

**Appendix C: Definitions**

The list of common IT Budget – Capital Planning definitions is provided below:

Term	Source Document	Definition
Adequate Incremental Development	OMB Memo M-15-14 <a href="https://www.whitehouse.gov/sites/default/files/omb/memoranda/2015/m-15-14.pdf">https://www.whitehouse.gov/sites/default/files/omb/memoranda/2015/m-15-14.pdf</a>	For development of software or services, planned and actual delivery of new or modified technical functionality to users occurs at least every six (6) months.
Agency Chief Information Officer (CIO), as defined in statute	OMB Memo M-15-14 <a href="https://www.whitehouse.gov/sites/default/files/omb/memoranda/2015/m-15-14.pdf">https://www.whitehouse.gov/sites/default/files/omb/memoranda/2015/m-15-14.pdf</a>	The CIO at the headquarters level of a department or establishment of the government as defined in Section 20 of OMB Circular A-11 (contrasts with “Bureau CIO”).
Agile Development	Forthcoming Agile Development Guidance	Means a development methodology that delivers functional software in shorter time iterations, from a couple of weeks to a couple of months. This is done through continuous planning, frequent reassessment and adaptation of plans, continuous testing, and continuous integration. A key component of agile is quick validation, emphasizing testing early and often with potential adopters of the software to ensure that the product works for its intended users. Agile development is used to describe any development process that is aligned with the concepts of the Agile Manifesto ( <a href="https://www.agilemanifesto.org/principles.html">https://www.agilemanifesto.org/principles.html</a> ).
Alternatives Analysis	Capital Programming Guide	This term refers to a method for addressing the various options for meeting the performance objectives of an Investment, including the return on Investment of the various options. The analysis is performed prior to the initial decision to implement a solution and updated periodically, as appropriate, to capture changes in the context for an Investment decision. Alternatives Analysis should be performed for Investments with projects in the planning or DME stages, whereas strictly operational Investments should instead perform operational analyses until such time as a decision is made to re-evaluate the Investment or to resume development, modernization or enhancement. This term refers to best practices outlined in the Capital Programming Guide under "I.4- Alternatives to Capital Assets" and "Evaluate Asset Options" ( <a href="http://www.whitehouse.gov/sites/default/files/omb/assets/all_current_year/capital_programming_guide.pdf">http://www.whitehouse.gov/sites/default/files/omb/assets/all_current_year/capital_programming_guide.pdf</a> ).
Application Programming Interface (API)	IT Budget - Capital Planning Guidance	API refers to a protocol intended to be used as an interface by software components to communicate with each other. An API is a library that may include specification for routines, data structures, object classes, and variables.

Term	Source Document	Definition
Apportionment	31 U.S.C. § 1513(b); Executive Order 11541; OMB Circular A-11 Section 120	This term refers to an OMB-approved plan to use budgetary resources (31 U.S.C. § 1513(b); Executive Order 11541). It typically limits the obligations you may incur for specified time periods, programs, activities, projects, objects, or any combination thereof. It may also place limitations on the use of other resources, such as FTEs or property. An apportionment is legally binding, and obligations and expenditures (disbursements) that exceed an apportionment are a violation of, and are subject to reporting under, the Antideficiency Act (31 U.S.C. § 1517(a)(1), (b)).
Baseline	OMB Memo M-10-27	This term refers to the approved work breakdown structure, costs, schedule, and performance goals for a given Investment. For additional information on baselines and baseline management, see OMB Memo M-10-27, “Information Technology Investment Baseline Management Policy”.
Benefit-Cost Analysis (BCA)	OMB Circular A-94; Capital Planning Guide	Benefit-Cost Analysis refers to the recommended technique to use in a formal economic analysis of government programs or projects. Guidance for Benefit-Cost Analysis is described in OMB Circular A-94.
Budget Authority	OMB Circular A-11 Section 20.4	Authority provided by federal law to enter into financial obligations that will result in immediate or future outlays involving Federal Government funds. The basic forms of budget authority include (1) appropriations, (2) borrowing authority, (3) contract authority, and (4) authority to obligate and expend offsetting receipts and collections.
Budgetary Resource	OMB Circular A-11 Section 20.4	This term refers to an amount available to enter into new obligations and to liquidate them. Budgetary resources are made up of new budget authority (including direct spending authority provided in existing statute and obligation limitations) and unobligated balances of budget authority provided in previous years. Direct spending authorities include appropriations and collections of fees authorized under 42 U.S.C. § 14953.
Bureau CIO	OMB Memo M-15-14  <a href="https://www.whitehouse.gov/sites/default/files/omb/memoranda/2015/m-15-14.pdf">https://www.whitehouse.gov/sites/default/files/omb/memoranda/2015/m-15-14.pdf</a>	Official with the title or role of CIO within a principal subordinate organizational unit of the Agency, as defined in Section 20 of OMB Circular A-11, or any component organization of the Agency (contrasts with “Agency CIO”).
Business Reference Model (BRM)	FEA Consolidated Reference Model Document, Version 2.3	This term refers to one of six (6) reference models of the Federal Enterprise Architecture. The BRM is a classification taxonomy used to describe mission sectors, business functions, and services that are performed within and between Federal Agencies and with external partners. It provides a functional view of Federal Government organizations and their LoBs, including mission and support business services opportunities for collaboration, shared services, and solution reuse can be identified by mapping IT Investments to the BRM.
Capital Assets	Appendix one of the Capital Programming Guide	Capital Assets refer to land, structures, equipment, intellectual property (e.g., software), and IT (including the output of IT service contracts) that has been acquired

**FY 2018 IT Budget – Capital Planning Guidance**

<b>Term</b>	<b>Source Document</b>	<b>Definition</b>
		by the Federal Government and have an estimated useful life of two years or more. See Appendix One (1) of the Capital Programming Guide for a more complete definition of capital assets.
Capital Investment (or Investment)	IT Budget - Capital Planning Guidance	This term refers to the planning, development, and acquisition of a capital asset and the management and operation of that asset through its usable life after the initial acquisition. IT capital Investments may consist of one or more assets which provide functionality in an operational (production) environment.
Capital Planning and Investment Control (CPIC)	40 U.S.C. § 11302	This term refers to a decision-making process that ensures IT Investments integrate strategic planning, budgeting, procurement, and management of IT in support of Agency missions and business needs. The CPIC process has three distinct phases: Select, Control, and Evaluate. See 40 U.S.C. § 11302 for statutory requirements and Clinger-Cohen Act of 1996.
Capital Programming	IT Budget - Capital Planning Guidance	This term refers to an integrated process within an Agency that focuses on the planning, budgeting, procurement, and management of the Agency’s portfolio of capital Investments to achieve the Agency’s strategic goals and objectives with the lowest overall cost and least risk.
Cloud Computing	NIST Special Publication 800-145 -The NIST Definition of Cloud Computing	Cloud computing is a model for enabling convenient, on-demand network access to a shared pool of configurable computing resources (e.g., networks, servers, storage, applications, and services) that can be rapidly provisioned and released with minimal management effort or service provider interaction. Cloud computing promotes availability and is composed of five essential characteristics (On-demand self-service, Broad network access, Resource pooling, Rapid elasticity, Measured Service); three service models (Cloud Software as a Service (SaaS), Cloud Platform as a Service (PaaS), Cloud Infrastructure as a Service (IaaS)); and, four deployment models (Private cloud, Community cloud, Public cloud, Hybrid cloud). Key enabling technologies include: (1) fast wide-area networks, (2) powerful, inexpensive server computers, and (3) high-performance virtualization for commodity hardware (see NIST Special Publication 800-145 -The NIST Definition of Cloud Computing <a href="http://csrc.nist.gov/publications/nistpubs/800-145/SP800-145.pdf">http://csrc.nist.gov/publications/nistpubs/800-145/SP800-145.pdf</a> for official government definition).
Cloud Computing Spending	IT Budget - Capital Planning Guidance	This term refers to implementation and operational costs directly attributable to the cloud computing systems within the Investment for the specified year.
Cloud First Policy	OMB Memo M-13-09	This term refers to OMB’s Cloud First policy, launched in December 2010, which is intended to accelerate the pace at which the government realizes the value of cloud computing by requiring Agencies to evaluate safe, secure cloud computing options before making any new Investments. Per the Federal Cloud Computing Strategy,

Term	Source Document	Definition
		<p>Agencies should evaluate their technology sourcing plans to include consideration and application of cloud computing solutions as part of the budget process. Agencies should seek to optimize the use of cloud technologies in their IT portfolios to take full advantage of the benefits of cloud computing in order to maximize capacity utilization, improve IT flexibility and responsiveness, and minimize costs. When evaluating options for new IT deployments, OMB requires that Agencies default to cloud-based solutions whenever a secure, reliable, cost-effective cloud option exists. Additionally, Agencies shall continually evaluate cloud computing solutions across their IT portfolios, regardless of Investment type or life cycle stage.</p> <p><a href="http://www.whitehouse.gov/sites/default/files/omb/assets/egov_docs/federal-cloud-computing-strategy.pdf">http://www.whitehouse.gov/sites/default/files/omb/assets/egov_docs/federal-cloud-computing-strategy.pdf</a> - Page 2 and</p> <p><a href="http://www.whitehouse.gov/sites/default/files/omb/memoranda/2013/m-13-09.pdf">http://www.whitehouse.gov/sites/default/files/omb/memoranda/2013/m-13-09.pdf</a></p>
<p>Collaboration Tools</p>	<p>FEA Consolidated Reference Model Document, Version 2.3</p>	<p>Collaboration tools include all software and services used to support digital collaboration (e.g., wiki, social media services, document/file sharing, web conferencing solutions, and text messaging, desktop video conferencing solutions). Capabilities that allow for the concurrent, simultaneous communication and sharing of content, schedules, messages and ideas within an organization: Threaded Discussions support the running log of remarks and opinions about a given topic or subject; Document Library supports the grouping and archiving of files and records on a server; Shared Calendaring allows an entire team as well as individuals to view, add and modify each other’s schedules, meetings and activities; Task Management supports a specific undertaking or function assigned to an employee.</p> <ul style="list-style-type: none"> <li>• Costs include all IT related to the collaboration solution including software licenses, server, communications, and specialized hardware equipment, data center allocation / charges, storage, backup solution, and contractors.</li> <li>• Does NOT include IT costs related to e-mail, office productivity software (e.g., office software suites, groupware, e-mail clients), or services for which the Agency does not pay (e.g., OMB MAX).</li> <li>• Does NOT include IT costs associated with conference-room audio or video teleconferencing as these are included under telecommunications.</li> </ul>
<p>Commodity IT</p>	<p>OMB Memo M-11-29, OMB Memo M-12-10, Federal IT Shared Services Strategy</p>	<p>This term refers to a category of back-office IT services whose functionality applies to most, if not all, Agencies (e.g., infrastructure and asset management, e-mail, hardware and software acquisition, and help desks). This also relates to OMB's PortfolioStat initiative and a CIO-lead business approach to the delivery of IT infrastructure, enterprise IT, and administrative/business systems that emphasizes pooling Agencies' purchasing power across their entire organization through shared</p>

Term	Source Document	Definition
		<p>services as a provider or consumer, instead of standing up separate independent services to eliminate duplication, rationalize the Agency’s IT Investments, and drive down costs.</p> <p>There are three categories of Commodity IT:</p> <ul style="list-style-type: none"> <li>• Enterprise IT – Items that pertain to this are: E-mail; Collaboration; Identity and Access Management; IT Security (Not Identity and Access Mgmt.); and Web Hosting, Infrastructure, and Content.</li> <li>• IT Infrastructure - Items that pertain to this are: Desktop Systems; Mobile Devices; Mainframes and Servers; and Telecommunications.</li> <li>• Business Systems - Items that pertain to this are: Financial Management; Human Resources Management; Grants-Related Federal Financial Assistance; Grants-Related Transfer to State and Local Governments (see <a href="http://www.whitehouse.gov/sites/default/files/omb/assets/egov_docs/shared_services_strategy.pdf">http://www.whitehouse.gov/sites/default/files/omb/assets/egov_docs/shared_services_strategy.pdf</a>).</li> </ul>
Community Cloud	NIST Special Publication 800-145 -The NIST Definition of Cloud Computing	<p>This term refers to cloud computing technology in which the cloud infrastructure is provisioned for exclusive use by a specific community of consumers from organizations that have shared concerns (e.g., mission, security requirements, policy, and compliance considerations). It may be owned, managed, and operated by one or more of the organizations in the community, a third party, or some combination of them, and it may exist on or off premises (see NIST Special Publication 800-145 -The NIST Definition of Cloud Computing <a href="http://csrc.nist.gov/publications/nistpubs/800-145/SP800-145.pdf">http://csrc.nist.gov/publications/nistpubs/800-145/SP800-145.pdf</a>).</p>
Contributions (or Expected Contributions)	IT Budget - Capital Planning Guidance	<p>This term refers to both monetary contributions, or a dollar-equivalent of In-kind services and fees for services provided by a partner Agencies/sub-Agencies to managing partners or shared service providers. Contributions can collected from partner Agencies or partner sub-Agencies by either Multi-Agency collaborations or Intra-Agency shared services.</p> <ul style="list-style-type: none"> <li>• Contributions represents the sum portion for all funds collected by the managing partner of the shared service.</li> <li>• Fee-for-service (a type of contribution) are typically use the Economy Act, 31 U.S.C. § 1535 as the authorization for the transfer of funds. Other monetary contributions or in-kind equivalents contributions typically use the Clinger-Cohen Act of 1996, 40 U.S.C. § 1424.</li> </ul>
Cost	Capital Planning Guide	<p>Defined in Statement of Federal Financial Accounting Concepts (SFFAC) No. 1, Objectives of Federal Financial Reporting, as the monetary value of resources used. Defined more specifically in Statement of Federal Financial Accounting Standards (SFFAS) No. 4, Managerial Cost Accounting Concepts and Standards for</p>

Term	Source Document	Definition
		<p>the Federal Government, as the monetary value of resources used or sacrificed or liabilities incurred to achieve an objective, such as to acquire or produce a good or to perform an activity or service. Depending on the nature of the transaction, cost may be charged to operations immediately (i.e., recognized as an expense of the period) or to an asset account for recognition as an expense of subsequent periods. In most contexts within SFAS No. 7, Accounting for Revenue and Other Financing Sources, "cost" is used synonymously with expense.</p>
Cost Avoidance	OMB Circular A-131	<p>An action taken in the immediate time frame that will decrease costs in the future. For example, an engineering improvement that increases the mean time between failures and thereby decreases operation and maintenance costs is a cost avoidance action (as defined in OMB Circular A-131 <a href="http://www.whitehouse.gov/omb/circulars_a131">http://www.whitehouse.gov/omb/circulars_a131</a>).</p>
Cost Savings	OMB Circular A-131	<p>Cost Saving refers to the reduction in actual expenditures to achieve a specific objective (as defined in OMB Circular A-131 <a href="http://www.whitehouse.gov/omb/circulars_a131">http://www.whitehouse.gov/omb/circulars_a131</a>).</p>
Critical Path	OMB E-Gov	<p>An activity in which a delay in completion causes a corresponding delay in the ultimate completion of the project by at least an equal amount of time.</p>
Data Center	Forthcoming OMB CIO Memo, "Data Center Optimization Initiative"	<p>"For the purposes of this memorandum, rooms with at least one server, providing services (whether in a production, test, staging, development, or any other environment), are considered data centers. However, rooms containing only print servers, routing equipment, switches, security devices (such as firewalls), or other telecommunications components shall not be considered data centers."</p>
Dataset	OMB Memo M-13-13	<p>This term refers to a collection of structured data presented in tabular or non-tabular form (per OMB M-13-13 Open Data Policy-Managing Information as an Asset) (<a href="http://www.whitehouse.gov/sites/default/files/omb/memoranda/2013/m-13-13.pdf">http://www.whitehouse.gov/sites/default/files/omb/memoranda/2013/m-13-13.pdf</a>).</p>
Defense Acquisition Workforce Improvement Act (DAWIA) of 1990 (P.L. 101-510)	IT Budget - Capital Planning Guidance	<p>DAWIA of 1990 (P.L. 101-510) refers to a congressional act that established for the Department of Defense an Acquisition Corps to professionalize the acquisition workforce in the DoD through education, training, and work experience.</p>
Dependency	IT Budget - Capital Planning Guidance	<p>Dependency refers to the identification of relationships between projects and operational assets within an Investment as well as the identification of relationships between Investments. Action taken by one affects the other. Identification of dependencies is critical to the management of project, program, and portfolio risk.</p>
Desktop and Laptop systems	OMB Circular A-11 (2010)	<p>Desktop and Laptop systems are defined as "End User Systems" that can consist of any of the following: desktops and laptops, printers (both individual and</p>

Term	Source Document	Definition
		<p>shared), print servers; and scanners. This category includes the local hardware and software (PC operating systems, office automation suites) cost associated with the device as well as any related support costs (excluding help desk).</p> <ul style="list-style-type: none"> <li>• Desktops and laptops</li> <li>• Peripherals (scanners, fingerprint scanners, etc.)</li> <li>• Software/Desktop Applications (PC operating systems, office automation suites)</li> <li>• Local printers, shared printers, fax machines or the cost of supplies (e.g., toner and paper)</li> </ul>
Development, Modernization, and Enhancement (DME)	IT Budget - Capital Planning Guidance	<p>DME refers to projects and activities leading to new IT assets/systems, as well as projects and activities that change or modify existing IT assets to substantively improve capability or performance, implement legislative or regulatory requirements, or meet an Agency leadership request. DME activity may occur at any time during a program’s life cycle. As part of DME, capital costs can include hardware, software development and acquisition costs, commercial off-the-shelf acquisition costs, government labor costs, and contracted labor costs for planning, development, acquisition, system integration, and direct project management and overhead support.</p>
Disposition Cost	IT Budget - Capital Planning Guidance	<p>Disposition Cost refers to the cost of retiring a capital asset once its useful life is completed or a replacement asset has superseded it; disposition costs may be included in operational activities near the end of the useful life of an asset.</p>
Earned Value Management (EVM)	<p>American National Standards Institute (ANSI)/Electronic Industries Alliance (EIA) Standard–748–1998, Earned Value Management Systems. Additional information on EVMS is available at <a href="http://www.acq.osd.mil/evm">www.acq.osd.mil/evm</a>.</p>	<p>EVM refers to an integrated management system that coordinates the work scope, schedule, and cost goals of a program or contract, and objectively measures progress toward these goals. EVM is a tool used by program managers to:</p> <ol style="list-style-type: none"> <li>(1) quantify and measure program/contract performance,</li> <li>(2) provide an early warning system for deviation from a baseline,</li> <li>(3) mitigate risks associated with cost and schedule overruns, and</li> <li>(4) provide a means to forecast final cost and schedule outcomes.</li> </ol> <p>The qualities and operating characteristics of earned value management systems (EVMS) are described in American National Standards Institute (ANSI)/Electronic Industries Alliance (EIA) Standard–748–1998, Earned Value Management Systems. Additional information on EVMS is available at <a href="http://www.acq.osd.mil/evm">www.acq.osd.mil/evm</a>.</p>
E-mail	FEA Consolidated Reference Model Document, Version 2.3	<p>Electronic mail is the exchange of computer generated and stored messages by telecommunication. An e-mail can be created manually via messaging applications or dynamically/ programmatically such as automated response systems. For Agencies that have outsourced e-mail services to another Agency or vendor, this is the obligation for e-mail related costs.</p>

**FY 2018 IT Budget – Capital Planning Guidance**

<b>Term</b>	<b>Source Document</b>	<b>Definition</b>
		<ul style="list-style-type: none"> <li>• Costs should include the full cost of the e-mail solution including software licenses, server and communications hardware, equipment, data center allocation/charges, storage, backup solution, and contractors.</li> <li>• Does not include the cost of the end user client computing device/software or the telecommunications cost for the LAN/WAN/wireless costs.</li> </ul>
End of Life	IT Budget - Capital Planning Guidance	The original equipment manufacturer or software vendor is no longer providing spare parts or support for the particular software version.
Enterprise Architecture (EA)	OMB Circular A-130	This term refers to the strategic, business, and technology and documentation of the current and desired relationships among business and management processes and IT of an organization. An EA includes the rules and standards and systems life cycle information to optimize and maintain the environment which the Agency wishes to create and maintain through its IT portfolio. An EA must provide a strategy that enables the Agency to support its current state and provides a roadmap for transition to its target environment. An EA defines principles and goals and sets a direction on such issues as the promotion of interoperability, open systems, public access, end-user satisfaction, and IT security.
Enterprise Roadmap	OMB Memo M-13-09	This term refers to a document that describes the business and technology plan for the entire organization using EA methods. The Roadmap provides current views, future views, and transition plans at an appropriate level of detail for all IT Investments, services, systems, and programs. The Enterprise Roadmap also contains an IT asset inventory using the FEA Reference Models and other attachments or appendices for CPIC, EA, shared service, and other planning products requested by OMB that provide additional information regarding Roadmap plans. <a href="http://www.whitehouse.gov/sites/default/files/omb/memoranda/2013/m-13-09.pdf">http://www.whitehouse.gov/sites/default/files/omb/memoranda/2013/m-13-09.pdf</a> - page 4.
Epic	Forthcoming Agile Development Guidance	<p>An Epic is the total number of sprints needed to complete a release as determined by Product Owner or Manager.</p> <p>Example:</p> <p>Release 1:</p> <p style="padding-left: 40px;">Epic 1:</p> <p style="padding-left: 80px;">Sprint 1 User Stories 1-4</p> <p style="padding-left: 80px;">Sprint 2 User Stories 5-8</p>
Evaluation (by Agency CIO)	IT Budget - Capital Planning Guidance	This term refers to the CIO's best judgment of the current level of risk for an Investment in terms of its ability to accomplish its goals (40 U.S.C. § 11315(c)(2)). The evaluation should be informed by the following factors, including, but not limited to: risk management, requirements management, contractor oversight, historical performance, human capital and other factors that the CIO deems important to the forecasting future success. Each evaluation should include narrative to



Term	Source Document	Definition
		address/explain the rating. This is particularly important whenever the rating has changed since the last evaluation.
Federal Acquisition Certification for Program and Project Managers (FAC-P/PM)	FAC-P/PM	<p>Federal Acquisition Certification for Program and Project Managers (FAC-P/PM) refers to a certification program that was established to clearly identify general training and experience requirements for program and project managers (PMs) in civilian Agencies. The FAC-P/PM focuses on essential competencies needed for program managers and PMs. The certification program does not include functional or technical competencies, such as those for IT or Agency-specific competencies. Defense Agencies have a similar certification program under DAWIA. Agencies were required to be compliant with FAC-P/PM starting in FY 2008. Available levels are Entry/Apprentice, Mid/Journeyman, and Expert/Advanced for FAC-P/PM and 1, 2, and 3 for DAWIA.</p> <p>For more information about these programs, refer to the following links:  <a href="http://www.whitehouse.gov/sites/default/files/omb/procurement/workforce/fed_acq_cert_042507.pdf">http://www.whitehouse.gov/sites/default/files/omb/procurement/workforce/fed_acq_cert_042507.pdf</a>,  <a href="http://whitehouse.gov/omb/procurement/acq_wk/fac_contracting_program.pdf">http://whitehouse.gov/omb/procurement/acq_wk/fac_contracting_program.pdf</a>,  <a href="http://www.whitehouse.gov/sites/default/files/omb/procurement/memo/fac-ppm-revised-dec-2013.pdf">http://www.whitehouse.gov/sites/default/files/omb/procurement/memo/fac-ppm-revised-dec-2013.pdf</a>.</p>
Federal Enterprise Architecture (FEA)	IT Budget - Capital Planning Guidance	<p>This term refers to a business-based documentation and analysis framework for Agency and government-wide improvement. The FEA provides standardized methods to describe the relationship between an Agency’s strategic goals, business functions, and enabling technologies at various levels of scope and complexity. The FEA is comprised of documentation in six domain areas (strategic goals, business services, data and information, systems and applications, infrastructure, and security) that includes required and elective artifacts. More information about the FEA is available in The Common Approach to Federal Enterprise Architecture (OMB, May 2, 2012) and at FEA Reference Model document library.</p>
FEA Mapping Codes	FEA Consolidated Reference Model Document, Version 2.3	<p>This term refers to the unique identifiers for the information contained in the FEA Reference Models. The mapping codes are used to align information reported by Agencies back to a common FEA taxonomy. Use of the Reference Models provides a common vocabulary and framework to relate information captured across the Federal Government. The first three-digit code indicates the primary service area served by this Investment (the three-digit BRM service code). The second through fifth three-digit codes indicate the secondary services associated with this Investment. Guidance on the codes for these mappings can be found at FEA Reference Model document library.</p>

<b>Term</b>	<b>Source Document</b>	<b>Definition</b>
Federal IT Dashboard (ITDB)	<a href="http://www.itdashboard.gov">www.itdashboard.gov</a>	This term refers to a website ( <a href="http://www.itdashboard.gov">www.itdashboard.gov</a> ) that enables Federal Agencies, industry, the general public, and other stakeholders to view details regarding the performance of Federal IT Investments. The ITDB is used by the Administration and Congress to inform budget and policy decisions.
Financial Management Systems	OMB Circular A-127	This term refers to systems necessary to support financial management, including automated and manual processes, procedures, controls, data, hardware, software, and support personnel dedicated to the operation and maintenance of system functions. The following are examples of financial management systems: core financial systems, procurement systems, loan systems, grants systems, payroll systems, budget formulation systems, billing systems, and travel systems (see OMB Circular A-127 for additional information and guidance at <a href="http://www.whitehouse.gov/omb/circulars_a127">www.whitehouse.gov/omb/circulars_a127</a> ).
Full Funding	OMB Circular A-11	Full Funding means appropriations are enacted sufficient to complete a useful segment of a capital project or Investment (or the entire project or Investment, if it is not divisible into useful segments) before any obligations for the useful segment (or project or Investment) may be incurred. Incrementally funding the planning and acquisition of capital assets (or useful segments), without certainty if or when future funding will be available, can result in poor planning, inadequate justification of asset acquisition, higher acquisition costs, cancellation of projects, the loss of sunk costs, or inadequate funding to maintain and operate the assets. Requests for procurement programs must provide for full funding of the entire cost (see Section 31.5 of OMB Circular A-11 and the Capital Programming Guide).
Functional/Business Sponsor	IT Budget - Capital Planning Guidance	This term refers to the Agency official who is responsible for the program or function supported or implemented by the Investment (44 U.S.C. § 3501 (a) (4)). The sponsor is responsible for expressing the value of, ensuring successful implementation of, and providing accurate and timely data for the IT Investment to the Agency CIO and OMB. The designated person may (or may not) be the same as the “Business Process owner/Subject Matter Expert” serving on the IPT. Each major and non-major IT Investment must include the name of the functional/business sponsor as well as the individual’s title.
Funding	Capital Planning Guide	There are two types of funding for projects: (1) Full funding means that appropriations are enacted that are sufficient in total to complete a useful segment of a capital project (Investment) before any obligations may be incurred for that segment. When capital projects (Investments) or useful segments are incrementally funded, without certainty if or when future funding will be available, it can result in poor planning, acquisition of assets not fully justified, higher acquisition costs, projects (Investments) delays, cancellation of major

Term	Source Document	Definition
		<p>projects (Investments), the loss of sunk costs, or inadequate funding to maintain and operate the assets. Budget requests for full acquisition propose for full funding.</p> <p>(2) Incremental (annual) funding means that appropriations are enacted that only fund an annual or other part of a useful segment of a capital project (Investment). OMB or the Congress may change the Agency's request for full finding to incremental funding in order to accommodate more projects in a year than would be allowed with full funding.</p>
Funding Source	IT Budget - Capital Planning Guidance	<p>Funding Source refers to the direct appropriation or other budgetary resources an Agency receives for an IT Investment. When “original paying accounts” within Agencies are transferring resources to a different Agency account that ultimately supports the IT Investment (for example, when bureau accounts are paying into a central CIO office account or a working capital fund), the funding source provided in Agency IT Investment Portfolio should be the account that ultimately pays contracts and other costs for the Investment directly (not the original account(s) for the funds); the point of execution. Note: For Agencies on the ITDB, funding sources are planned as the primary drivers in the algorithm to display “spending by bureau,” rather than using the bureau code associated with Investments. It is critical that valid OMB Budget Account (funding source) codes be provided for each funding source in Agency submissions.</p>
Funding Transfer Investment	IT Budget - Capital Planning Guidance	<p>This term refers to the portion of funding a partner Agency provides funding contributions to another IT Investment. The description of the IT Investment should indicate the UII of the managing partner Investment.</p>
Government Information	OMB Circular A-130	<p>Government Information refers to information created, collected, processed, disseminated, or disposed of by or for the Federal Government (see <a href="http://www.whitehouse.gov/omb/circulars_a130">http://www.whitehouse.gov/omb/circulars_a130</a>)</p>
Gross Savings	IDC	<p>The amount of cost savings (per Circular A-131) on an annual basis without taking into account the one-time costs of implementing the cost savings or cost avoidance strategy (as defined in OMB Circular A-131 <a href="http://www.whitehouse.gov/omb/circulars_a131">http://www.whitehouse.gov/omb/circulars_a131</a>).</p>
Help desk (End User Support)	FEA Business Reference Model v 3.0	<p>Help Desk Services involves the operation of a service center to respond to government and contract employees' end user device and software support needs (includes, but is not limited to, costs related to employees, contractors, and ticket management software).</p>
Hybrid Cloud	NIST Special Publication 800-145 -The NIST Definition of Cloud Computing	<p>Cloud computing technology in which the cloud infrastructure is a combination of two or more distinct cloud infrastructures (private, community, or public) that remain unique entities, but are bound together by standardized or proprietary technology that enables data and application portability (e.g., cloud bursting for load balancing between clouds) (see NIST Special Publication</p>

Term	Source Document	Definition
		<p>800-145 -The NIST Definition of Cloud Computing <a href="http://csrc.nist.gov/publications/nistpubs/800-145/SP800-145.pdf">http://csrc.nist.gov/publications/nistpubs/800-145/SP800-145.pdf</a> for official government definition).</p>
<p>Identity and Access Management</p>	<p>OMB Circular A-11 (2010)</p>	<p>Includes funding of activities required to implement HSPD-12 and the Federal Identity, Credentialing and Access Management (FICAM) roadmap segment architecture requirements as directed by OMB. This includes but is not limited to HSPD-12 PIV Card deployment and operations, logical PIV Card access implementations, to include network and application access, identity management systems, physical access control systems, etc.</p> <ul style="list-style-type: none"> <li>• Costs include all IT related to identity and access management including cost of PIV cards, certificates, software licenses, server and communications hardware, equipment, data center allocation/charges, storage, backup solution and contractors.</li> </ul>
<p>Information Resources Management (IRM) Strategic Plan</p>	<p>44 U.S.C. § 3506(b)(2); OMB Circular A-130</p>	<p>IRM Strategic Plan refers to a document that addresses all information resources management of an Agency. Agencies must develop and maintain their IRM strategic plans as required by 44 U.S.C. § 3506(b)(2) and OMB Circular A-130. IRM strategic plans should support the Agency's strategic plan that is required in OMB Circular A-11; provide a description of how information resources management activities help accomplish the Agency's missions delivery area and program decisions; and ensure IRM decisions are integrated with management support areas, including organizational planning, budget, procurement, financial management, and human resources management.</p>
<p>Information Security</p>	<p>OMB Memo M-04-25</p>	<p>This term refers to all functions pertaining to the protection of federal information and information systems from unauthorized access, use, disclosure, disruptions, modification, or destruction, as well as the creation and implementation of security policies, procedures and controls. It includes the development, implementation, and maintenance of security policies, procedures, and controls across the entire information life cycle. These functions should include implementation and activities associated with NIST 800-37, Security Awareness training (but not the technical infrastructure required for the delivery of training), FISMA compliance reporting, development of a security policy, and security audits and testing.</p> <ul style="list-style-type: none"> <li>• IT security should include systems that oversee Agency IT needs.</li> <li>• Do Not Include IT costs related to Identity or Access Management systems/solutions.</li> <li>• Do Not Include physical protection of an organization (e.g., guards, cameras, and facility protection).</li> </ul> <p><a href="http://www.whitehouse.gov/sites/default/files/omb/memoranda/fy04/m04-25.pdf">http://www.whitehouse.gov/sites/default/files/omb/memoranda/fy04/m04-25.pdf</a> and FISMA, section 3542(b)(1)(A-C)</p>

Term	Source Document	Definition
Information System	44 U.S.C. § 3502; OMB Circular A-130	Information System refers a discrete set of information resources organized for the collection, processing, maintenance, use, sharing, transmission, or dissemination of information, in accordance with defined procedures, whether automated or manual (see <a href="http://www.whitehouse.gov/omb/circulars_a130_a130trns4">http://www.whitehouse.gov/omb/circulars_a130_a130trns4</a> , <a href="http://www.gpo.gov/fdsys/pkg/USCODE-2011-title44/pdf/USCODE-2011-title44-chap35-subchapI-sec3502.pdf">http://www.gpo.gov/fdsys/pkg/USCODE-2011-title44/pdf/USCODE-2011-title44-chap35-subchapI-sec3502.pdf</a> ).
Information Technology (IT)	OMB Memo M-15-14 <a href="https://www.whitehouse.gov/sites/default/files/omb/memoranda/2015/m-15-14.pdf">https://www.whitehouse.gov/sites/default/files/omb/memoranda/2015/m-15-14.pdf</a>	IT is defined as: A. Any services or equipment, or interconnected system(s) or subsystem(s) of equipment, that are used in the automatic acquisition, storage, analysis, evaluation, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the Agency; where B. such services or equipment are 'used by an Agency' if used by the Agency directly or if used by a contractor under a contract with the Agency that requires either use of the services or equipment, or requires either use of the services or equipment to a significant extent in the performance of a service or the furnishing of a product. C. IT includes computers, ancillary equipment (including imaging peripherals, input, output, and storage devices necessary for security and surveillance), peripheral equipment designed to be controlled by the central processing unit of a computer, software, firmware and similar procedures, services (including provisioned services such as cloud computing and support services that support any point of the life cycle of the equipment or service), and related resources. D. IT does not include any equipment that is acquired by a contractor incidental to a contract that does not require use of the equipment.
IT Investment	OMB Circular A-11 Section 55	This term refers to the expenditure of IT resources to address mission delivery and management support. An IT Investment may include a project or projects for the development, modernization, enhancement, or maintenance of a single IT asset or group of IT assets with related functionality, and the subsequent operation of those assets in a production environment. All IT Investments should have a defined life cycle with start and end dates, with the end date representing the end of the currently estimated useful life of the Investment, consistent with the Investment's most current alternatives analysis if applicable. When the asset(s) is essentially replaced by a new system or technology, the replacement should be reported as a new, distinct Investment, with its own defined life cycle information.

**FY 2018 IT Budget – Capital Planning Guidance**

<b>Term</b>	<b>Source Document</b>	<b>Definition</b>
IT Program Managers and IT Project Managers	IT Budget - Capital Planning Guidance	IT Program Managers and IT Project Managers refers to the IPT members responsible for IT Investments and lead the required IPT for the Investment. In some cases, IT program managers and PMs can hold positions in other classification series; however they must still meet the requisite Federal certification and/or IT program management experience requirements. Further definitions are available in the Office of Personnel Management’s Job Family Standard for Administrative Work in the Information Technology Group (series 2200 in the Federal Classification and Job Grading Systems).
IT Resources	OMB Memo M-15-14  <a href="https://www.whitehouse.gov/sites/default/files/omb/memoranda/2015/m-15-14.pdf">https://www.whitehouse.gov/sites/default/files/omb/memoranda/2015/m-15-14.pdf</a>	IT Resources is defined as:  A. All Agency budgetary resources, personnel, equipment, facilities, or services that are primarily used in the management, operation, acquisition, disposition, and transformation, or other activity related to the life cycle of IT;  B. acquisitions or Inter-Agency agreements that include IT and the services or equipment provided by such acquisitions or Inter-Agency agreements; but  C. does not include grants to third parties which establish or support IT not operated directly by the Federal Government.
IT Systems for National Security	40 U.S.C. § 5141 & 5142	Any telecommunications or information system operated by the United States Government, the function, operation, or use of which: <ol style="list-style-type: none"> <li>1. involves intelligence activities;</li> <li>2. involves cryptologic activities related to national security;</li> <li>3. involves command and control of military forces;</li> <li>4. involves equipment that is an integral part of a weapon or weapons system; or</li> <li>5. subject to subsection (b), is critical to the direct fulfillment of military or intelligence missions.</li> </ol> (b) LIMITATION. Subsection (a)(5) does not include a system that is to be used for routine administrative and business applications (including payroll, finance, logistics, and personnel management applications). National Security Systems are required to report as a part of the Capital Planning process.
Infrastructure as a Service (IaaS) Cloud Computing	NIST Special Publication 800-145 -The NIST Definition of Cloud Computing	The capability provided to the consumer to provision processing, storage, networks, and other fundamental computing resources where the consumer is able to deploy and run arbitrary software, which can include operating systems and applications. The consumer does not manage or control the underlying cloud infrastructure but has control over operating systems, storage, and deployed applications; and possibly limited control of select networking components (e.g., host firewalls) (see NIST Special Publication 800-145 -The NIST Definition of Cloud Computing

Term	Source Document	Definition
Integrated Program/ Project Team (IPT)	Capital Planning Guide	<p><a href="http://csrc.nist.gov/publications/nistpubs/800-145/SP800-145.pdf">http://csrc.nist.gov/publications/nistpubs/800-145/SP800-145.pdf</a> for official government definition).</p> <p>A multi-disciplinary team led by a program/project manager responsible and accountable for planning, budgeting, procurement and life-cycle management of the Investment to achieve its cost, schedule, and performance goals. Team skills include: budgetary, financial, capital planning, procurement, user, program, architecture, earned value management, security, and other staff as appropriate. In order for OMB to approve the Investment budget, an IPT must include at a minimum: a qualified, fully dedicated IT program manager; a contracting specialist, if applicable; an IT specialist; an IT security specialist; and a business process owner or subject matter expert (SME). Other members of the IPT might include enterprise architects; IT specialists with specific expertise in data, systems, or networks; capital planners; or performance specialists. Key members of the IPT should be co-located during the most critical junctures of the program, to the maximum extent possible. Agencies should establish IPT members' individual performance goals to hold team members accountable for both individual functional goals and the overall success of the program. The Investment IPT should be defined in a program or an IPT charter.</p>
Inter-Agency Acquisition	31 U.S.C. § 1535	Inter-Agency Acquisition refers to the use of the Federal Supply Schedules; a Multi-Agency contract (i.e., a task order or delivery order contract established by one Agency for use by multiple government Agencies to obtain supplies and services, consistent with the Economy Act, 31 U.S.C. § 1535) or a government-wide acquisition contract (i.e., a task order or delivery order contract for IT established by one Agency for Government-wide use operated by an executive agent, as designated by OMB pursuant to Section 11302(3) of the Clinger-Cohen Act of 1996).
IT Asset	Capital Programming Guide	This term refers to anything (tangible or intangible) that has value to an organization, including, but not limited to: a computing device, IT system, IT network, IT circuit, software (both an installed instance and a physical instance), virtual computing platform (common in cloud and virtualized computing), and related hardware (e.g., locks, cabinets, keyboards) as well as people and intellectual property (including software). Assets are the lowest level at which IT is planned, acquired, implemented, and operated.
IT Management Investment	IT Budget – Capital Planning Guidance	A standard Investment category to capture all costs associated with IT Management and Strategic Planning (including CIO and other senior leadership FTE costs), Enterprise Architecture, Capital Planning, Project Management Offices, IT Budget/Finance, and IT Vendor Management, 508 Compliance, general IT policy and reporting, and IT Governance. This may include Investments mapped to FEA BRM "Executive Direction and Management."

**FY 2018 IT Budget – Capital Planning Guidance**

<b>Term</b>	<b>Source Document</b>	<b>Definition</b>
IT Migration Investment	IT Budget - Capital Planning Guidance	This term refers to the migration costs associated with systems in a Shared Service partner Agency that are not captured by the managing partner when the partner Agency is migrating to the shared system. The description of the IT Investment should indicate the UII of the major IT Investment of the managing partner.
IT Security and Compliance Investment	IT Budget - Capital Planning Guidance	A standard Investment category to capture all costs associated with IT Security resources setting policy, establishing process and means, and measuring compliance and responding to security breaches. Additionally, the Investment captures costs associated with IT compliance such as establishing controls and measuring compliance to relevant legal and compliance requirements. The Investment also includes costs associated with privacy but does not include mission (non-IT) security and compliance.
IT Service	ISO 20000	A means of delivering IT, in combination with any inherent people or processes, of value to customers by facilitated outcomes customers want to achieve without the ownership of specific costs and risks. (See: ISO 20000 - <a href="https://www.iso.org/obp/ui/#iso:std:iso-iec:20000:-1:ed-2:v1:en">https://www.iso.org/obp/ui/#iso:std:iso-iec:20000:-1:ed-2:v1:en</a> )
Iteration / Sprint	Agile Development Guidance	A distinct sequence of activities with a baselined plan and valuation criteria resulting in a release.
Life Cycle Costs	Capital Programming Guide; OMB Circular A-131	Life Cycle Costs refers to all Investment costs (including government FTEs) from the commencement of the Investment through its estimated useful life (or the composite estimated useful life of the assets within the Investment), independent of the funding source (e.g., revolving fund, appropriated fund, working capital fund, trust fund). For more information about life cycle costs, see the Capital Programming Guide of OMB Circular A-11 and OMB Circular A-131.
Mainframes and Servers	OMB Circular A-11 (2010)	This term refers to a subset of the Mainframes and Servers Systems & Support apportionment category. The definition for this data center commodity IT area applies equally to any data processing environment (such as production, backup, DR/COOP, test, development, etc.) and typically includes: <ul style="list-style-type: none"> <li>• Hardware (storage controllers, storage servers): Includes all dedicated storage hardware devices such as controllers, servers, disk arrays, tape libraries, and optical jukeboxes, as well as supplies (media) used to store data offline such as tapes.</li> <li>• Software: Includes software dedicated to managing the storage systems, including creation and setup, storage maintenance, reporting, security, monitoring, backup/restore, archival, replication, media handling and data migration/tiering.</li> <li>• Disaster recovery: Includes the hardware, software, facilities and contracts specifically dedicated to disaster recovery for storage management.</li> <li>• Outsourcing: Includes third party and outsource</li> </ul>



Term	Source Document	Definition
		<p>contracts, such as managed storage services and cloud-based storage.</p> <ul style="list-style-type: none"> <li>• Personnel: In-house costs for government personnel (salaries and benefits) and costs for contract personnel supporting operations/maintenance, engineering/technical services, planning and process management, services administration, management and administration allocated to storage systems.</li> </ul>
Maintenance	Federal Accounting Standards Advisory Board Statement of Federal Financial Accounting Standards Number 10	Maintenance refers to the activity necessary to keep an asset functioning as designed during the O&M phase of an Investment. Maintenance activities may also include, but are not limited to, operating system upgrades, technology refreshes, and security patch implementations. Some maintenance activities should be managed as projects and reported in Section B of Major IT Investment Update. As defined in the Federal Accounting Standards Advisory Board Statement of Federal Financial Accounting Standards Number 10, maintenance excludes activities aimed at expanding the capacity of an asset or otherwise upgrading it to serve needs different from or significantly greater than those originally intended.
Major IT Investment	<p>OMB Memo M-15-14</p> <p><a href="https://www.whitehouse.gov/sites/default/files/omb/memoranda/2015/m-15-14.pdf">https://www.whitehouse.gov/sites/default/files/omb/memoranda/2015/m-15-14.pdf</a></p>	An IT Investment requiring special management attention because of its importance to the mission or function to the government; significant program or policy implications; high executive visibility; high development, operating, or maintenance costs; unusual funding mechanism; or definition as major by the Agency’s CPIC process. Agencies should also include all “major automated information system” as defined in 10 U.S.C. § 2445 and all “major acquisitions” as defined in the OMB Circular A-11 Capital Programming Guide consisting of information resources. OMB may work with the Agency to declare IT Investments as major IT Investments. Agencies must consult with assigned OMB desk officers and Resource Management Offices (RMOs) regarding which Investments are considered “major.” Investments not considered “major” are “non-major.”
Managing Partner	Federal IT Shared Services Strategy, May 2, 2012	This term refers to the lead Agency that is responsible for coordinating the implementation of the E-Gov or LoB initiative. The managing partner maintains an IT shared service with approval by Agency leadership for Intra-Agency services, and also by OMB for Inter-Agency services. The Managing Partner organization, often referred to as the Program Management Office (PMO), develops, implements, and maintains financial and service models as well as contracts with Customers and Suppliers using strategic sourcing vehicles whenever practicable. The Managing Partner PMO is responsible for the success of the IT shared service, and reports using metrics developed by the Federal Agency for its own Intra-Agency IT shared services, and by the Federal CIO Council’s Shared Services Subcommittee for Inter-

Term	Source Document	Definition
		<p>Agency LoB. Managing Partners are also responsible for maintaining contracts with Customer Agencies that allow the Customer Agency to terminate the contract if specified levels of service are not maintained (<a href="http://www.whitehouse.gov/sites/default/files/omb/assets/egov_docs/shared_services_strategy.pdf">http://www.whitehouse.gov/sites/default/files/omb/assets/egov_docs/shared_services_strategy.pdf</a>).</p>
Modular Development	Contracting Guidance to Support Modular Development, June 14, 2012	<p>An approach that focuses on the delivery of specific Investments, projects, or activities of an overall capability by progressively expanding upon delivered capabilities until the full capability is realized. Investments may be decomposed into discrete projects, increments, or useful segments, each of which is undertaken to develop and implement products and capabilities that the larger Investment delivers. For more information, see Contracting Guidance to Support Modular Development (OMB, June 14, 2012).</p>
Mobile Devices	OMB Circular A-11 (2010)	<p>Total non-desktop, non-laptop, small form factor wireless end user device costs, including: hardware (including handsets, tablets, and wireless modems such as air cards), software, labor, maintenance, and service (including network service, such as cellular voice and data plans). Help desk costs should not be included here.</p>
Net Savings	OMB Circular A-131	<p>The amount of cost savings (per Circular A-131) minus the cost required to implement and operate the cost savings or cost avoidance strategy.</p>
Network storage	OMB Circular A-130	<p>Applies to any data processing environment (such as production, backup, DR/COOP, test, development, etc.) and includes:</p> <ul style="list-style-type: none"> <li>• Hardware (storage controllers, storage servers): Includes all dedicated storage hardware devices such as controllers, servers, disk arrays, tape libraries, and optical jukeboxes, as well as supplies (media) used to store data offline such as tapes.</li> <li>• Software: Includes software dedicated to managing the storage systems, including creation and setup, storage maintenance, reporting, security, monitoring, backup/restore, archival, replication, media handling and data migration/tiering.</li> <li>• Disaster recovery: Includes the hardware, software, facilities and contracts specifically dedicated to disaster recovery for storage management.</li> <li>• Outsourcing: Includes third party and outsource contracts, such as managed storage services and cloud-based storage.</li> <li>• Personnel: In-house costs for government personnel (salaries and benefits) and costs for contract personnel supporting operations/maintenance, engineering/technical services, planning and process management, services administration, management and administration allocated to storage systems.</li> </ul> <p><i>Note:</i> Dollars should only appear in ONE category, for example network storage OR mainframes and servers.</p>

**FY 2018 IT Budget – Capital Planning Guidance**

<b>Term</b>	<b>Source Document</b>	<b>Definition</b>
New IT Investment	IT Budget - Capital Planning Guidance	This term refers to an IT Investment and its associated projects that is newly proposed by the Agency and that has not been previously reported/funded by OMB. An asset(s) within an Investment that is essentially replaced by a new system or technology may be reported as a new, distinct Investment, with its own defined life cycle costs, or may be included within the current Investment.
Non-Major IT Investment	IT Budget - Capital Planning Guidance	This term refers to any IT Investment in the Agency's IT Portfolio that does not meet the definition of "major IT Investment" (01), "Funding Transfer Investment" (04) or "IT Migration Investment" (03). All non-major IT Investments must be reported in the Agency IT Investment Portfolio. For more details see section 10 of CPIC IT Portfolio Guidance.
Ongoing IT Investment	IT Budget - Capital Planning Guidance	Ongoing IT Investment refers to an Investment and its associated assets, including both maintenance projects and operational activities, that has been through a complete Budget Cycle with OMB with respect to the President's Budget for the current year (CY) — in this case, for FY 2017.
Operational Analysis	Capital Planning Guide; GAO-13-87	This term refers to a method of examining the ongoing performance of an operating asset Investment and measuring that performance against an established set of cost, schedule, and performance goals. An operational analysis is, by nature, less structured than performance reporting methods applied to developmental projects and should trigger considerations of how the Investment's objectives could be better met, how costs could be reduced, and whether the organization should continue performing a particular function. Guidance for Operational Analysis is described in the Capital Programming Guide. Best Practices can also be found in GAO's GAO-13-87 report ( <a href="http://www.gao.gov/assets/650/649563.pdf">http://www.gao.gov/assets/650/649563.pdf</a> ).
Operations	OMB Circular A-130, IT Budget - Capital Planning Guidance	This term refers to the day-to-day management of an asset in which the asset is in operations production environment and produces the same product or provides a repetitive service. Operations include, but are not limited to, activities that operate data centers, help desks, operational centers, telecommunication centers, and end-user support services. Operational activities are located in Section C of the Major IT Investment Update part of the FY16 CPIC Guidance.
Operations and Maintenance (Steady State) Costs	IT Budget - Capital Planning Guidance	Operations & Maintenance Costs refers to the expenses required to operate and maintain an IT asset that is operating in a production environment. O&M costs include costs associated with operations, maintenance activities, and maintenance projects needed to sustain the IT asset at the current capability and performance levels. It includes Federal and contracted labor costs, corrective hardware and software maintenance, voice and data communications maintenance and service, replacement of broken or obsolete IT equipment, overhead costs, business operations and commercial services costs, and

Term	Source Document	Definition
Partner (Customer) Agency	Federal IT Shared Services Strategy, May 2, 2012	<p>costs for the disposal of an asset. Also commonly referred to as steady state.</p> <p>This term refers to the Agency in an inter/intra Agency collaboration (such as an E-Gov or LoB initiatives or a shared services). The Federal Agency or sub-organization that contracts with and pays a Managing Partner to receive an IT shared service. The Customer Agency organization may be required to interact with a Supplier for the coordination of day-to-day service issues. The Managing Partner handles major contract issues and resolves escalation items with Suppliers. The Partner Agency usually provides resources (e.g., funding, FTEs, in-kind) for the management, development, deployment, or maintenance of a common solution. The partner Agency is also responsible for including the appropriate line items in its own Agency IT Investment Portfolio budget submission, and reflecting the amount of the contribution for each of the initiatives to which the Agency provides resources.</p> <p><a href="http://www.whitehouse.gov/sites/default/files/omb/assets/egov_docs/shared_services_strategy.pdf">http://www.whitehouse.gov/sites/default/files/omb/assets/egov_docs/shared_services_strategy.pdf</a>.</p>
Performance Reference Model (PRM)	FEA Consolidated Reference Model Document Version 2.3; GPRA 2010 Public Law 111-352	<p>PRM refers to one of six reference models of the FEA. The PRM allows Agencies to better manage the business of government at a strategic level, by providing a means for using the EA to measure the success of Investments and their impact on strategic outcomes. The PRM establishes a line of sight to outcomes and a common language to describe the outputs and measures used to achieve strategic objectives through coupled business services (mission and support). The PRM shows the linkage between internal business components and the achievement of business and customer-centric outputs and outcomes. Most importantly, the PRM helps to support planning and decision-making based on comparative determinations of which programs and services are more efficient and effective. The PRM is both a taxonomy and a standard method for performance measurement as it provides for a common approach to performance and outcome measurements throughout the Executive Branch of the Federal Government, as is required by the Government Performance and Results Modernization Act of 2010 (P.L. 111-352). Current PRM service codes can be found in PRM version 3.</p>
Performance-Based Acquisition Management	FAR 37.101	<p>Performance-Based Acquisition Management refers to a documented, systematic process for program management, which includes the integration of program scope, schedule and cost objectives, the establishment of a baseline plan for accomplishment of program objectives, and the use of earned value techniques for performance measurement during execution/acquisition of the program. This type of management includes prototypes and tests to select the most cost-effective alternative during the planning phase; the work during the acquisition phase; and any developmental, modification, or upgrade work done during the O&amp;M</p>

**FY 2018 IT Budget – Capital Planning Guidance**

<b>Term</b>	<b>Source Document</b>	<b>Definition</b>
		phase. A performance-based acquisition (as defined in the FAR 37.101) or contract/agreement with a defined quality assurance plan that includes performance standards/measures should be the basis for monitoring contractor or in-house performance of this phase.
Planning	40 U.S.C. § 11315; OMB Circular A-130	Planning refers to preparing, developing, or acquiring the information used to design the asset; assess the benefits, risks, and risk-adjusted costs of alternative solutions; and establish realistic cost, schedule, and performance goals for the selected alternative, before either proceeding to full acquisition of the capital project or useful component or terminating the project. Planning must progress to the point where the Agency is ready to commit to achieving specific goals for the completion of the acquisition before proceeding to the acquisition phase. Information gathering activities to support planning may include market research of available solutions, architectural drawings, geological studies, engineering and design studies, and prototypes. Planning may be general to the overall Investment or may be specific to a useful component. For Investments developed or managed using an incremental or agile methodology, planning will be conducted throughout the entire acquisition, focusing on each iteration/sprint.
Platform as a Service (PaaS) Cloud Computing	NIST Special Publication 800-145 -The NIST Definition of Cloud Computing	The capability provided to the consumer to deploy onto the cloud infrastructure consumer-created or acquired applications created using programming languages, libraries, services, and tools supported by the provider. The consumer does not manage or control the underlying cloud infrastructure including network, servers, operating systems, or storage, but has control over the deployed applications and possibly configuration settings for the application-hosting environment (NIST Special Publication 800-145 -The NIST Definition of Cloud Computing <a href="http://csrc.nist.gov/publications/nistpubs/800-145/SP800-145.pdf">http://csrc.nist.gov/publications/nistpubs/800-145/SP800-145.pdf</a> ).
PortfolioStat Review	OMB memo M-13-09; FY13 PortfolioStat Guidance: Strengthening Federal IT Portfolio Management	PortfolioStat refers to a face-to-face, evidence-based review of an Agency's IT portfolio. Reviews can be used to identify and address a broad range of issues, including management of commodity IT, duplication of Investments, and alignment with the Agency's mission and strategy. More detail regarding the PortfolioStat process is described in OMB memo M-13-09 – Fiscal Year 2013 PortfolioStat Guidance: Strengthening Federal IT Portfolio Management
Post-Implementation Review (PIR)	Capital Programming Guide; OMB Circular A-130	PIR refers to an evaluation of how successfully the Investment or project objectives were met and how effective the project management practices were in keeping the Investment or project on track. A PIR can be conducted after a project has been completed, or after an Investment concludes the implementation phase. Additional details regarding the PIR process is described in the Capital Programming Guide.

Term	Source Document	Definition
Privacy Impact Assessment	OMB Memo M-03-22	<p>Privacy Impact Assessment is a process for examining the risks and ramifications of using IT to collect, maintain, and disseminate information from or about members of the public in an identifiable form. The process also is also used to identify and evaluate protections and alternative processes to mitigate the impact to privacy of collecting such information. Consistent with OMB guidance M-03-22 regarding implementing the privacy provisions of the E-Government Act, Agencies must conduct and make publicly available PIAs for all new or significantly altered IT Investments that administer information in an identifiable form collected from or about members of the public.</p>
Private Cloud	NIST Special Publication 800-145 -The NIST Definition of Cloud Computing	<p>Cloud computing technology in which the cloud infrastructure is provisioned for exclusive use by a single organization comprising multiple consumers (e.g., business units). It may be owned, managed, and operated by the organization, a third party, or some combination of them, and it may exist on or off premises. (NIST Special Publication 800-145 -The NIST Definition of Cloud Computing  <a href="http://csrc.nist.gov/publications/nistpubs/800-145/SP800-145.pdf">http://csrc.nist.gov/publications/nistpubs/800-145/SP800-145.pdf</a>)</p>
Product Backlog	Forthcoming Agile Development Guidance	<p>This term refers to a comprehensive to-do list, expressed in priority order based on the business value each piece of work will generate.</p>
Product Owner	Forthcoming Agile Development Guidance	<p>The Product Owner is responsible for maximizing the value of the product and the work of the Development Team. The Product Owner is the sole person responsible for managing the Product Backlog. Product Backlog management includes: Clearly expressing Product Backlog items; Ordering the items in the Product Backlog to best achieve goals and missions; Optimizing the value of the work the Development Team performs; Ensuring that the Product Backlog is visible, transparent, and clear to all, and shows what the Scrum Team will work on next; and, Ensuring the Development Team understands items in the Product Backlog to the level needed.</p> <p>The Product Owner may do the above work, or have the Development Team do it. However, the Product Owner remains accountable.</p> <p>The Product Owner is one person, not a committee. The Product Owner may represent the desires of a committee in the Product Backlog, but those wanting to change a Product Backlog item’s priority must address the Product Owner.</p> <p>For the Product Owner to succeed, the entire organization must respect his or her decisions. The Product Owner’s decisions are visible in the content and ordering of the Product Backlog. No one is allowed to</p>

Term	Source Document	Definition
		tell the Development Team to work from a different set of requirements, and the Development Team isn't allowed to act on what anyone else says.
Project	40 U.S.C. § 11315; OMB Circular A-130	This term refers to a temporary endeavor undertaken to accomplish a unique product or service with a defined start and end point and specific objectives that, when attained, signify completion. Projects can be undertaken for the development, modernization, enhancement, disposal, or maintenance of an IT asset. Projects are composed of activities. When reporting project status, to the maximum extent practicable, Agencies should detail the characteristics of “increments” under modular contracting as described in the Information Technology Management Reform Act of 1996 (ITMRA, also known as the “Clinger-Cohen Act”) and the characteristics of “useful segments,” as described in OMB Circular A-130.
Project Manager Level of Experience	Federal IT Project Manager Guidance Matrix published by the CIO Council ( <a href="https://cio.gov/wp-content/uploads/downloads/2013/08/Federal-IT-PM-Guidance-Matrix2.ppt">https://cio.gov/wp-content/uploads/downloads/2013/08/Federal-IT-PM-Guidance-Matrix2.ppt</a> ).	This term refers to the specific certification(s) or number of years of direct project management experience that the PM holds. Examples of PM certifications include FAC-P/PM, Project Management Institute’s Project Management Professional (PMP), and other recognized certifications. Refer to Federal IT Project Manager Guidance Matrix published by the CIO Council ( <a href="https://cio.gov/wp-content/uploads/downloads/2013/08/Federal-IT-PM-Guidance-Matrix2.ppt">https://cio.gov/wp-content/uploads/downloads/2013/08/Federal-IT-PM-Guidance-Matrix2.ppt</a> ).
Provisioned IT Service	IT Budget - Capital Planning Guidance	Provisioned IT Service is a new category of funds that must be reported as appropriate. A “Provisioned IT Service” refers to an IT service that is (1) owned, operated, and provided by an outside vendor or external government organization (i.e., not managed, owned, operated, and provided by the procuring organization) and (2) consumed by the Agency on an as-needed basis. Provisioned IT services are considered subcategories of DME and O&M. Examples of Provisioned IT Service may include the purchase of E-Gov LoB from another Federal Agency, or the purchase of SaaS, PaaS, IaaS from a private service provider, or the purchase of shared services or cloud services. Provisioned IT Service excludes Software Licenses but includes both Intra-Agency and Inter-Agency Shared Services.
Public Cloud	NIST Special Publication 800-145 -The NIST Definition of Cloud Computing	Cloud computing technology in which the cloud infrastructure is provisioned for open use by the general public. It may be owned, managed, and operated by a business, academic, or government organization, or some combination of them. It exists on the premises of the cloud provider. (NIST Special Publication 800-145 -The NIST Definition of Cloud Computing <a href="http://csrc.nist.gov/publications/nistpubs/800-145/SP800-145.pdf">http://csrc.nist.gov/publications/nistpubs/800-145/SP800-145.pdf</a> )
Records	44 U.S.C. § 3502; OMB Circular A-130	Records refers to all books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an Agency of the United States Government under Federal law or in connection with the

Term	Source Document	Definition
		<p>transaction of public business. Records may also include items that are preserved or appropriate for preservation by that Agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Federal Government or because of the informational value of data in them. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and processed documents are may not be included as records.</p>
Release	Forthcoming Agile Development Guidance	<p>A Release is a release of a product that is shipped to the customer. Each development project has a set number of releases, and within the releases can be multiple versions if that is how the Product Owner or Manager sets up the schedule.</p> <p style="text-align: center;">Example for Release #0001:</p> <p style="text-align: center;">Version 1: login, logout, password management                      Epics: 1                      Sprints: 3                      Total Story Points: 48                      Version 2: purchase history                      Version 3: saving preferences</p>
Risk Management	Capital Programming Guide	<p>Risk Management refers to a systematic process of identifying, analyzing, and responding to risk. It includes maximizing the probability and consequences of positive events and minimizing the probability and consequences of adverse events to overall objectives. Risk management should be conducted throughout the entire life cycle of the program.</p> <p><a href="http://www.whitehouse.gov/sites/default/files/omb/assets/a11_current_year/capital_programming_guide.pdf">http://www.whitehouse.gov/sites/default/files/omb/assets/a11_current_year/capital_programming_guide.pdf</a> - Page 16</p>
Risk Management Plan	Capital Programming Guide	<p>Risk Management Plan refers to a documented and approved plan developed at the onset of the Investment and maintained throughout that specifies the risk management process.</p> <p><a href="http://www.whitehouse.gov/sites/default/files/omb/assets/a11_current_year/capital_programming_guide.pdf">http://www.whitehouse.gov/sites/default/files/omb/assets/a11_current_year/capital_programming_guide.pdf</a> - Page 16</p>
"Shadow IT" or "Hidden IT"	OMB Memo M-15-14  <a href="https://www.whitehouse.gov/sites/default/files/omb/memoranda/2015/m-15-14.pdf">https://www.whitehouse.gov/sites/default/files/omb/memoranda/2015/m-15-14.pdf</a>	<p>Refers to spending on IT that is not fully transparent to the Agency CIO and/or IT resources included as a portion of a program that is not primarily of an “information technology” purpose but delivers IT capabilities or contains IT resources. For example, a grants program that contains a portion of its spending on equipment, systems, or services that provide IT capabilities for administering or delivering the grants.</p>
Shared Service Provider	IT Budget - Capital Planning Guidance	<p>This term refers to the provider of a technical solution and/or service that supports the business of multiple Agencies using a shared architecture. For Multi-Agency services, this is the Managing Partner of the Investment.</p>



Term	Source Document	Definition
Shared Services	Federal IT Shared Services Strategy, May 2, 2012	<p>This term refers to services that are provided by one Federal organization to other Federal organizations that are outside of the provider’s organizational boundaries. Shared services may be Intra-Agency or Inter-Agency. There are three categories of shared services in the Federal Government: commodity IT, support, and mission services.</p> <ul style="list-style-type: none"> <li>• Commodity IT – including IT infrastructure and Enterprise IT services.</li> <li>• Support Services –capabilities that support common business functions performed by nearly all Federal organizations. These include functional areas such as budgeting, financial, human resources, asset, and property and acquisition management. Shared Commodity IT and Support Services are considered to be IT; associated costs must be included/reported as part of the IT Portfolio.</li> <li>• Mission Services – These are core purpose and functional capabilities of the Federal Government; such as disaster response, food safety, national defense, and employment services.</li> </ul>
Software as a Service (SaaS) Cloud Computing	NIST Special Publication 800-145 -The NIST Definition of Cloud Computing	<p>The capability provided to the consumer to use the provider’s applications running on a cloud infrastructure. The applications are accessible from various client devices through either a thin client interface, such as a web browser (e.g., web-based e-mail), or a program interface. The consumer does not manage or control the underlying cloud infrastructure including network, servers, operating systems, storage, or even individual application capabilities, with the possible exception of limited user-specific application configuration settings (see NIST Special Publication 800-145 -The NIST Definition of Cloud Computing <a href="http://csrc.nist.gov/publications/nistpubs/800-145/SP800-145.pdf">http://csrc.nist.gov/publications/nistpubs/800-145/SP800-145.pdf</a>).</p>
TechStat Accountability Review	OMB Memo M-10-31	<p>This term refers to a face-to-face, evidence-based review of an IT program with Bureau/Agency leadership and OMB as appropriate. TechStat sessions enable the Federal Government to turn around, halt, or terminate IT Investments that do not produce dividends for the American people. More detail regarding the TechStat process is described in the TechStat Training Deck (see <a href="https://cio.gov/deliver/techstat">https://cio.gov/deliver/techstat</a>)<a href="http://www.whitehouse.gov/sites/default/files/omb/memoranda/2010/m10-31.pdf">http://www.whitehouse.gov/sites/default/files/omb/memoranda/2010/m10-31.pdf</a> - Page 2).</p>
Telecommunications	44 U.S.C. § 3542; OMB Circular A-130; OMB Circular A-11 (2010)	<p>Includes telecommunications that are organized, procured and managed and/or operated by the Agency. Services may be provided for elements such as voice (voicemail, legacy voice service, and VoIP), data communications through the Wide Area Network (WAN)/Local Area Network (LAN) and associated access/transport options, Trusted Internet Connection (TIC), non-desktop Audio and Video Teleconference (VTC), and associated communications infrastructure elements (e.g., Structured Cabling Costs).</p>

Term	Source Document	Definition
		<ul style="list-style-type: none"> <li>• Voice Network/Services are (WASP/WITS, Legacy Analogue/Digital Voice, Voice Mail, Conference Bridge, automated operator services, and VoIP).</li> <li>• Wide Area Network (WAN) is a private, public or hybrid geographically dispersed network.</li> <li>• Local Area Network (LAN) is a private, public, or hybrid local area network.</li> <li>• Trusted Internet Connection (TIC) infrastructures, which provide a layer of consolidation and security for internet facing traffic.</li> <li>• Video Teleconferencing (VTC) is a collaborative meeting communications method. Only shared (non-desktop) locations should be included under telecommunications unless the desktop instance is a part of a specialized VTC used for remote or ad hoc shared connectivity. Typically utilizes PRI, IP, ISDN or Ethernet for connectivity.</li> <li>• Labor Costs including - FTE, Contract Support, Managed Services, and Other elements. Excludes cellular equipment, devices or services which are included in Mobile Devices.</li> </ul>
Unique Investment Identifier (UII)	OMB Memo M-11-33	<p>UII refers to a persistent numeric code applied to an Investment that allows the identification and tracking of an Investment across multiple FYs of an Agency’s IT portfolio. The UII is composed of a three-digit Agency code concatenated with a nine-digit unique Investment number generated by the Agency. Some nine-digit numbers are reserved for OMB to assign and may not be assigned by Agencies, as controlled by the restrictions described in the section on “Variable Information.”</p> <p><a href="http://www.whitehouse.gov/sites/default/files/omb/memoranda/2011/m11-33.pdf">http://www.whitehouse.gov/sites/default/files/omb/memoranda/2011/m11-33.pdf</a> - Page 14</p>
User Stories	Forthcoming Agile Development Guidance	<p>This term refers to high level requirements written by the project stakeholders or customers. These requirements are prioritized and further developed during sprints and determined acceptable by product owner or manager and stakeholders or customers.</p>
Web Hosting, Infrastructure, and Content	OMB Circular A-11 (2010)	<p>The following describes Infrastructure, and Content Management, Web Hosting:</p> <ul style="list-style-type: none"> <li>• IT Infrastructure Maintenance involves the planning, design, and maintenance of an IT Infrastructure to effectively support automated needs (e.g., platforms, networks, servers, printers).</li> <li>• Content Management includes capabilities to manage the storage, maintenance and retrieval of documents and information of a system or website.</li> <li>• Web Hosting refers capabilities to manage and provide availability to a web site or application, often bound to a Service Level Agreement (SLA).</li> <li>• Where appropriate, overlapping dollars should be entered in Mainframes and Servers only.</li> </ul>