Improving IT Budget Justifications and Exhibit 300 Submissions

Interactive Step-by-Step Construction of IT Business Cases and Budget Justifications

October 11 - 12, 2005

The Performance Institute • Arlington, VA

Integrate IT Business Cases and Budget Justifications to Ensure Budget Funding

Devise a performance-based management system that will improve program performance and ensure funding

Improve Your OMB IT Business Case Grade

Identify key strategies to overcome new OMB requirements and improve your score

Demonstrate Your Project's Impact on Organizational Goals

Evaluate the quality of your performance measures to comply with the latest OMB mandates

Utilize Project Management to Strengthen and Accelerate the Ex300 Process

Integrate a strategic project management approach to conduct a comprehensive alternatives analysis and risk assessment

Plus: Receive Free Ex300 Best Practices and Risk Assessment Tools with Registration!

"Top Five" Key Requirements for a Successful IT Business Case:

1. Demonstrate use of earned value management
2. Develop mission-aligned performance measures
3. Conduct comprehensive alternatives analysis and risk assessments
4. Alignment with Federal Enterprise Architecture
5. Identify differences between Development, Modernization, and Enhancement (DME) and Steady-State project business cases

…OMB expects your organization to meet these requirements. Utilize this training to ***close the door*** *on these issues forever!*



Receive 13 PDUs and 13 CPE Credits!

Presented by:

The Performance Institute

Submit Your Ex300 for Review for Our Experts for Tailored Feedback!

www.PerformanceWeb.org

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AGENDA AND INSTRUCTORS

Improving IT Budget Justifications and Exhibit 300 Submissions will be instructed by John Keane, Senior Fellow, The Performance Institute

Day One: October 11, 2005

9:00 Update on OMB Directives and Pending Changes in Exhibit 300
- President's Management Agenda
- Citizen-centered e-Government
- Emerging guidance from the Office of Management and Budget

10:30 Implementing Effective Performance Measures Required for Exhibit 300
- Discover the importance and value of performance measures relative to IT initiatives
- Utilize performance measures to assess government IT
- Develop performance measures to align IT goals with your agency's strategic mission using the Performance Reference Model

11:15 Developing a Project and Earned Value Management Plan from Your Exhibit 300
- Utilize effective project management strategies to improve and accelerate the Exhibit 300 process
- Conduct a comprehensive alternatives analysis and risk assessment

12:00 Individual Exhibit 300 Review Panel and Networking Luncheon

1:00 Top Ten Ways to Significantly Improve the Quality of Your Exhibit 300 Submission (Part 1)
- Develop quality responses to tough questions
- Respond to subject areas that cross multiple sections, e.g. security
- Discover "gaps" between the evaluation criteria and the exhibit and develop a quality response to close them

2:30 Top Ten Ways to Significantly Improve the Quality of Your Exhibit 300 Submission (Part 2)
- Learn how to apply project management techniques to complete the exhibit
- Integrate the Exhibit 300 process into your agency's life cycle management processes
- Identify key sections where corporate standards can be best applied
- Establish roles for the IPT in the Exhibit 300 process
- Define necessary modifications in business cases for DME and steady-state projects

4:15 Formal Adjournment / Individual Exhibit 300 Review Panel

Day Two: October 12, 2005

9:00 Content Session 1: Alternatives Analysis and Financial Calculations
- Identify standards that facilitate completion of calculations
- Develop cost models for the three required alternatives

10:00 Content Session 2: Investment Description and Justification
- Apply lessons-learned from past exhibits to improve the section's technical and qualitative aspects
- Identify key "must-do" and "should-do" principles
- Identify source documents to help with these sections

11:00 Content Session 3: President's Management Agenda
- Learn the fundamental concepts of complying with the PMA
- Use PMA principles to strengthen your business case in other areas

12:00 Individual Exhibit 300 Review Panel and Networking Luncheon

1:00 Content Session 4: Effective Project Management
- Identify the relationship between the program manager, external stakeholders, and project team
- Identify the key decisions to be made in section I.D. and I.H.
- Explore a project management approach to facilitate completion

2:15 Content Session 5: Risk Inventory
- Use a project management approach to complete the risk inventory
- Identify additional risk factors and execute risk-management
- Learn a simple taxonomy for linking outcomes, outputs, assumptions and risks to measures

3:00 Content Session 6: Acquisition Strategy
- Learn the fundamentals of performance-based contracting
- Learn the fundamentals of a performance-based statement of work
- Apply the fundamentals to completing section I.G.

3:45 Content Session 7: Examining Part II
- Develop the response to the Enterprise Architecture section
- Use NIST Special Publication 800-26 to satisfy FISMA and Exhibit 300
- Address GPEA, data quality, privacy and records management

4:45 Formal Adjournment/ Individual Exhibit 300 Review Panel

**Break times at instructor's discretion*

RECEIVE CERTIFICATION & IN-HOUSE TRAINING

This event is part of the Government Performance Management Program. In addition, the Performance Institute offers customized education programs to federal and state agencies that wish to train staff members in their own facility on knowledge management. For more information about the certification and in-house training options available to you, please contact Blake Zach at 703-894-0481 or emailing him at Zach@PerformanceWeb.org.

ALSO! BUSINESS CASE DEVELOPMENT SERVICES!

The Performance Institute offers expert and proficient Exhibit 300s consulting services to provide a step-by-step approach to developing IT budget justifications and OMB Exhibit 300s. Using the Business Reference Model, the Performance Reference Model, the Performance Institute's Government Performance Logic Model and other innovative tools, the Performance Institute's consulting services are able to align budget justifications with OMB mandated reference models using new tactics that demonstrate and measure results. Please contact Bob Tettelbach at 703-894-0481 or Tettelbach@Performanceweb.org for further information on our consulting services.



How do I Register?

Call the Performance Institute at 703-894-0481 or visit us online at www.PerformanceWeb.org. Be sure to reference priority code **T485** when you register.

Venue and Hotel:

Improving IT Budget Justifications and Exhibit 300 Submissions will be held at the Performance Institute in Arlington, VA, just one block east of the Courthouse Metro stop on the Orange Line. A public parking garage is located just inside of the building.

The Performance Institute
1515 N. Courthouse Rd., Suite 600, Arlington, VA 22201
703-894-0481

A limited number of rooms have been reserved at a discounted rate of $153 at the Holiday Inn Rosslyn at the Key Bridge. Please contact the hotel directly and use the code ILCORPER when making reservations at the hotel.

Holiday Inn Rosslyn at the Key Bridge
1900 North Fort Myer Drive
Arlington, VA 22209
1-800-368-3408
www.holiday-inn.com/rosslynkbridge

Tuition and Group Discounts:

The fee for attending *Improving IT Budget Justifications and Exhibit 300 Submissions* is $1095. Reduced tuition rates for delegates who attend in groups of three or more are also available by contacting Melvin Hall at 703-894-0481 or Hall@PerformanceWeb.org. Be sure to use program code **T485** when you register.

Cancellations and Quality Assurance:

The Performance Institute strives to provide you with the most productive and effective educational experience possible. If after completing the course you feel there is some way we can improve, please write your comments on the evaluation form provided upon your arrival. Should you feel dissatisfied with your learning experience and wish to request a credit or refund, please submit it in writing no later than 10 business days after the end of the training to: Chris DeMaio, Chief Operating Officer, The Performance Institute, 1515 N. Courthouse Road, Suite 600, Arlington, VA 22201 (phone: 703-894-0481). We will evaluate individual complaints in a context of collective comments from the event. NOTE: A $150 service fee will be charged on cancellations received less than three weeks from the date of the event. A credit memo will also be sent reflective of that amount, which can be used for a future Performance Institute conference.

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REGISTRATION FORM

To Register:

1. Call Melvin Hall at 703-894-0481
2. visit www.performanceweb.org
3. or fax this form to 703-894-0482

DELEGATE INFORMATION

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NATIONAL REGISTRY OF CPE SPONSORS

CPE Credit:
Delivery Method: Group-live
Program Level: Intermediate
Prerequisites: None
Advanced Preparation: None

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CPE Credits: 13

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