

## BY 2024 IT COLLECT FAQs

### Document Change Log

Version	Date	Description
1	September 2, 2022	Original version

### Overview

This document includes frequently-asked questions related to BY 2024 technical submissions functionality, and the IT Collect Team will add new FAQs, as needed, based on Vendor and Agency user questions. For other information on IT Collect functionality, please see [the suite of “How To” guides on GitHub](#). For detailed guidance on BY 2024 submission endpoints and request file structure, please see the [BY 2024 ITPfM Submissions Schema](#).

### General

- 1. Will I overwrite my agency’s IT Portfolio for BY 2024 submissions?** No, once a Service (investment) is submitted to IT Collect, the Service will remain active in your agency’s IT Portfolio until it is retired.
  - For BY 2024 Pre-Decisional submissions (and subsequent submissions), Services submitted in the BY 2023 President’s Budget submission period will carry over. Agencies no longer need to re-submit/overwrite their full IT Portfolio. Instead, agencies are expected to update any relevant data points within the Service during each budget cycle submission.
  - See the [“IT Collect Service Management” How-To](#) for more information on managing Services over multiple submission periods.
- 2. How do I retire a Service?** To retire a Service, set the isRetired field to “true” to deactivate the Service record and its embedded documents (excluding Ledger records) from IT Collect. See the [“IT Collect Service Management” How-To](#) for more information on retiring existing or new Services.
- 3. Which fields require a Rebaseline for BY 2024 submissions?** OMB mandates that to change certain data fields, once established on IT Collect, agencies must associate those changes with a Baseline Change Event (i.e., Rebaseline). Additionally, to un-retire a record, Agencies must associate that change with a Baseline Change Event. The following fields are baselined for BY 2024:
  - Projects:** Planned Start Date, Planned Completion Date, Planned Total Cost
  - Performance Metrics & Actuals:** Unit of Measure, Agency Baseline Capacity, PY Target, CY Target, Measurement Condition, Reporting Frequency, Actual Result
- 4. Where can I find lists of valid Budget Account Codes, Shared Service IDs, Bureau Codes, etc. for BY 2024 submissions?** Users will be able to pull the valid lists through the IT Collect API by performing a GET call on the “/v1/funding-sources”, “/v1/shared-service”, and “/v1/bureaus” endpoints respectively. Furthermore, like in BY 2023, IT Collect will post the updated Budget Account, Shared Service ID, and Bureau Code lists to GitHub.

## Investment Descriptive Data

5. **Will IT Collect validate CDM System ID values upon submission?** Yes, IT Collect will ensure that provided System ID values match a valid CDM High Value Asset or send back a validation error indicating an invalid value.
6. **Where can I find a list of valid CDM System IDs For my agency?** The IT Dashboard will contain a data feed for authenticated users that will distribute each agency's System IDs. And, authenticated users will also be able to access their CDM System ID list in the IT Collect API directly through the `"/v1/cdm-system-ids"` endpoint. Due to data sharing restrictions, the CDM System ID list cannot be shared publicly.
7. **Will the System ID field be required for all IT Collect services?** No, only services that provide funding for CDM High Value Assets must opt into reporting System ID data. Otherwise, the system ID field may either be omitted from request files or submitted as an empty array.
8. **If a CDM High Value Asset is financed by multiple services, can I submit the same System ID value for multiple services?** Yes, IT Collect will not validate or restrict you from using the same System ID across multiple services. For any given CDM High Value Asset, its unique identifier should appear in the System IDs field of all the services that finance the asset. Conversely, if a service finances multiple High Value Assets, then the service should show more than one entry in the 'System IDs' field.

## Projects

9. **Where can I find a list of TMF initiatives?** A list of valid TMF initiatives/projects can be found on the TMF site: <https://tmf.cio.gov/projects/>. This list is also linked within the BY 2024 Submission Overview document (available on the IT Dashboard site, under "Document Repository"). Agencies can also pull the list of valid TMF initiatives from the `"/v1/tmf-initiatives"` endpoint of the IT Collect API. Running a GET request on this endpoint will provide agency-specific results; in other words, if your agency has not been awarded any TMF initiatives, no results will show.
10. **My non-major investment receives TMF funds for a project. Do I need to report this project?** Yes, investments receiving TMF funds must opt into Projects data reporting. All projects (regardless of investment type) that receive TMF funds must indicate which TMF initiative finances the project and report required project-level data.
11. **Is Activities data required for BY 2024 submissions?**  
No, Activities data has been removed for BY 2024 submissions.
12. **How will IT Collect calculate variance scores?** With the removal of activities data, IT Collect will leverage project-level submissions to calculate variance scores. The variance score logic can be found in the [Variance Score Algorithm document](#).
13. **Will IT Collect pre-populate any project cost or schedule data in BY 2024?**  
For existing projects reported on the IT Dashboard, IT Collect will implement the new cost and schedule project fields using the following approach:

**Planned values** will be set to null for all projects at the start of the BY 2024 submission cycle:

- Planned Start Date
- Planned End Date
- Planned Total Cost

**Projected values** will be set to null for all projects at the start of the BY 2024 submission cycle:

- Projected Start Date
- Projected End Date
- Projected Total Cost

**Actual Values** will be set to null for **"In Progress" or "Future" projects** (i.e., project status set to "In Progress" or "Future" on August 31st, 2022) at the start of the BY 2024 submission cycle:

- Actual Start Date
- Actual End Date
- Actual Total Cost

**Actual Values** will be populated based on existing cost/date values for **"Complete" projects** (i.e., project status set to "Complete" on August 31st, 2022) at the start of the BY 2024 submission cycle:

- Existing Project Start Date values will transfer to Actual Start Date field
- Existing Project End Date values will transfer to Actual End Date field
- Existing Project Lifecycle Cost values will transfer to Actual Total Cost field

## Performance Metrics & Actual Results

14. **How do I link a metric to a service?** A metric is a stand-alone collection that is linked to a service using the required "Service ID" field (instead of an embedded document under a service). Each metric can only be linked to one service record. Agencies must first create a service record in IT Collect before they can add a linked metric.
15. **Will IT Collect validate the "agencyPriorityGoalCode" field?** No, at this time, IT Collect does not validate these field values against a list of valid ASO/APG codes.

## Investment Risks

16. **What data is my Agency required to submit for inactive Risk Areas?** For each of the 13 Risk Areas, Agencies must indicate whether the investment has at least one active risk, by submitting either "true" or "false" for the Active Risk field ("activeRisk"). The Risk Probability ("riskProbability") and Risk Impact ("riskImpact") fields are only expected for active Risk Areas and can be omitted or submitted as null when a Risk Area is inactive. For Risk Areas with a risk score of "10" or greater (calculated by multiplying Risk Probability by Risk Impact), the Mitigation Strategy / Contingency Plan field ("mitigationStrategy") is required.