Last update: July 6, 2020 Environment Overview Appendix Id: Service Management Manual (VAR)

**A. General Information**

Provide basic information about the project including: This information is 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 an 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 Start 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.

**B. Spend Plan 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.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Measures** | **Line Notes** | **2024** | **2025** | **2026** | **Total** |
| |  |  | | --- | --- | | Type: Project - Benefits |  | | USD |  |  |  |  |  |
| |  |  | | --- | --- | | > Cost Avoidance |  | | USD |  |  |  |  |  |
| |  |  | | --- | --- | | > Cost Savings |  | | USD |  |  |  |  |  |
| |  |  | | --- | --- | | > Increased Efficiency |  | | USD |  |  |  |  |  |
| |  |  | | --- | --- | | > Increased Revenues |  | | USD |  |  |  |  |  |
| |  |  | | --- | --- | | > Other cost savings |  | | USD |  |  |  |  |  |

**Spend Plan 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.

Note: The below example demonstrates Non-General Funds, use appropriate categories when entering actual data in the Financial Planning Detail Screen

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Measures** | **Line Notes** | **2024** | **2025** | **2026** | **Total** |
| |  |  | | --- | --- | | > Non-General Funds or General Funds |  | | USD |  |  |  |  |  |
| |  |  | | --- | --- | | >> NGF Proposed IT Investments |  | | USD |  |  |  |  |  |
| |  |  | | --- | --- | | >>> Major IT Projects |  | | USD |  |  |  |  |  |
| |  |  | | --- | --- | | >>> Non-Major IT Projects |  | | USD |  |  |  |  |  |
| |  |  | | --- | --- | | >>> Agency-Level IT Projects |  | | USD |  |  |  |  |  |
| |  |  | | --- | --- | | > Federal Funds |  | | USD |  |  |  |  |  |
| > Other | USD |  |  |  |  |  |

**Spend Plan 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.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Measures** | **Line Notes** | **2024** | **2025** | **2026** | **Total** |
| |  |  | | --- | --- | | Type: Budget Plan - Costs |  | | USD |  |  |  |  |  |
| |  |  | | --- | --- | | > Internal Staff Labor |  | | USD |  |  |  |  |  |
| |  |  | | --- | --- | | > Services |  | | USD |  |  |  |  |  |
| |  |  | | --- | --- | | > Software Tools |  | | USD |  |  |  |  |  |
| |  |  | | --- | --- | | > Hardware |  | | USD |  |  |  |  |  |
| |  |  | | --- | --- | | > Maintenance |  | | USD |  |  |  |  |  |
| > Facilities |  |  |  |  |  |  |
| > Telecommunications | USD |  |  |  |  |  |
| > Training | USD |  |  |  |  |  |
| > IV & V | USD |  |  |  |  |  |
| > Contingency (Risk) | USD |  |  |  |  |  |
| > Pre-Project Initiation | USD |  |  |  |  |  |
| > Other Costs | USD |  |  |  |  |  |

Spend Plan O & M

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Measures** | **Line Notes** | **2024** | **2025** | **2026** | **Total** |
| |  |  | | --- | --- | | Type: O&M - Costs |  | | USD |  |  |  |  |  |
| |  |  | | --- | --- | | > General |  | | USD |  |  |  |  |  |
| |  |  | | --- | --- | | > Non-General |  | | USD |  |  |  |  |  |
| |  |  | | --- | --- | | > Federal |  | | USD |  |  |  |  |  |
| |  |  | | --- | --- | | > Other |  | | USD |  |  |  |  |  |