1. **General Information** – Basic information that identifies the project. These fields are bidirectional with other forms.

*Project Title* – The proper name used to identify this project.

*Proponent Secretary*– The Secretary to whom the proponent agency is assigned or the Secretary that is sponsoring a particular enterprise project.

*Proponent Agency* – The agency that will be responsible for the management of the project.

*Project Manager* – The person(s) preparing this document.

*Planned Initiation Date –* Date that the project is projected to start.

*Planned Completion Date* - Date the project is expected to be complete.

*Investment Approval Status* – The current phase the project is in.

*Item Classification Governance* – The category of project based on the Risk and Complexity Assessments.

*Total Cost at Complete (FPIFV)* – The total estimated cost at the completion of the project.

1. **Spend Plan -** Shows how the budget will be spent during the life of the project. The details are captured on the Financial Planning Detail Screen. The required items are:

**Project Benefits –** Enter the anticipated project benefits in the appropriate category by fiscal year and quarter. These items do not roll up to the project total.

**Funding –** Provide the amount of project funding for each fiscal year and quarter by fund source (General, Non-General, Federal, and other) and proposed IT investments level (Major IT Project, Non-Major IT Project, or Agency IT Project). These items do not roll up to the project total.

**Budget Plan –** Identify the funds that are scheduled to be expended for the specified fiscal year and quarter for each listed category. Internal Staff Labor, Services, Software tools, Hardware, Maintenance, Facilities, Telecommunications, Training, IV&V, Contingency (Risk), Pre-Project Initiation and Other Costs.

**O&M -** Provide the amount of O&M funding for each fiscal year and quarter by fund source (General, Non-General, Federal, and other)

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