APPENDIX A

Initial Project Proposal Template

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

Please complete the form using plain language and submit to OMB, as a .docx file, at ofcio@omb.eop.gov. Please limit Initial Project Proposals to 2 pages, using 10 point font ("General Information" excepted).

General Information

Project Name:	
Sponsoring Agency:	
Project Sponsor Name:	
Project Sponsor Title and Office:	
Project Sponsor Email:	
CIO Sponsor Name, Title and Email:	
CFO Sponsor Name, Title, and Email:	

1. Describe how the project fulfills your Agency's mission, identify the problem this project solves and how successful execution of this project solves the problem. (1-3 sentences)

2. Provide an estimation of the TMF funding request and the method used for cost estimation. If less than the estimated total project cost, also state the estimated total project cost and how you intend to repay the TMF.

3. Describe the key metrics for success and your suggested initial milestones for implementation, including the deliverables, anticipated completion dates, and other criteria through which you will demonstrate that your intended milestones were met.

4. Describe why the project will succeed, citing examples such as (1) executive level support for this effort, (2) the strength or experience of the team, including any agency digital service experts, other agency development resources, the availability of contractor support, etc., (3) the preparedness to begin executing this project, and/or (4) other relevant factors that will demonstrate the likelihood of project success.

5. Describe why the Technology Modernization Fund makes sense for this project and how the approach you are taking for this effort is different than what you have previously attempted.