboard submissions, then another role may be more suitable.

Using the Application Programming Interface (API)

The API is a secure RESTful web service to automate data updates to IT Dashboard from agency project reporting systems. The API accepts an XML input file based upon a defined schema that represents the inputs required by OMB's IT Budget and Business Cases.

The IT Portfolio is the starting point for annual IT Budget submissions. Only those investments that are identified as Major Investments in the IT Portfolio are tracked with a Business Case and the corresponding investment dashboard pages on IT Dashboard. Consequently, any changes in investment status and/or any changes in funding should first be initiated within the agency's IT Portfolio prior to any Business Case submission. Once identified as a Major Investment in the IT Portfolio, there is no means to remove an investment's dashboard page from IT Dashboard without receiving OMB permission to submit a revised IT Portfolio.

XML operations are enclosed within an investment element that specifies the UII of the investment on which an operation is performed. Optional elements in the schema are interpreted by the server as values for which the client application is not required to provide data (i.e. minOccurs="0"). However, some fields may be required based upon conditional logic and result in a validation error message if not provided. Please review the application validation messages included in this document.

To reset a value, an empty string or null value can be provided. Example: to remove a previously provided "Requirement Citation" string element: <tns:requirementCitation></tns:requirementCitation>.

For some numeric fields designated in the XML schema definition file with the attribute: nillable="true", the field can be reset to NULL with xsi:nil="true". Example: To remove a previously provided "Total Costs Actual" element: <tns:actualTotalCost xsi:nil="true"/>.

The XML request file allows for multiple operations to be performed on multiple investments. Operations on an investment are processed as a single transaction; either all of the operations are executed after completing 100% successful validation or none of the operations are executed for that investment. However, each *investment* is processed independently, so a response may contain a mix of successfully processed investments and investments with validation errors.

To correlate request operations with response messages, each operation has an attribute named "id". This attribute may be any string the client application chooses, though it should be unique within the body of the request so that it clearly identifies an operation.

All the operations within an investment must pass validation checks before they are executed. If any of the operations within an investment fail the validation check, then a response is generated that contains the original data from the request and any error messages that define the problem.

Error and Warning messages are sent in a common format described in documentation as "validations." New validations for FY2020 are listed in this document as well. Warning messages are generated when the system detects a condition that might be erroneous but allows the operation to pass validation.

For agencies that have not implemented the API, the manual XML upload page provides a direct UI interface to upload XML files for processing. This functionality can be accessed using the "XML UPLOAD" menu item after clicking on "DATA" from the IT Dashboard navigation bar." The "Review Submissions" tab shows a history of data submissions using the IT Dashboard Upload feature, including the file name, date and time of submission, user name, and any associated success or error messages. Clicking the appropriate entry in the "Request" or "Response" columns will allow the user to download a copy of the submitted request file or IT Dashboard response file.

Obtaining Tokens for API Access

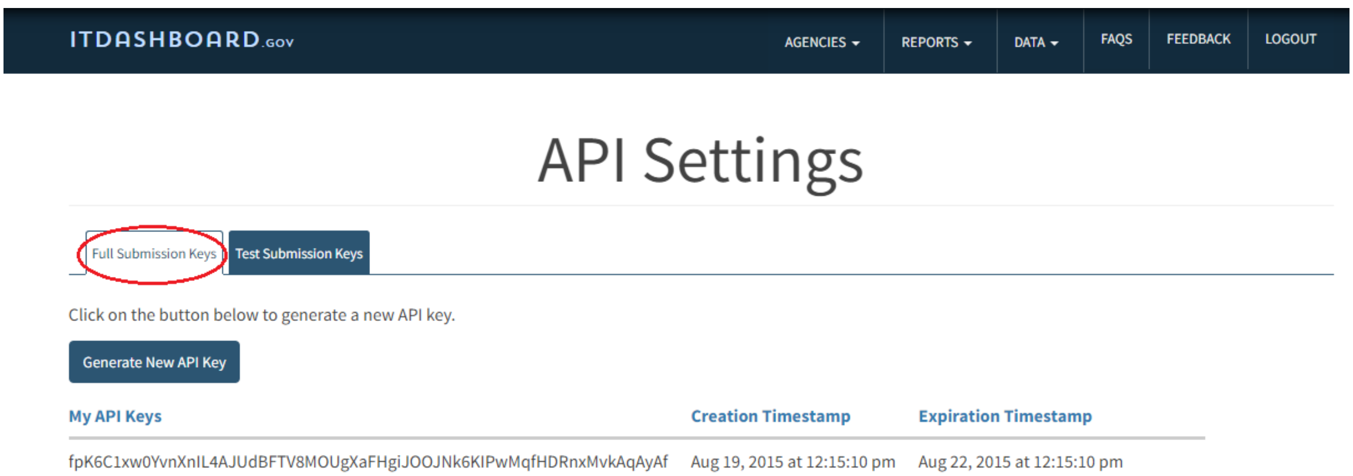
Agency submitters are required to authenticate via the OMB MAX system and obtain a new token prior to executing IT Budget or Business Case submissions.

For the FY20 Edition, authorized agency submitters may obtain an API Key by first logging into the FY20 environment (https://myit-2020.itdashboard.gov) via the "LOGIN" link. Once authenticated, API Keys can be obtained by navigating to the "API Settings" page under the "DATA" navigation option.

For the Test Environment, authorized agency submitters may obtain an API Key by first logging into the UAT environment (https://myuat-2020.itdashboard.gov) via the "LOGIN" link. Once authenticated, API Keys can be obtained by navigating to the "API Settings" page under the "DATA" navigation option.

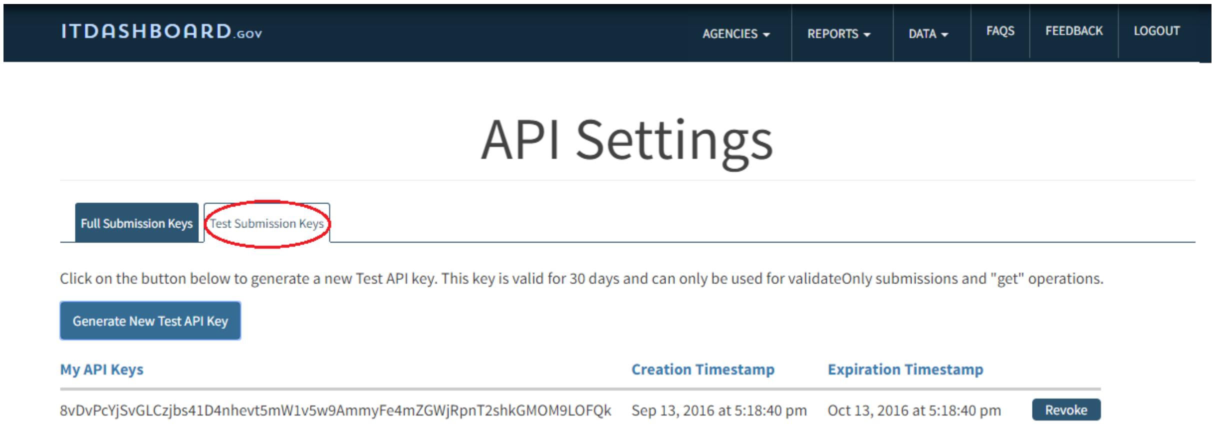
Full Submission Keys

On the API Settings page, the "Full Submission Keys" tab lists the API keys that can be used for any type of API update to the IT Dashboard. This includes validateOnly submissions, "get", "update" and "add" operations. To obtain a new key, click "Generate New API Key" and the key will appear in the table below the button. Once generated, the Full Submission API Key will be valid for 12 hours with the option of revoking the key early if needed.



Test Submission Keys

The "Test Submission Keys" tab lists test API keys that can be used for validateOnly="true" submissions (to test the submission but not update records in the system), along with validateOnly="false" submissions for "get" operations (to retrieve existing data from the system). To obtain a new test key, click "Generate New Test API Key" and the test key will appear in the table below the button. Once generated, the Test Submission API Key will be valid for 30 days with the option of revoking the key early if needed.



URLs for IT Dashboard Submissions

FY2020 Agency Test Environment (starting August 13, 2018)

	Data	URL
FY20 Testing	IT Budget API	https://myuat-2020.itdashboard.gov/api/v1/itbudget?apikey=xxxx
	Business Case API	https://myuat-2020.itdashboard.gov/api/v1/businesscase?apikey=xxxx
	SIR API	https://myuat-2020.itdashboard.gov/api/v1/investmentreport?apikey=xxxx
	CIO Rating API	https://myuat-2020.itdashboard.gov/api/v1/ciorating?apikey=xxxx
	Systems Inventory List API	https://myuat-2020.itdashboard.gov/api/v1/systemsinventory?apikey=xxxx
	Contracts Report API	https://myuat-2020.itdashboard.gov/api/v1/contractsreport?apikey=xxxx
	Submission Confirmation API	https://myuat-2020.itdashboard.gov/api/v1/submissionconfirmation?apikey=xxxx
	Manual Upload	https://myuat-2020.itdashboard.gov/drupal/data/submissions/xml-upload

FY2020 Production Environment (starting September 10, 2018)

	Data	URL
FY20 Submissions	IT Budget API	https://myit-2020.itdashboard.gov/api/v1/itbudget?apikey=xxxx
	Business Case API	https://myit-2020.itdashboard.gov/api/v1/businesscase?apikey=xxxx
	SIR API	https://myit-2020.itdashboard.gov/api/v1/investmentreport?apikey=xxxx
	CIO Rating API	https://myit-2020.itdashboard.gov/api/v1/ciorating?apikey=xxxx
	Systems Inventory List API	https://myit-2020.itdashboard.gov/api/v1/systemsinventory?apikey=xxxx
	Contracts Report API	https://myit-2020.itdashboard.gov/api/v1/contractsreport?apikey=xxxx
	Submission Confirmation API	https://myit-2020.itdashboard.gov/api/v1/submissionconfirmation?apikey=xxxx
	Manual Upload	https://myit-2020.itdashboard.gov/drupal/data/submissions/xml-upload

Note: IT Dashboard uses a RESTful API. Users should post XML operations to the URL. Empty requests to the RESTful API will result in an error message. Replace “xxxx” with the API Key (token).

FY 2020 Application Validations

The FY20 Validations for the IT Dashboard submission can be found at this link:
https://github.com/ombegov/ITDB-schema

The validations can be found in the "Repo Deliverables" section of the README.md file, listed as "FY20 Validations".

FY 2020 Data Dictionary and Enumerations

The FY20 Data Dictionary and Enumerations for the IT Dashboard submission can be found at this link:
https://github.com/ombegov/ITDB-schema

The document can be found in the "Repo Deliverables" section of the README.md file, listed as "FY20 Data Dictionary".

FY 2020 Pre-Decisional AITPS Submission (September 10 through 21)

For testing purposes, the FY20 UAT environment will accept sample IT Budget, Business Case, Standard Investment Reports, Contract Reports, and System Inventory List submissions starting August 13, 2018. Agencies should use this environment to test their FY20 submissions against the new API, schemas, and validations.

On September 1, 2018, agencies will be unable to submit data to the FY19 Production environment (i.e. itdashboard.gov and myit-2019.itdashboard.gov). All data for FY19 through August 31, 2018 will be archived and migrated to the FY20 Production environment. The FY20 Production environment will be made live on the opening date of the FY20 IT Budget Submission window on September 10, 2018. Agencies will be able to resume regular updates after completion of their FY20 IT Budget and Portfolio Detail submission on September 21, 2018.

For the first September Business Case submission of each continuing major investment, the tags from the updateInvestment operation listed below will be required. Once provided, these tags will remain optional (per the schema) for subsequent updateInvestment submissions.

```
capitalAssetSummary
        -investmentDetails
        -investmentStartEndDates
                - investmentStartYear
                - investmentEndYear

investmentDetails
        -investmentDescription
        -objectivesOrGoals
        -returnOnInvestmentDescription
        -investmentRequirements
        -programCodeFPI
        -investmentSharedService
        -investmentPivEnabled
        -pmDetails
        -performanceMetricObjectiveOrGoal
```

General Instructions for Continuing Major Investments

Use the regular update process on the IT Dashboard to provide information for continuing major investments consistent with FY20 Capital Planning Guidance. During the September Business Case preliminary submission window, complete the following steps for continuing major investments:

1. Using "updateInvestment," submit a complete Business Case and Business Case Detail, which provides information for all necessary fields for each section.
2. Use regular updates to add new projects, metrics, and activities or revise the lifecycle costs table. These actions will not require a rebaseline, replan, or correction operation. These changes can now be done through regular updates.
3. If necessary, based on agency rebaseline policies, use "revise investment" actions such as rebaseline or replan to make changes to "baselined" fields such as the planned costs of activities. Baselined fields are those which are not editable using regular updates. *(See "Baselined Fields Table" for more information)*

Note as per the guidance: Business Cases are only required for Mission and Administrative Services and Support Systems Investments (Part 1 and Part 2).

General Instructions for Investments that are Split or Consolidated

An investment that is made up of more than one previous investment (multiple prior-UIIs) is considered a consolidated investment. This consolidated investment must be assigned a new UII and should not use one of the prior UIIs established previously.

An investment that is split out of an existing investment (i.e. the FY19 IT Portfolio lists more than one investment with the same prior-UII) it is considered a split investment. The split investment must be assigned a new UII and should not use one of the prior UIIs established previously.

For split or consolidated *major* investments, the "addInvestment" operation is used to create a new Business Case Submission following the general instructions for adding a new major investment. Using the "updateInvestment" for these investments will cause a validation error since only unchanged continuing major investments are allowed to update an existing UII.

General Instructions for Standard Investment Reports

Standard Investment Reports are required for IT Security and Compliance, Network, Data Center and Cloud, and End User Standard Investments. Reporting on other Standard Investment reports is optional during the FY20 budget cycle. Submission of Standard Investment Reports for FY20 should follow the same cadence as Business Cases for major investments. For more details on the schema and technical development of Standard Investment Reports, please visit the GitHub ITDB Schema Repository at https://github.com/ombegov/ITDB-schema.

General Instructions for CIO Evaluation Reports

The CIO Evaluation Report Submission contains the CIO Rating section of the FY20 Guidance separated from the Major Business Case in order to allow submission of CIO Ratings with any non-major investment in the Agency IT Portfolio Summary.

Submitting updates to CIO ratings outside of the annual submissions:

1. For **Major Investments** (with Investment Type 1) – agencies should continue to use the business case monthly operations to set the CIO Ratings (use *updateCIORating*).

2. For **Non-Major Investments** (with Investment Type NOT 1) – agencies can only use the *setCIORating Operation* to set the CIO Ratings. <u>Please do NOT use the business case monthly operation (*updateCIORating*)</u>. Even for Type 6 Investments that have business cases, please only use the *setCIORating Operation* to set the CIO Ratings.

For more information on the schema and technical development of the CIO Evaluation Report, please visit the GitHub ITDB Schema Repository at https://github.com/ombegov/ITDB-schema

General Instructions for Systems Inventory List

Per the FY2020 IT Budget – Capital Planning Guidance, Agencies should report all Information Systems currently in operation that are funded by the investment. This will be accomplished via agency submission of Systems Inventory Lists. For more details on the schema and technical development of Systems Inventory Lists, please see the general walkthrough below and visit the GitHub ITDB Schema Repository at https://github.com/ombegov/ITDB-schema.

Walkthrough:

From a schema perspective, a system is a combination of a UII and either a systemInventoryID or an agencySystemInventoryID. The value for <systemInventoryID> is automatically assigned by the IT Dashboard when adding a new system. Agencies may assign their own identifier using <agencySystemInventoryID>.

```
<systems>
<system>
<operation>
<details>
<UII></UII>
<agencySystemInventoryID></agencySystemInventoryID>OR<systemInventoryID><systemInventoryID>
.
.
.
</details>
<products>
<product>
<operation>
.
.
.
<product>
</products>
</system>
</systems>
```

NOTE: The <systems> can have many <system>s. There should always be unique combination of UII and System inside <systems></systems>. The <operation> for a system can be add/update/delete/get. The <operation> for a product can be add/update/delete.

Adding a system:

System Operation used should be <add>. To add a new system, a UII with or without an <agencySystemInventoryID> is required. UIIs can share a system and a UII can have multiple systems.

For example:

UII1-System1

UII1-System2

UII1-System3

UII2-System1

UII2-System2

UII2-System4

Updating a System:

System Operation used should be <update>. This process is similar to a <add>, but the <update> operation requires both a UII and either an <agencySystemInventoryID> OR a <systemInventoryID> to perform an update.

Deleting a System:

System Operation used should be <delete>. To delete a system operation and details are required. The details section should include a UII and either an <agencySystemInventoryID> OR a <systemInventoryID> to perform the <delete> operation.

Deleting a Product:

This is an <update> operation for the system and a <delete> operation for the product. UII and either an <agencySystemInventoryID> OR a <systemInventoryID> are required in the details section. <agencyProductID> OR <productID> is required in the product section.

Get a System:

System Operation used should be <get>. To get a system, the <get> operation and details sections are required. The details section should include a UII and either an <agencySystemInventoryID> OR <systemInventoryID>.

General Instructions for Contracts Report

Per the FY2020 IT Budget – Capital Planning Guidance, Agencies are required to submit contract reports for all Type 01 Major and Part 3 Investments for Infrastructure, IT Security, and IT Management where applicable. Additionally, Agencies should update their Contracts Reports using regular operations throughout the reporting cycle. For more details on the schema and technical development of Contracts Reports, please visit the GitHub ITDB Schema Repository at https://github.com/ombegov/ITDB-schema.

General Instructions for Submission Confirmation

Per the FY2020 IT Budget – Capital Planning Guidance, Agencies are required to include a Submission Confirmation. During the FY2020 IT Budget submission, and after successful submission of the Agency's IT Portfolio Summary, Agencies must submit a IT Portfolio Submission Confirmation to enable the submission of the Portfolio Detail sections (i.e. Business Cases, CIO Ratings, Standard Investment Reports, Contracts Reports, and System Inventory Lists). Following successful submission of their Portfolio Detail sections, Agencies must also submit a Portfolio Detail Submission Confirmation to lock their Portfolio Detail submission, which in turn finalizes the Agency's IT Budget Submission for FY2020.

Note: Agencies that confirmed submission and later identified an error with their submission should email itdashboardsupport@omb.eop.gov with a copy to their OMB Desk Officer for assistance.

Agencies have two options to complete the Submission Confirmation process via the IT Dashboard:

Option 1 – Submission Confirmation Page: Authorized agency submitters may confirm their submissions by first logging into the FY20 environment (https://myit-2020.itdashboard.gov) via "LOGIN". Once authenticated, confirm submission by navigating to the "Submission Confirmation" page under the "DATA" navigation option.

Option 2 – Submission Confirmation API: Authorized agency submitters may confirm their submissions via https://myit-2020.itdashboard.gov/drupal/data/submissions/confirmation. For more details on the schema and technical development of Submission Confirmations, please visit the GitHub ITDB Schema Repository at https://github.com/ombegov/ITDB-schema.

Submitting E-Gov and Line of Business Initiatives and Shared Services

Per the FY2020 IT Budget – Capital Planning Guidance, Managing Partners for the Government-wide E-Gov and Line of Business Investments listed below are required to submit Major IT Business Cases unless they get a waiver from OMB. For Agencies' shared services investments which are not included in the two tables below, these should be coded "48" for the "Shared Services Category" field in the IT Portfolio Summary.

In addition, Managing Partner agencies are encouraged (where appropriate) to use the "E-gov or LoB Initiative" name as the Investment Title for the principle IT investment related to the initiative. Alternatively, Managing Partners may include the initiative name in the investment description. Partner agencies with contributions would be expected to use the "E-Gov or LoB initiative" name as their Investment Title.

E-Gov and Lob Initiative Investments (Shared Services Category Code "24")				
E-Gov or LoB Initiative	**Acronym**	**Managing Partner Agency**	**Includes:**	**Shared Services Identifier**
Benefits.Gov	BG	Labor		0020
Budget Formulation and Execution LoB	BFELoB	Education		3200
Disaster Assistance Improvement Plan	DAIP	DHS/FEMA		4100
E-Rulemaking		EPA		0060
Federal Health Architecture LoB	FHALoB	HHS		1400
Financial Management LoB	FMLoB	Treasury	Former GMLoB	1100
Geospatial LoB	GeoLoB	Interior		3100
Grants.Gov		HHS		0160
Human Resources LoB	HRLoB	OPM		1200
Integrated Award Environment	IAE	GSA	Former IAE-Loans & Grants	0230
Performance Management LoB	PMLoB	GSA		0900
Federal PKI Bridge	FPKI	GSA		0090
Recreation.Gov		USDA		0010
Security, Suitability, and Credentialing LoB	SSCLoB	OPM	New UII ending assigned for FY17 process.	1250
USAJOBS	USAJOBS	OPM	Former RecruitOnestop	1218

OMB M-16-11 defined shared service providers as providers designated by Treasury FIT or OPM HRLOB previously and USSM going forward. The below table reflects current USSM designated shared services.

A Partner Agency should list its Investment as Type 04 Funding Transfer and report funding in the Agency Funding fields. Managing Partner Agency should report their Investment as a Type 01 Major Investment and reports funding from customers in the Agency Contribution fields.

USSM Designated Shared Services Investment/Providers (Shared Services Category "36")					
Shared Service Investment	**Acronym**	**USSM Designated Provider**	**Shared Service**	**Includes:**	**Shared Services Identifier**
Agency Accounting Services (AAS)	ARC	Treasury	Administrative Resource Center	Financial Management	1101
HR LoB - HR Connect	TSSC	Treasury	Treasury Shared Service Center	Core HR	1201
Defense Civilian Personnel Data System	DCPAS	DoD	Defense Civilian Personnel Advisory Service	Core HR	1202

Defense Civilian Pay System	DFAS	DoD	Defense Finance and Accounting Service	Payroll	1203
IBC FMLoB Shared Service Provider	IBC	DOI	Interior Business Center	Financial Management	1102
IBC Shared Service Center (HRLoB)	IBC	DOI	Interior Business Center	Core HR, Payroll	1204
DOTXX129: Delphi Version Two	ESC	DOT	Enterprise Services Center	Financial Management	1103
HHS Integrated Personnel Management Service	PSC	HHS	Program Support Center	Core HR	1205
Human Capital Information Technology Services	HRLoB SSC	GSA	HRLoB Shared Service Center	Core HR	1206
PAR (e-Payroll)	HRLoB SSC	GSA	HRLoB Shared Service Center	Payroll	1207
OCFO FSSP	NFC	USDA	National Finance Center	Financial Management	1104
OCFO-NFC Shared Services	NFC	USDA	National Finance Center	Core HR, Payroll	1208

Baselined Fields Table

This table indicates whether each element can be changed via “regular” updates or requires a rebaseline, replan, or correction action (described as “revise investment” in the schema and API). Elements requiring a rebaseline, replan, or correction are identified as “baselined” fields. The FY19 Schema column indicates the baselined fields in effect before September 2018 in the production environment. The FY19 Schema column shows the new standard beginning in September 2018.

Element	FY19 Schema (through August 2018)	FY20 Schema (starting September 2018)	Comments
dateOfAnalysis	regular	regular	NEW for FY18
analysisResults	regular	regular	NEW for FY18
publicURL	regular	regular	NEW for FY18
pmName	regular	regular	NEW for FY18
pmEmail	regular	regular	NEW for FY18
pmQualifications	regular	regular	NEW for FY18
addPerformanceMetric	regular	regular	
agencyPerformanceMetricId	regular	regular	
performanceMetricActualResult	regular	regular	New actual results can be added at any time. Actual results become baselined once provided.
performanceMetricDateofActual	regular	regular	
performanceMetricComment	regular	regular	
performanceMetricDescription	baselined	baselined	
performanceMetricUOM	baselined	baselined	
performanceMetricCategory	regular	regular	Becomes baselined once it is supplied for the first time. Can be updated without a revise using the annual updateInvestment operation during the annual window. Afterwards, becomes baselined once provided.
performanceMetricPYTarget	baselined	baselined	
performanceMetricCYTarget	regular	regular	Becomes baselined once it is supplied for the first time. Can be updated without a revise using the annual updateInvestment operation during the annual window. Afterwards, becomes baselined once provided.
performanceMetricCondition	baselined	baselined	
performancePeriodicity	regular	regular	Can be updated without a revise using the annual updateInvestment operation during the annual window. Afterwards, becomes baselined once provided.
performanceMetricObjectiveOrGoal	regular	regular	
performanceMetricBaselineCapability	Regular	Regular	Becomes baselined once it is supplied for the first time.
addPerformanceMetricActual	regular	regular	
isActive	baselined	baselined	For performance metric
isClosed	regular	regular	
SDLCmethodology	regular	regular	Becomes baselined once it is supplied for the first time.
otherSDLC	N/A	N/A	Removed
releaseEverySixMo	regular	regular	Becomes baselined once it is supplied for the first time.
releaseEverySixMoComment	regular	regular	Becomes baselined once it is supplied for the first time.
addInvestmentRisk	regular	regular	Renamed from addRisk
agencyInvestmentRiskId	regular	regular	Renamed from agencyRiskId

Element	FY19 Schema (through August 2018)	FY20 Schema (starting September 2018)	Comments
investmentRiskName	regular	regular	Renamed from riskName
investmentRiskCategory	regular	regular	Renamed from riskCategory
investmentRiskProbability	regular	regular	Renamed from riskProbability
investmentRiskImpact	regular	regular	Renamed from riskImpact
investmentRiskMitigationPlan	regular	regular	Renamed from riskMitigationPlan
isActive	regular	regular	Renamed from isOperationalRiskActive
cioRatingEval	regular	regular	
cioComment	regular	regular	
addContract	regular	regular	
agencyContractId	regular	regular	
referencedPIID	regular	regular	
isModularApproach	regular	regular	
agileDevelopment	regular	regular	
contractPurpose	regular	regular	
ITLeaseCategory	regular	regular	
informationSecurityClause	regular	regular	
acquisitionId	regular	regular	
agencyAcquisitionId	regular	regular	
plannedContractDescription	regular	regular	
plannedAwardDate	regular	regular	
lengthOfPlannedSupport	regular	regular	
anticipatedValue	regular	regular	
potentialSources	regular	regular	
providerEngagement	regular	regular	
containsITLease	regular	regular	
replacedContractId	regular	regular	
agencyReplacedContractId	regular	regular	
systemId	regular	regular	
agencySystemId	regular	regular	
systemName	regular	regular	
initialOperatingYear	regular	regular	
techRefreshDate	regular	regular	
endOfContractedSupportDate	regular	regular	
averageUsersPerMonth	regular	regular	
capabilityId	regular	regular	For FY19 moved to SIR
agencyCapabilityID	regular	regular	For FY19 moved to SIR and renamed from agencyCapabilityId
capability	regular	regular	For FY19 moved to SIR and renamed from capabilityCode
purposeOrOutcome	regular	regular	For FY19 moved to SIR and renamed from purposeOutcome
PY	regular	regular	For FY19 moved to SIR and renamed from totalSpendingPY
CY	regular	regular	For FY19 moved to SIR and renamed from totalSpendingCY
BY	regular	regular	For FY19 moved to SIR and renamed from totalSpendingBY
productionDeploymentDate	regular	regular	
contractingAgencyId	N/A	N/A	Removed
contractNumber	regular	regular	
referencedPIID	regular	regular	Renamed from idvPIID
modularApproachesContracting	regular	regular	

Element	FY19 Schema (through August 2018)	FY20 Schema (starting September 2018)	Comments
idvAgencyId	N/A	N/A	Removed
solicitationId	regular	regular	
EVMRequired	N/A	N/A	Removed
contractTotalValue	N/A	N/A	Removed
contractTypeUsed	N/A	N/A	Removed
performanceBasedContract	N/A	N/A	Removed
contractStartDate	N/A	N/A	Removed
contractEndDate	N/A	N/A	Removed
contractCompete	N/A	N/A	Removed
contractDescription	N/A	N/A	Removed
isActive	regular	regular	Name updated in FY18 from isContractActive
investmentName	regular	regular	Removed from towerDetails
investmentDescription	regular	regular	
investmentRequirementSupport	N/A	N/A	Removed
investmentSharedService	regular	regular	
investmentPivEnabled	regular	regular	
investmentPublicAPI	N/A	N/A	Removed
investmentIncrementalDevelopment	N/A	N/A	Removed
investmentRelatedURL	N/A	N/A	Removed
investmentsEliminatedorReduced	regular	regular	
returnOnInvestmentDescription	regular	regular	
IPTContactInformation	N/A	N/A	
noEVMExplanation	N/A	N/A	Removed
lifeCycleCosts	regular	regular	
investmentStartYear	baselined	baselined	
investmentEndYear	baselined	baselined	
addProject	regular	regular	
uniqueProjectId	baselined	baselined	
agencyProjectId	regular	regular	
projectName	baselined	baselined	
objectivesExpectedOutcomes	baselined	baselined	
projectStartDate	baselined	baselined	
projectCompletionDate	baselined	baselined	
projectLifeCycleCost	baselined	baselined	
pmDetails	regular	regular	Renamed from projectManagerContactDetail
projectManagerExperienceLevel	regular	regular	Removed
isActive	baselined	baselined	Deactivating a project requires a "revise investment" submission.
releaseName	regular	regular	NEW for FY18
releaseNumber	regular	regular	NEW for FY18
releaseDescription	regular	regular	NEW for FY18
NPI:	regular	regular	becomes baselined once activity is in-progress
NPE:	regular	regular	becomes baselined once activity is in-progress
NCE	regular	regular	becomes baselined once value is provided
NCI	regular	regular	becomes baselined once value is provided
DTC	regular	regular	
DPC	regular	regular	
addProjectActivity	regular	regular	Renamed from addActivity

Element	FY19 Schema (through August 2018)	FY20 Schema (starting September 2018)	Comments
agencyActivityId	regular	regular	
activityName	baselined	baselined	
activityDescription	baselined	baselined	
structureId	baselined	baselined	
activityType	baselined	baselined	
criticalPath	regular	regular	Can be changed from “no” to “yes” via regular operations, but requires a reviseInvestment for changing from “yes” to “no”
plannedStartDate	baselined	baselined	
projectedStartDate	regular	regular	
actualStartDate	regular	regular	Becomes baselined after value is supplied for the first time
plannedTotalCost	baselined	baselined	
projectedTotalCost	regular	regular	
actualTotalCost	regular	regular	Becomes baselined after value is supplied for the first time
plannedCompletionDate	baselined	baselined	
projectedCompletionDate	regular	regular	
actualCompletionDate	regular	regular	Becomes baselined after value is supplied for the first time
isActive	baselined	baselined	Renamed from isActivityActive
investmentRiskId	regular	regular	Name updated in FY18 from operationalRiskId
agencyInvestmentRiskId	regular	regular	Name updated in FY18 from agencyOperationalRiskId
investmentRiskName	regular	regular	Name updated in FY18 from operationalRiskName
investmentRiskCategory	regular	regular	Name updated in FY18 from operationalRiskCategory
investmentRiskProbability	regular	regular	Name updated in FY18 from operationalRiskProbability
investmentRiskImpact	regular	regular	Name updated in FY18 from operationalRiskImpact
investmentRiskMitigationPlan	regular	regular	Name updated in FY18 from operationalRiskMitigationPlan

Variance Calculations

The IT Dashboard will calculate schedule variance for activities by comparing the planned completion date of an activity with the actual completion date. If the actual completion date is not available, the projected date is used. For example, if an activity or sub-activity is planned to be completed in 5 days, but the current projected completion date is 8 days away; the schedule variance is 3 days.

The Dashboard will calculate cost variance for activities by comparing the planned total cost of an activity with the actual total cost or use the projected total cost if the activity is not yet complete. For example, if an activity is planned to have a cost of $1000, but the actual cost reported is $1200; the cost variance is -$200.

If something is "Planned" at $100, and "Actual" is ZERO (Not Null), the IT Dashboard will consider this completed at NO cost.

Cost Calculations

Always use the "Actual" value if both "Projection" and "Actual" are provided for the same activity. Roll-ups are obtained by summing the costs of all the included lowest level child activities.

1. For Individual Future Activities or Roll-Ups that contain only future activities:
   Cost Variance = 0%

2. For Completed or In-Progress Activities and Roll-Ups (which may include some future activities):

   Cost Variance = *"Planned Total Costs" - "Projected OR Actual Total Cost"*

   % Cost Variance = "*Cost Variance" / "Planned Total Cost" * 100*

Definitions

Future Activities:

- If *Planned Start Date* is > Today **AND** *Actual Start Date, Actual Completion Date* and *Actual Total Cost* are zero/blank

In-Progress Activities:

- If *Actual Start Date* is provided **OR** *Projected Start Date is* ≤ Today

Completed Activities:

- If *Actual Completion Date* is provided (not blank)

Colors for *Cost Variance*

% Cost Variance (use absolute value)	**Color**
0% , < 10%	Green
≥ 10% , < 30%	Yellow
≥ 30%	Red

Schedule Calculations

Always use the "Actual" value if both a "Projected" and an "Actual" date are provided for the same activity.

Schedule Variance in days for an Activity:
Planned Completion Date – Actual OR Projected Completion Date*

**use today's date if the Projected Completion Date has passed without reporting an Actual Completion Date*

Schedule Variance in days for a Roll-Up:
Latest Planned Completion Date of all activities – Latest Actual OR Projected Date of all activities*
**use today's date if the Projected Completion Date has passed without reporting an Actual Completion Dat*

Schedule Duration in days for an Activity:
Planned Completion Date – Planned Start Date

Schedule Duration in days for a Roll-Up:
Latest Planned Completion Date of all activities – Earliest Planned Start Date of all activities

Percentage Schedule Variation:
Investment *% Schedule Variance* = $\frac{\text{variance in days}}{\text{duration}}$ *100

Colors for *Schedule Variance*

% Schedule Variance	Color
0% , < 10%	Green
≥ 10% , < 30%	Yellow
≥ 30%	Red

Contract Linkage

Since the Federal Procurement Data System (FPDS) is the authoritative source for all federal contract data, agencies are required to ensure that contract data residing in www.FPDS.gov is timely and accurate, prior to submitting contract data to the IT Dashboard. In an effort to honor FPDS.gov and USASpending.gov as the authoritative sources for contracts data and IT spending reporting, respectively, the IT Dashboard will link to www.USASpending.gov for contract information.

The IT Dashboard links to a corresponding search record on www.USASpending.gov when an awarded contract submitted to the IT Dashboard matches with the 'PIID'.

Agencies must keep in mind that the IT Dashboard is not the authoritative source for either contracts or solicitation data. Consequently, should an agency identify data that is not correct, that incorrect data must be modified in the respective authoritative source (e.g., FPDS) rather than in the IT Dashboard.

Operational Performance Metric Categories

As per the Capital Programming Guide, the Performance Metric Categories should be mapped to one of the 4 categories below:

- Customer Satisfaction (Results)
- Strategic and Business Results
- Financial Performance
- Innovation

Except for Standard Investments, a minimum of five open metrics for operational performance data must be provided. Standard Investments must provide at least one open metric.

Note: The metrics requirements below only apply to business cases for Major (Type 1) Investments

- A minimum of one (1) metric should be "Customer Satisfaction (Results)" (i.e. service quality, end user satisfaction) with respect to the impact to major stakeholders (customers, affected citizens, inter and intra-agency end users).

- A minimum of three (3) metrics should be "Strategic and Business Results", which measures how the investment contributes to the Strategic Objectives / Priority Goals or business need of the Agency. At least one Strategic and Business Results metric must have a monthly reporting frequency. At least one Strategic and Business Result must be tied to an Agency Strategic Objective or Agency Priority Goal that was submitted at the investment level. Metrics in this category could come in two different areas:

    - Effectiveness –quantified desired effect the investment has on the Agency's mission or business needs (e.g. processing speed, processing quality, backlog reduction, mission outcomes, business outcomes, etc.)
    - Efficiency - quantified desired effect the investment has on the agency's operational/technical needs (e.g. reliability, availability, throughput, response time/latency, utilization, etc.)

- A minimum of one (1) metric should be "Financial Performance", which measures the reasonableness and cost efficiency of the investment.