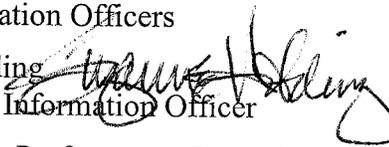




UNITED STATES DEPARTMENT OF COMMERCE
Chief Information Officer
Washington, D.C. 20230

DEC 14 2007

MEMORANDUM FOR Chief Information Officers
FROM: Suzanne Hilding 
Acting Chief Information Officer
SUBJECT: IT Investment Performance Reporting Data Call

Thank you for your continued efforts to improve the performance of the Department's major Information Technology (IT) investments through the practice of Earned Value Management and Operational Analysis. As we have worked with your staff to ensure understanding of these investment management processes, the periodic performance reports we have received continue to demonstrate both accuracy and utility.

Just as your staff has made commendable achievements in improving Earned Value Management and Operational Analysis methodologies in their management of major investments, we have continued our progress in understanding the impacts of our reporting requirements and gleaning meaningful Department-wide management information from the reports you submit. We believe that the continued focus on Earned Value Management reporting of Developmental, Modernization, and Enhancement efforts and Operational Analysis of steady state investments continues to provide benefit to your project/program managers as well as proving informative to us.

Attached is the updated Departmental data call for IT Investment Performance Reporting. Note that we have moved away from a regularly-scheduled annual data call, and will now update our performance reporting requirements only as changes become necessary. Also note that we have replaced the IT Investment Performance Measurement and Performance Reporting Policy with the IT Investment Performance Management Policy. The new policy now requires the establishment of a Performance Management Baseline for all major investments and stipulates requirements for rebaseline requests and approvals. As before, the data call provides content and format guidelines and lists all IT Investments required to submit regular performance reports. The Performance Management Policy defines the requirements for investment performance reporting and specifies that project managers of all major IT investments are required to submit performance reports. *Please note the significant changes to our reporting requirements: Earned Value Management reports are now due monthly rather than quarterly; there is a new requirement for quarterly financial and technical performance status reports for steady state investments in addition to the full annual Operational Analyses; rebaselines of major investments must be requested by the project sponsor and approved by the Chief Information Officer.*

Submit all Earned Value reports, steady state status reports, and Operational Analysis reports as instructed in the attached data call. Direct any questions regarding these reporting requirements to Jerry Harper, jharper@doc.gov, or 202-482-0222.

IT Investment Performance Reporting Data Call

The content and format requirements for Earned Value reports and annual Operational Analyses remains unchanged, but the range of investments required to report has been modified slightly to include new investments and to account for investments that have migrated from development to steady state.

To demonstrate more timeliness in our reporting requirements, we have established, in the IT Investment Performance Management Policy, a requirement that you provide regular, periodic Earned Value reporting and/or quarterly steady state status reporting and annual Operational Analysis reporting, as appropriate, for all major IT investments.

The full population of investments required to provide Earned Value reports and Operational Analyses is provided in Appendix A to this data call. Note that we have granted certain exceptions to the reporting requirement where procurement risk is low, primarily for steady state investments that are predominantly for lease payments.

The requirement to submit monthly Earned Value reports is effective January 31, 2008, and as reflected in the Performance Management Policy, your Earned Value reports must provide investment status through the end of the previous month. Note that you required to provide:

- Budget at Completion (BAC),
- Planned Value (PV),
- Earned Value (EV), and
- Actual Cost (AC)

The format in which you provide these four data points is up to you; either tabular data or narrative reporting will be accepted, as long as the four specified data points are provided.

We want to stress that your Earned Value reports are not annual or fiscal-year reports, but rather must reflect progress from project inception through estimated project completion date. Also note that the BAC shown in your Earned Value performance report must match the total (including FTE costs) Budgetary Resources for Planning and Acquisition efforts shown in the Summary of Spending table in your latest Exhibit 300, "Capital Asset Plan and Business Case Summary."

An annual Operational Analysis, separate from that included in the Operational IT Plan, is required for the steady-state and mixed lifecycle investments listed in Appendix A. Operational analyses are to focus on four performance criteria:

- Financial performance
- Customer results
- Business and Strategic results
- Innovation.

See the guidance on the methodology and considerations to be included in conducting an Operational Analysis. Operational Analysis reports for calendar year 2007 are due February 15, and are to reflect the investments' operational state as of December 31, 2007. Beginning with fiscal year 2008, the due date for annual Operational Analysis reports will change to November 15 of each year, and the reports will reflect the investments' operational state for the previous fiscal year.

Note that we have reinstated the requirement for quarterly operational status reports for steady state and mixed lifecycle investments. The quarterly status reports are due on the 15th of January, April, July, and October and are to provide status as of the end of the previous quarter.

Quarterly status reports are to provide:

- Planned expenditures,
- Actual expenditures,
- Significant achievements,
- Significant issues or degradations to operations, and
- Planned accomplishments for the following quarter.

If you feel that the performance risk of your particular investment initiative is particularly low, you may request an exception to the requirement to submit Earned Value performance reports or quarterly steady state status reports and annual Operational Analysis reports. Submit your request for an exception to Jerry Harper, jharper@doc.gov, including the following in your request:

- An explanation of why you believe the performance risk is sufficiently low to allow an exception to the reporting requirement,
- A description of how you have mitigated performance risks identified in the investment's Risk Management Plan,
- A description of any current residual risks, and
- A copy of your latest Risk Management Plan.

Submit all monthly Earned Value reports, quarterly status reports for steady state investments, and annual Operational Analysis reports to Jerry Harper, jharper@doc.gov. Direct any questions regarding these reporting requirements to Jerry at 202-482-0222.

APPENDIX A
Investments Required to Report

	Investment	EVM Required	OA Required
1	BEA Estimation Information Technology System (BEA-EITS)		X
2	BIS ECASS2000+	X	
3	Census - American Community Survey		X
4	Census - Data Access and Dissemination System	X	X
5	Census - Decennial 2010 Systems Design and Integration, and Decennial 2010 Testing and Evaluation	X	
6	Census – Decennial 2010 Field Data Collection Automation	X	
7	Census – Decennial 2010 Decennial Response Integration System	X	
8	Census - Demographic Surveys Statistical IT Support		X
9	Census - Economic Census and Surveys		X
10	Census - Field Support Systems	X	X
11	Census - Geographic Support Systems		X
12	Census - MAF/TIGER Enhancements	X	X
13	Census - The Longitudinal Employer-Household Dynamics Program (LEHD)	X	X
14	NIST Central Support for Scientific Computing		X
15	NOAA/NESDIS Comprehensive Large Array-data Stewardship System (CLASS)	X	X
16	NOAA/NESDIS Environmental Satellite Processing Center (ESPC)	X	X
17	NOAA/NESDIS GOES Ground System		X
18	NOAA/NESDIS NOAA National Data Centers (NNDC)		X
19	NOAA/NESDIS NPOESS Data Exploitation (NDE)	X	
20	NOAA/NESDIS NPOESS Ground System	X	
21	NOAA/NESDIS POES Ground System		X

	Investment	EVM Required	OA Required
22	NOAA/NESDIS Satellite Operations Control Center Command and Data Acquisition (SOCC/CDA)		X
23	NOAA/NESDIS Search and Rescue Satellite-Aided Tracking (SARSAT)		X
24	NOAA/NOS Geodetic Support System		X
25	NOAA/NOS Nautical Charting and Surveying System		X
26	NOAA/NOS PORTS & NWLON		X
27	NOAA/NWS Advanced Weather Interactive Processing System (AWIPS)	X	X
28	NOAA/NWS National Air Quality Forecast Capability	X	
29	NOAA/NWS Automated Surface Observing System (ASOS) O&M		X
30	NOAA/NWS Historical Climate Network – Modernization (HCN-M)	X	
31	NOAA/NWS National Weather Service Telecommunication Gateway (NWSTG) System (Legacy, Replacement, and CIP)		X
32	NOAA/NWS NWS Dissemination Systems (NDS)		X
33	NOAA/NWS NDBC Ocean Observing System of Systems (NOOSS)		X
34	NOAA/NWS Next Generation Weather Radar (NEXRAD) System Operations and Maintenance		X
35	NOAA/NWS Next Generation Weather Radar (NEXRAD) System Product Improvement	X	
36	NOAA/NWS NWS Office of Hydrologic Development		X
37	NOAA/NWS NWS Regions & Field		X
38	NOAA/NWS/NCEP Weather and Climate Computing Infrastructure Services (WCCIS)		X
39	NOAA/OAR NOAA Scientific Computing Support		X
40	NOAA/OCIO Financial Management IT Operations		X
41	NTIA Federal Spectrum Management System	X	
42	OS Commerce Business Environment		X

	Investment	EVM Required	OA Required
43	OS Commerce Business Systems (CBS) (formerly Commerce Administrative Management System (CAMS))		X
44	OS Department of Commerce Consolidated IT Infrastructure		X