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| Federal IT Dashboard Submission Guide |  |
|  | **Version 5.1**  **November 13, 2019** |

**Revision History**

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| --- | --- | --- | --- |
| **VERSION NUMBER** | **DATE** |  | **DESCRIPTION** |
| 5.1 | 11/13/2019 | • | Updated document with New Submitter Access Procedures |
| 5.0 | 8/29/2019 | • | Updated document with FY21 information. |
| 4.5 | 2/8/2019 | • | Updated “Accessing IT Dashboard as an Agency Reviewer or Submitter” instructions to direct  Agencies to email Dan York and ITDB-Support@gsa.gov with new account requests |
| 4.4 | 12/27/2018 | • | Updated support email address from itdashboardsupport@omb.eop.gov to itdb-support@gsa.gov |
|  |  | • | Added Submission Status API Endpoint for UAT and Production |
| 4.3 | 10/2/2018 | • | Removed: “A minimum of one (1) metric should be “Financial Performance”, which measures the reasonableness and cost efficiency of the investment.” |
| 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:  o General Instructions for Contracts Report o General Instructions for System Inventory List o Submission Confirmation Procedures |
|  |  | • | Removed:  o Questions from Agencies section o 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 |  | o Updated the UAT URLs for IT Dashboard Submissions |
| 3.21 | 08/30/2017 | • | Updated the following sections in document for FY19 submissions:  o Obtaining Tokens for API Access o Renaming of Submission Sections o URLs for IT Dashboard Submissions o Submissions during August/September o Submitting E-Gov and Line of Business Initiatives o Operational Performance Metric Categories |
|  |  | • | Added the following sections in document for FY19 Submissions:  o Standard Investment Report Submission o CIO Evaluation Report Submission |
| 3.20 | 04/25/2017 | • | Updated “IT Budget Submissions to include a budget account summary validation |

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| **VERSION NUMBER** | **DATE** |  | **DESCRIPTION** |
| 3.19 | 04/06/2017 | • | updated URLs for manual uploads |
|  |  | • | added language to Obtaining API Tokens section that includes URL for UAT environment |
| 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.   1. The sum of capabilities for PY exceeds the DME and O&M Agency PY Funding and Agency PY   Contributions from the IT Portfolio.   1. 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:  o Obtaining Tokens for API Access o Renaming of Submission Sections o URLs for IT Dashboard Submissions o Submissions during August/September o Submitting E-Gov and Line of Business Initiatives o Baseline Fields Table o Operational Performance Metric Categories o IT Budget & Business Case Application Validations o Responses to Agency Questions |

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# Getting Help

The GSA Office of Government-wide Policy provides CPIC support pertaining to IT Dashboard submissions via email from 9:00am-5:00pm Monday through Friday. Please email itdb-support@gsa.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:

1. Log into [MAX.gov](http://MAX.gov) ([www.max.gov](http://www.max.gov/))
2. Scroll down and select “MAX Applications”
3. Click “Manage My Applications”
4. Scroll down to the list of “Available Applications” and select “Request Access” to the IT Dashboard application

Agency IT Dashboard Administrators can approve the request. Once granted the IT Dashboard “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. IT Dashboard’s "Agency User" role is read-only and gives the user ability to access all data provided on the agency's IT Portfolio Summary (AITPS) and IT Portfolio Detail (AITPD) submissions. This is a superset of the public dataset and includes some privacy related (e.g., agency contact information) and procurement sensitive information (e.g., 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” (providing the ability to write and update data on behalf of an agency) requires approval from Agency IT Dashboard Administrator(s).

To grant “Agency Submitter” access, the user’s Agency Administrator(s) should follow the instructions below.

1. Log into MAX.gov
2. Scroll down and select “MAX Applications” then locate the IT Dashboard and select “Manage”
3. On the “MAX Application Users” search for the user and select his/her name
4. Scroll down and select “Add Application Authorization”
   1. User Role “Agency Submitter”
   2. Grouping Type “Agency”
   3. To confirm, select “Add Application Authorization”

Once granted “Agency Submitter” status, the user will be able to use the IT Dashboard 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 IT Dashboard submissions. If the user is not looking to perform IT 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 AITPS and AITPD submissions .

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 Individual Investment 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 page from IT Dashboard without receiving OMB permission to submit a revised IT Portfolio.

XML operations are enclosed within an investmentelement 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

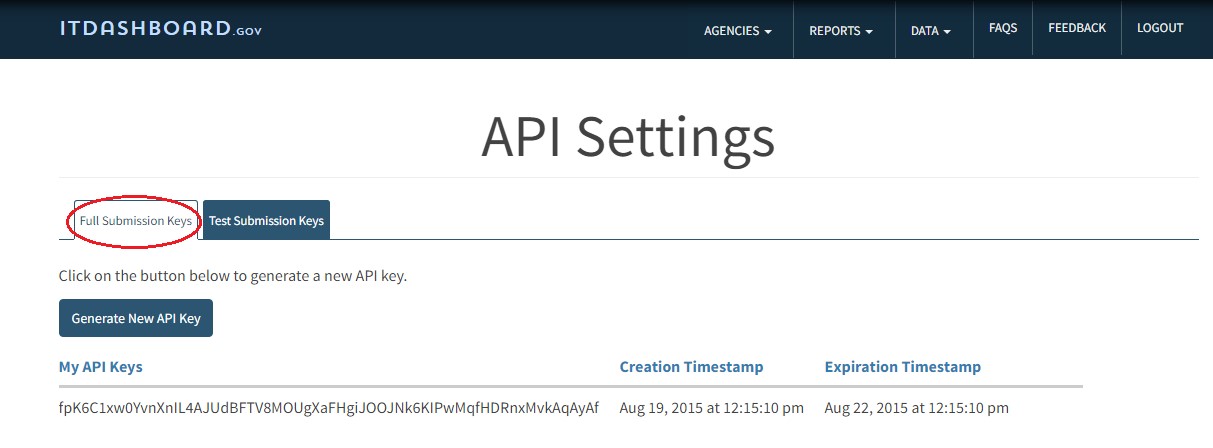
Agency Submitters are required to authenticate via the OMB MAX system and obtain a new token prior to executing annual (AITPS or AITPD) or “regular update” submissions.

**For the FY21 Production IT Dashboard**, authorized Agency Submitters may obtain an API Key by first logging into the FY21 environment (https://myit-2021.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 FY21 UAT IT Dashboard**, authorized Agency Submitters may obtain an API Key by first logging into the UAT environment (https://myuat-2021.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.

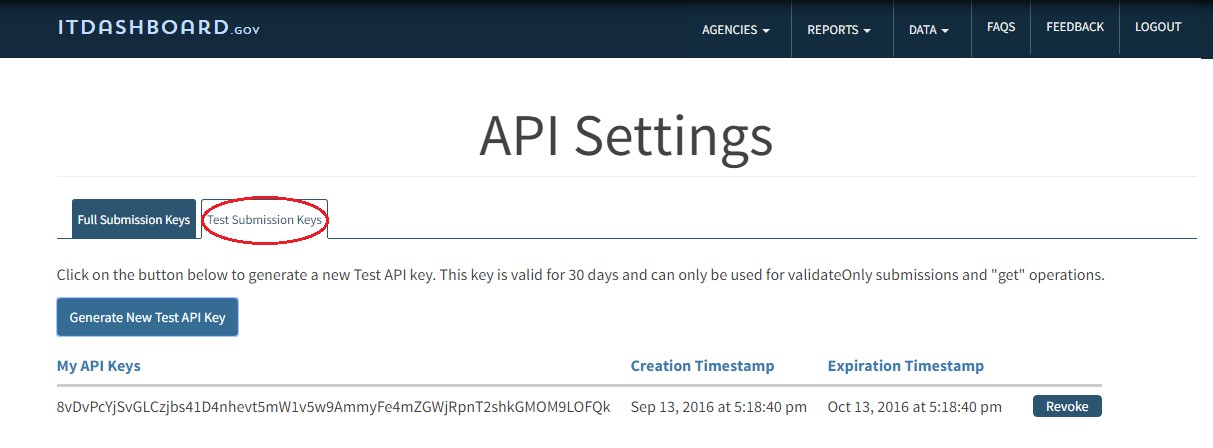
## Full Submission Keys

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 – Agency Submitters can use the latter two to submit data to the IT Dashboard. 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

**FY2021 Agency Test (UAT) Environment (starting August 19, 2019)**

|  |  |  |
| --- | --- | --- |
| **FY21 Testing** | **Data** | **URL** |
| IT Budget API | [https://myuat-2021.itdashboard.gov/api/v1/itbudget?apikey=xxxx](https://myuat-2020.itdashboard.gov/api/v1/itbudget?apikey=xxxx) |
| Business Case API | [https://myuat-2021.itdashboard.gov/api/v1/businesscase?apikey=xxxx](https://myuat-2020.itdashboard.gov/api/v1/businesscase?apikey=xxxx) |
| SIR API | [https://myuat-2021.itdashboard.gov/api/v1/investmentreport?apikey=xxxx](https://myuat-2020.itdashboard.gov/api/v1/investmentreport?apikey=xxxx) |
| CIO Rating API | [https://myuat-2021.itdashboard.gov/api/v1/ciorating?apikey=xxxx](https://myuat-2020.itdashboard.gov/api/v1/ciorating?apikey=xxxx) |
| Systems Inventory  List API | [https://myuat-2021.itdashboard.gov/api/v1/systemsinventory?apikey=xxxx](https://myuat-2020.itdashboard.gov/api/v1/systemsinventory?apikey=xxxx) |
| General Data Report API | https://myuat-  2021.itdashboard.gov/api/v1/generalreport?apikey=xxxx |
| Submission  Confirmation API | https://myuat-  2021.itdashboard.gov/api/v1/submissionconfirmation?apikey=xxxx |
| Manual Upload | [https://myuat-2021.itdashboard.gov/drupal/data/submissions/xml-upload](https://myuat-2020.itdashboard.gov/drupal/data/submissions/xml-upload) |
| Submission Status | [https://myuat-](https://myuat-2020.itdashboard.gov/api/v1/ITDB2/submissions/status/agencyCode/%3cagency%20code%3e?apikey=xxxx)  [2021.itdashboard.gov/api/v1/ITDB2/submissions/status/agencyCode/<agenc](https://myuat-2020.itdashboard.gov/api/v1/ITDB2/submissions/status/agencyCode/%3cagency%20code%3e?apikey=xxxx) |
| [y code>?apikey=xxxx](https://myuat-2020.itdashboard.gov/api/v1/ITDB2/submissions/status/agencyCode/%3cagency%20code%3e?apikey=xxxx) |

**FY2021 Production Environment (starting September 9, 2019)**

|  |  |  |
| --- | --- | --- |
| **FY21 Submissions** | **Data** | **URL** |
| IT Budget API | [https://myit-2021.itdashboard.gov/api/v1/itbudget?apikey=xxxx](https://myit-2020.itdashboard.gov/api/v1/itbudget?apikey=xxxx) |
| Business Case API | [https://myit-2021.itdashboard.gov/api/v1/businesscase?apikey=xxxx](https://myit-2020.itdashboard.gov/api/v1/businesscase?apikey=xxxx) |
| SIR API | [https://myit-2021.itdashboard.gov/api/v1/investmentreport?apikey=xxxx](https://myit-2020.itdashboard.gov/api/v1/investmentreport?apikey=xxxx) |
| CIO Rating API | [https://myit-2021.itdashboard.gov/api/v1/ciorating?apikey=xxxx](https://myit-2020.itdashboard.gov/api/v1/ciorating?apikey=xxxx) |
| General Data Report API | https://myit-  2021.itdashboard.gov/api/v1/generalreport?apikey=xxxx |
| Systems Inventory  List API | [https://myit-2021.itdashboard.gov/api/v1/systemsinventory?apikey=xxxx](https://myit-2020.itdashboard.gov/api/v1/systemsinventory?apikey=xxxx) |

|  |  |  |
| --- | --- | --- |
|  | Submission  Confirmation API | https://myit-  2021.itdashboard.gov/api/v1/submissionconfirmation?apikey=xxxx |
|  | Manual Upload | [https://myit-2021.itdashboard.gov/drupal/data/submissions/xml-upload](https://myit-2020.itdashboard.gov/drupal/data/submissions/xml-upload) |
|  | Submission Status | [https://myit-](https://myit-2020.itdashboard.gov/api/v1/ITDB2/submissions/status/agencyCode/%3cagency%20code%3e?apikey=xxxx)  [2021.itdashboard.gov/api/v1/ITDB2/submissions/status/agencyCode/<age ncy code>?apikey=xxxx](https://myit-2020.itdashboard.gov/api/v1/ITDB2/submissions/status/agencyCode/%3cagency%20code%3e?apikey=xxxx) |
|  |  | |

# FY 2021 Application Validations

* The FY21 Validations for the IT Dashboard submission can be found at these links: <https://github.com/GSA/ITDB-schema/tree/master/FY2021-Docs>
* <https://github.com/GSA/ITDB-schema/blob/master/BY20%20Application%20Validations.xlsx>

The validations can be found in the “Repo Deliverables” section of the README.md file, listed as “FY21 Changed Validations”.

# FY 2021 Data Dictionary and Enumerations

The FY20 Data Dictionary and Enumerations for the IT Dashboard submission can be found at this link: <https://github.com/GSA/ITDB-schema/tree/master/FY2021-Docs>.

The document can be found in the “Repo Deliverables” section of the README.md file, listed as “FY21 Data Dictionary”.

# FY 2021 Pre-Decisional AITPS Submission (September 9 through 20)

For testing purposes, the FY21 UAT environment will accept sample IT Budget, Business Case, Standard

Investment Reports, CIO Evaluation Reports, General Data Reports, and System Inventory List. Agencies should use this environment to test their FY21 submissions against the new API, schemas, and validations.

On September 3, 2019, agencies will be unable to submit data to the FY20 Production environment (i.e. itdashboard.gov and myit-2020.itdashboard.gov). All data for FY20 through September 2, 2019 will be archived and migrated to the FY21 Production environment. The FY21 Production environment will be made live on the opening date of the FY21 IT Budget Submission window on September 9, 2019. Agencies will be able to resume regular updates after completion of their FY21 IT Budget and Portfolio Detail submission on September 20, 2019.

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 FY21 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 FY21 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, as applicable, for IT Security and Compliance, Network, Data Center and Cloud, End User, Application, and Delivery Standard Investments. The other three standard investment types – IT Management, Output, and Platform – are required, as applicable, but do not have associated Standard Investment Reports. For more details on the schema and technical development of Standard Investment Reports, please visit the GitHub ITDB Schema Repository at <https://github.com/GSA/ITDB-schema> [.](https://github.com/ombegov/ITDB-schema)

# General Instructions for CIO Evaluation Reports

The CIO Evaluation Report Submission contains the CIO Rating section of the FY21 Guidance separated from the Major Business Case and Standard Investment Report in order to allow submission of CIO Ratings with any non-major investment in the Agency IT Portfolio Summary. CIO Evaluation Reports are required, as applicable, for Type 01 Major and Type 05 Standard investments.

**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. Please do NOT use the business case monthly operation (*updateCIORating*).

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/GSA/ITDB-schema>.

# General Instructions for Systems Inventory List

Per the FY2021 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/GSA/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 (agencySystemID1) -> systemID1

UII1-System2 (agencySystemID2) -> systemID2

UII1-System3 (agencySystemID3) -> systemID3

UII2-System1 (agencySystemID1) -> systemID4

UII2-System2 (agencySystemID2) -> systemID5

UII2-System4 (agencySystemID4) -> systemID6

**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 General Data Report

The new General Data Report (GDR) Endpoints contain Contracts Report, Deployment Report, and Risks Report. The order of submission is mandated by the request file, not the UII. All Contracts Reports must be grouped together prior to moving onto the Deployment Report and Risks Report.

Contracts Report:

Per the FY2021 IT Budget – Capital Planning Guidance, Agencies are required to submit contract reports for all Type 01 Major, Type 02 Non-Major, and Type 05 Standard where applicable. Additionally, Agencies should update their Contracts Reports using regular operations throughout the reporting cycle. Contracts Reports will be submitted via the new General Data Report Endpoint. For more details on the schema and technical develop of the General Data Report, please visit the GitHub ITDB Schema Repository at <https://github.com/GSA/ITDB-schema>.

**Adding a Contract:**

This Operation is used for investments (UIIs) that have not previously submitted a Contracts Report.

**Updating a Contract:**

This Operation is used to update a given Contracts Report record.

**Deleting a Contract:**

This Operation is used to delete the Contracts Report record, and by association, all child Contracts associated with that UII.

**Getting a Contract:**

This Operation is used to return all information associated with a Contracts Report.

Deployment Report:

For FY 2021 submissions, the Deployment Report is required for any Activity that meets the following conditions:

* The activity has no parent activity
* The activity has an actual start date
* The activity has an actual or projected completion date following 8/31/2019

**Adding/Updating a Deployment Report:**

Agencies can use either add or update as the top-level operation to change Deployment Report data. Agencies must provide a Project ID or Agency Project ID to indicate which activity record to link with the given Deployment Report. The IT Dashboard will always overwrite Releases to Production and Releases to Test based on the contents of the request file.

**Deleting a Deployment Report:**

Deployment Reports cannot be deleted via the General Data Report. Deletion should occur via the Business Case or Investment Report.

**Getting a Deployment Report:**

The get operation will yield all Deployment Reports associated with the provided UII.

Risks Report:

Risks Reports are required for all Type 01 Major Investment along with Infrastructure Management Category (IMC) 02 Security, IMC 04 Network, IMC 05 Date Center and Cloud, IMC 06 End User, IMC 08 Application, and IMC 09 Delivery investments. Each Risks Report must submit all 13 risks areas. For each risk area with a combined probability and impact score of “6” or great, a mitigation plan is required. Risk Score is calculated as Risk Probability x Risk Impact.

**Adding Risks:**

This Operation is used for investments (UIIs) that have not previously submitted a Risks Report.

**Updating Risks:**

This Operation is used to update a given Risks Report record. The update operation does not require Agencies to submit all 13 risk areas at once. However, if an Agency is updating a given risk area, they must provide all data nodes associated with the risk area.

**Deleting Risks:**

This Operation is used to delete the Risks Report record.

**Getting Risks:**

This Operation is used to return all information associated with a Risks Report.

# General Instructions for Submission Confirmation

Per the FY2021 IT Budget – Capital Planning Guidance, Agencies are required to include a Submission

Confirmation. During the FY2021 IT Budget submission, and after successful submission of the Agency’s IT Portfolio Summary, Agencies must submit an IT Portfolio Submission Confirmation to enable the submission of the Portfolio Detail sections (i.e., Business Cases, CIO Ratings, Standard Investment Reports, Contracts Reports, Deployment 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 FY2021.

**Note:** Agencies that confirmed submission and later identified an error with their submission should email itdbsupport@gsa.gov and copy 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 FY21 environment ([https://myit-2021.itdashboard.gov)](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-2021.itdashboard.gov/drupal/data/submissions/confirmation.](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/GSA/ITDB-schema>[.](https://github.com/ombegov/ITDB-schema)

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

Per the FY2021 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 table 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](http://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 |
| Geospatial LoB | GeoLoB | Interior |  | 3100 |
| [Grants.Gov](http://grants.gov/) |  | HHS |  | 0160 |
| Human Resources LoB | HRLoB | OPM |  | 1200 |
| Integrated Award Environment | IAE | GSA | Former IAE-Loans & Grants | 0230 |
| [Recreation.Gov](http://recreation.gov/) |  | USDA |  | 0010 |
| 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.

# 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 FY20 Schema column indicates the baselined fields in effect before September 2019 in the production environment. The FY21 Schema column shows the new standard beginning in September 2019.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Element** | **FY20 Schema**  **(through August 2019)** | **FY21 Schema**  **(starting**  **September 2019)** | **Comments** |
| Operational Data | dateOfAnalysis | regular | regular |  |
| Operational Data | analysisResults | regular | regular |  |
| Investment Detail | pmName | regular | regular |  |
| Investment Detail | pmEmail | regular | regular |  |
| Investment Detail | pmQualifications | regular | regular |  |
| Operational Data | addPerformanceMetric | regular | regular |  |
| Operational Data | agencyPerformanceMetricId | regular | regular |  |
| Operational Data | performanceMetricActualResult | regular | regular | New actual results can be added at any time. Actual results become baselined once provided. |
| Operational Data | performanceMetricDateofActual | regular | regular |
| Operational Data | performanceMetricComment | regular | regular |
| Operational Data | performanceMetricDescription | baselined | baselined |  |
| Operational Data | performanceMetricUOM | baselined | baselined |  |
| Operational Data | 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. |
| Operational Data | performanceMetricPYTarget | baselined | baselined |  |
| Operational Data | 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. |
| Operational Data | performanceMetricCondition | baselined | baselined |  |
| Operational Data | performancePeriodicity | regular | regular | Can be updated without a revise using the annual updateInvestment operation during the annual window. Afterwards, becomes baselined once provided. |
| Operational Data | performanceMetricObjectiveOrGoal | regular | regular |  |
| Operational Data | performanceMetricBaselineCapability | Regular | Regular | Becomes baselined once it is supplied for the first time. |
| Operational Data | addPerformanceMetricActual | regular | regular |  |
| Operational Data | isActive | baselined | baselined | For performance metric |
| Operational Data | isClosed | regular | regular |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Element** | **FY20 Schema**  **(through August 2019)** | **FY21 Schema**  **(starting**  **September 2019)** | **Comments** |
| CIO Evaluation | cioRatingEval | regular | regular |  |
| CIO Evaluation | cioComment | regular | regular |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Element** | **FY20 Schema**  **(through August 2019)** | **FY21 Schema**  **(starting**  **September 2021)** | **Comments** |
| Investment Details | investmentSharedService | regular | regular |  |
| Investment Details | investmentFutureSharedService | regular | regular |  |
| Investment Details | investmentsEliminatedorReduced | regular | regular |  |
| Investment Details | returnOnInvestmentDescription | regular | regular |  |
| Investment Details | paperworkReductionControlNumber | regular | regular |  |
| Investment Details | lifeCycleCosts | regular | regular |  |
| Investment Details | investmentStartYear | baselined | baselined |  |
| Investment Details | investmentEndYear | baselined | baselined |  |
| Project Plan and Execution | addProject | regular | regular |  |
| Project Plan and Execution | uniqueProjectId | baselined | baselined |  |
| Project Plan and Execution | agencyProjectId | regular | regular |  |
| Project Plan and Execution | projectName | baselined | baselined | Regular for September submissions |
| Project Plan and Execution | projectGoal | regular | regular |  |
| Project Plan and Execution | existingmetricID | regular | regular |  |
| Project Plan and Execution | newmetricDescription | regular | regular |  |
| Project Plan and Execution | metricTargetatDeployment | regular | regular |  |
| Project Plan and Execution | metricUoM | regular | regular |  |
| Project Plan and Execution | metricMeasurementCondition | regular | regular |  |
| Project Plan and Execution | projectStartDate | baselined | baselined |  |
| Project Plan and Execution | projectCompletionDate | baselined | baselined |  |
| Project Plan and Execution | projectLifeCycleCost | baselined | baselined |  |
| Project Plan and Execution | pmDetails | regular | regular |  |
| Project Plan and Execution | primarilySoftwareDevelopment | regular | Regular |  |
| Project Plan and Execution | isActive | baselined | baselined | Deactivating a project requires a “revise investment” submission. |
| Project Plan and Execution | addProjectActivity | regular | regular | Renamed from addActivity |
| Project Plan and Execution | agencyActivityId | regular | regular |  |
| Project Plan and Execution | activityName | baselined | baselined | Regular for September submissions |
| Project Plan and Execution | activityDescription | baselined | baselined | Regular for September submissions |
| Project Plan and Execution | structureId | baselined | baselined |  |
| Project Plan and Execution | plannedStartDate | baselined | baselined |  |
| Project Plan and Execution | projectedStartDate | regular | regular |  |
| Project Plan and Execution | actualStartDate | regular | regular | Becomes baselined after value is supplied for the first time |
| Project Plan and Execution | plannedTotalCost | baselined | baselined |  |
| Project Plan and Execution | projectedTotalCost | regular | regular |  |
| Project Plan and Execution | actualTotalCost | regular | regular | Becomes baselined after value is supplied for the first time |
| Project Plan and Execution | plannedCompletionDate | baselined | baselined |  |
| Project Plan and Execution | projectedCompletionDate | regular | regular |  |
| Project Plan and Execution | actualCompletionDate | regular | regular | Becomes baselined after value is supplied for the first time |
| Project Plan and Execution | isActive | baselined | baselined | Renamed from isActivityActive |

# 

# 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 a project or activity 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. Rollups 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%

1. 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% ≥ Variance < 10% | Green |
| 10% ≥ Variance < 30% | Yellow |
| 30% ≤ Variance | 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 Date*

**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:**

variance in days

Investment *% Schedule Variance* = \*100 duration

**Colors for *Schedule Variance***

|  |  |
| --- | --- |
| **% Schedule Variance** | **Color** |
| 0% ≥ Variance < 10% | Green |
| 10% ≥ Variance < 30% | Yellow |
| Variance ≥ 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](http://www.fpds.gov/) timely and accurate, prior to submitting contract data to the IT Dashboard.

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 (Process 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 (Process Results)” (e.g., service quality, end user satisfaction, service level agreements) with respect to the impact to major stakeholders (e.g., 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.)