

## Business Case: Capital Asset Summary

### Part I: Summary Information and Justification (All Capital Assets)

#### Section A: Overview & General Information

**Date Investment First Submitted:** 2018-09-19  
**Date of Last Change to Activities:** 2021-01-29  
**Investment Auto Submission Date:**  
**Date of Last Investment Detail Update:** 2021-04-27  
**Date of Last Business Case Update:** 2021-04-27  
**Date of Last Revision:** 2021-08-26

**Agency:** 005 - Department of Agriculture      **Bureau:** 96 - Forest Service

**1. Name of this Investment:** NRE-FS-Open Forest (FS Enterprise ePermit)

**2. Unique Investment Identifier (UII):** 005-000003297

#### Section B: Investment Detail

- Provide at least one Agency Strategic objective code ([A-11 Section 230](#)) and/or Agency Priority Goal code ([A-11 Section 250](#)) that this investment aligns to on performance.gov. If this investment aligns to more than one Agency strategic objective code and/or Agency Priority goal code list all that apply. If your agency does not report to performance.gov please use "0". This is required for Agency IT Portfolio Summary Part 1 and Part 2 Investments, not for Part 3 Investments.**

Agency Strategic Objective(s):

005SO18015: Contribute to the economic health of rural communities through use and access opportunities.

Agency Priority Goal(s):

- Briefly describe the investment's return on investment, including benefits internal and external to the government and outcomes achieved or planned.**

The qualitative ROI for Open Forest/USFS ePermits includes the following: 1)Provides Customers with consistent high level user experience and Online access to Forest Service services 2)Provides USDA and USFS a cost efficient Open Source solution that is approved and managed within all USDA Cyber security IT Governance Parameters 3) This solution pioneered the implementation of the concepts behind the USDA Centers of Excellence and US Digital Strategy by creating a Cloud modular platform (through modular contracting) with an Open Source code base that was designed with a focus on Human Centered Design Research and User experience using Agile practices.

The quantitative return on this investment is minimal. The Christmas Tree permitting workflow has been moved to Recreation.gov. Due to that move the Open Forest investment no longer provides a service that collects funds and is currently implemented on 1 National Forest providing services as an on-line application submission that does

not collect funds. See the ROI analysis for more details.

3. If this investment will result in the elimination or the reduction of another major or non-major investment(s), please complete the following:

Table I.B.1 Affected Investment Information	
Investment UII	To Be Status
NONE	

4. Does the Investment currently include an intra- or inter-Agency shared service (common, shared, or centralized solution)?:

NO

5. Does the Investment plan to include an Intra- or Inter-Agency shared service that it does not currently include (common, shared, or centralized solution)?:

YES

6. If systems contained in this Investment collect data from the public, please identify the OMB Control Numbers which authorize that data collection as per the Paperwork Reduction Act. Use [Reginfo](#) at the following link to identify information collection requests and OMB control numbers. Agencies can work with their Records Officers to determine the applicability.

7. Provide the name of the Investment-level project manager:

Simon Strickland

8. Select the qualification/experience level of the Investment-level project manager (select one):

1 - FAC-P/PM(DAWIA-3)- Senior

## Section C: Life Cycle Costs

1. Provide the total estimated life cycle costs for the investment in millions. Note: Do not enter information in the grey cells as these will be calculated.

Table I.C.1 Life Cycle Costs				
	PY-1 & Prior	PY 2021	CY 2022	BY 2023
Planning Costs:	0	0	0	0
DME (Excluding Planning) Costs:	\$3.285000	\$1.900000	\$2.000000	\$2.000000
DME (Including Planning) Govt. FTEs:	0	0	0	0
Sub-Total DME (including Internal Labor (Govt. FTE)):	\$3.285000	\$1.900000	\$2.000000	\$2.000000
O & M Costs:	0	0	0	0
O & M Internal Labor (Govt. FTE):	0	0	0	0
Sub-Total O & M Costs (Including Internal Labor (Govt. FTE)):	0	0	0	0
Total Cost (Including Internal Labor (Govt. FTE)):	\$3.285000	\$1.900000	\$2.000000	\$2.000000
Total Cost Internal Labor (Govt. FTE) costs:	0	0	0	0
# of FTE rep by costs:	2	0	0	0
Total change from prior year final President's Budget (\$)		0	0	
Total change from prior year final President's Budget				

Table I.C.1 Life Cycle Costs

	PY-1 & Prior	PY 2021	CY 2022	BY 2023
(%)				

2.
  - a. In which year did or will this investment begin? (specify year - e.g., PY-1= 2019)  
2018
  - b. In which year will this investment reach the end of its estimated useful life? (specify year - e.g., FY+5 = 2027)  
2040
3. Compare the funding levels for PY and CY to the final FY 2022 President's Budget for those same years. Briefly explain any significant changes. When making comparisons, ensure that you compare same-year-to-same-year (e.g., the FY20 level for 2020 versus the FY21 level for 2020):

## Business Case Detail: Performance Measurement Report

### Section A1: General Information

1. **Name of this Investment:** NRE-FS-OPEN FOREST (FS ENTERPRISE EPERMIT)
2. **Unique Investment Identifier (UII):** 005-000003297

## Section C1: Projects Table

Projects Table C.1

Unique Project ID	Project Name	Project Goal	Project Start Date	Project Completion Date	Project Lifecycle Cost (\$M)	Software Project?
140303	Pilot Deployment	Deployment of initial pilot permits.	01/01/2017	02/03/2020	\$5.0	Yes

## Section C2: Project Activities

1. Provide all non-agile project activities for projects in Table C.1 that started in a previous FY (PY and earlier) and that have not been completed by the beginning of the CY, as well as activities that are scheduled to start in the current FY and BY.

Project Activity Table C.2.1

Unique Project ID	Activity Name	Activity Description	Structure ID	Planned Start Date	Projected Start Date	Actual Start Date	Planned Completion Date	Projected Completion Date	Actual Completion Date	Planned Total Costs	Projected Total Costs	Actual Total Costs
140303	MBS NF Special Uses in Production	Finalize implement online permitting for non-commercial group use and temporary outfitter guide permits on MBS	140303.2	2019-01-02	2019-01-02	2019-01-02	2020-02-03	2020-02-03	2020-01-14	0.500000	0.500000	0.500000

## Section D: Operational Data

1. Provide the date and results of the last Operational Analysis (for operational and mixed life cycle systems/Investments):
  1. Date of Analysis:
  2. Analysis Results:

### 3. Analysis Conclusion:

## 2. Report a minimum of 5 metrics using the following table to provide metrics and actual results for each individual metric:

Metrics Definitions and Actual Results Table D.2 / D.3										
Metric ID	Metric Description	Unit of Measure	Performance Measurement Category Mapping	Agency Baseline Capability	2020 Target	2021 Target	Measurement Condition	Reporting Frequency	Agency Strategic Objective / Agency Priority Goal	Is Metric Retired?
30250	Open Forest SPM3 rev - Conduct a minimum of 2 Customer satisfaction assessment annually Metric: 1)Special uses pilot Permit customer satisfaction report 1)Firewood customer satisfaction report	Number	1 - Customer Satisfaction (Process Results)	1.000000	1.000000	1.000000	Over target	Annual	005SO18015 : Contribute to the economic health of rural communities through use and access opportunities.	No
					Metric ID	Actual Result ID	Actual Result	Date of Actual Result	Comment	
					NONE					
30249	Open Forest SPM1 rev - Goal: Ensure USDA programs are delivered efficiently, effectively, and with integrity and a focus on customer service. Metric: 1 of 1 -	Number	2 - Strategic and Business Results	3.000000	4.000000	4.000000	Over target	Annual	005SO18015 : Contribute to the economic health of rural communities through use and access opportunities.	No

Metrics Definitions and Actual Results Table D.2 / D.3

Metric ID	Metric Description	Unit of Measure	Performance Measurement Category Mapping	Agency Baseline Capability	2020 Target	2021 Target	Measurement Condition	Reporting Frequency	Agency Strategic Objective / Agency Priority Goal	Is Metric Retired?
	Create implementation plan and implement scale up more Forests Special Use permits in Open Forest 2: Implement online firewood permit sales on 7 Forests									

Metric ID	Actual Result ID	Actual Result	Date of Actual Result	Comment
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NONE

28098	Open Forest SPM5 - Percent service available against customer defined requirements (e.g. SLA, MOU, etc.)	Percentage	2 - Strategic and Business Results	95.000000	95.000000	95.000000	Over target	Monthly	005SO18015 : Contribute to the economic health of rural communities through use and access opportunities.	No
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Metric ID	Actual Result ID	Actual Result	Date of Actual Result	Comment
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28098	277225	100.000000	02/01/2019	
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28098	277224	100.000000	01/01/2019	
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28098	277223	100.000000	08/01/2019	
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28098	277222	100.000000	05/01/2019	
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28098	277221	100.000000	03/01/2020	
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Metrics Definitions and Actual Results Table D.2 / D.3										
Metric ID	Metric Description	Unit of Measure	Performance Measurement Category Mapping	Agency Baseline Capability	2020 Target	2021 Target	Measurement Condition	Reporting Frequency	Agency Strategic Objective / Agency Priority Goal	Is Metric Retired?
28098					28098	277220	100.000000	11/04/2019		
					28098	277219	100.000000	09/03/2019		
					28098	277218	100.000000	06/03/2019		
					28098	277217	100.000000	12/02/2019		
					28098	277216	100.000000	01/01/2020		
					28098	277215	100.000000	03/31/2020		
					28098	258856	100.000000	02/03/2020		
					28098	254172	100.000000	12/04/2019		
					28098	250112	100.000000	10/01/2019		
					28098	248516	0.000000	12/31/2018	Christmas tree pilot implemented 11/19/2018	
					28098	248515	100.000000	07/01/2019		
					28098	248514	100.000000	04/01/2019		
28097	Open Forest SPM4 - Percent of scheduled milestones and deliverables that are achieved on time.	Percentage	2 - Strategic and Business Results	95.000000	95.000000	95.000000	Over target	Quarterly	005SO18015 : Contribute to the economic health of rural communities through use and access opportunities.	No
					Metric ID	Actual Result ID	Actual Result	Date of Actual Result	Comment	

Metrics Definitions and Actual Results Table D.2 / D.3

Metric ID	Metric Description	Unit of Measure	Performance Measurement Category Mapping	Agency Baseline Capability	2020 Target	2021 Target	Measurement Condition	Reporting Frequency	Agency Strategic Objective / Agency Priority Goal	Is Metric Retired?
28096	Open Forest SPM3 - Conduct a minimum of 2 Customer satisfaction assessment annually	Number	1 - Customer Satisfaction (Process Results)	1.000000	28097	277214	95.000000	03/03/2020		
					28097	254171	100.000000	12/04/2019		
					28097	250111	100.000000	10/01/2019		
					28097	248513	95.000000	12/31/2018	2 pilot permits not rolled out due to Login.gov issue	
					28097	248512	95.000000	07/01/2019	MBS Special Use permitting not yet in production	
					1.000000	1.000000	Over target	Annual	005SO18015 : Contribute to the economic health of rural communities through use and access opportunities.	No
					Metric ID	Actual Result ID	Actual Result	Date of Actual Result	Comment	
					28096	254170	5.000000	12/04/2019	Client engagement meetings are continuing to be held weekly	
					28096	250110	13.000000	10/01/2019	Client engagement every 2 week due to Agile approach	
					28096	248510	3.000000	12/31/2018	Miminum of monthly pilot user group meetings held in FY18 Q4	
28095	Open Forest SPM2 - Percent of approved or adjusted funding	Percentage	3 - Financial Performance	95.000000	28096	248509	1.000000	07/01/2019		
					28096	248508	1.000000	04/01/2019	Involved in constant client engagement due to Agile development	
					95.000000	95.000000	Over target	Quarterly	005SO18015 : Contribute to the economic health of rural	Yes

Metrics Definitions and Actual Results Table D.2 / D.3										
Metric ID	Metric Description	Unit of Measure	Performance Measurement Category Mapping	Agency Baseline Capability	2020 Target	2021 Target	Measurement Condition	Reporting Frequency	Agency Strategic Objective / Agency Priority Goal	Is Metric Retired?
	obligated.								communities through use and access opportunities.	
28094	Open Forest SPM1 - Goal: Ensure USDA programs are delivered efficiently, effectively, and with integrity and a focus on customer service. Metric: 4 of 8 targeted Forests in Region 6 are offering online Christmas Tree permitting services and processing transactions through Open	Number	2 - Strategic and Business Results	3.000000	Metric ID	Actual Result ID	Actual Result	Date of Actual Result	Comment	
					28095	277213	95.000000	03/03/2020		
					28095	254169	100.000000	12/04/2019		
					28095	250109	100.000000	10/01/2019		
					28095	248507	100.000000	12/31/2018	100% Obligated through agile phases	
					28095	248506	100.000000	07/01/2019		
					28095	248505	100.000000	04/01/2019		
28094	Open Forest SPM1 - Goal: Ensure USDA programs are delivered efficiently, effectively, and with integrity and a focus on customer service. Metric: 4 of 8 targeted Forests in Region 6 are offering online Christmas Tree permitting services and processing transactions through Open	Number	2 - Strategic and Business Results	3.000000	4.000000	4.000000	Over target	Annual	005SO18015 : Contribute to the economic health of rural communities through use and access opportunities.	Yes

Metrics Definitions and Actual Results Table D.2 / D.3

Metric ID	Metric Description	Unit of Measure	Performance Measurement Category Mapping	Agency Baseline Capability	2020 Target	2021 Target	Measurement Condition	Reporting Frequency	Agency Strategic Objective / Agency Priority Goal	Is Metric Retired?
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Forest in FY20.

Metric ID	Actual Result ID	Actual Result	Date of Actual Result	Comment
28094	261233	14.000000	05/05/2020	Completed 13 Christmas Tree and 1 Special Uses pilot installs
28094	254168	9.000000	12/04/2019	Target range is 4 - 8 Forests. An additional forest was added due to them working with one of the original forests in the target set.
28094	250108	0.000000	10/01/2019	Ontrack to deliver 4 of 8 forests but will not have actual number until end of quarter
28094	248504	1.000000	12/31/2018	Login.gov concerns delayed 2 of the pilot permits. Working with OCIO to solve the issue.