Achieve Full Funding for Your IT Projects

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

Improve Exhibit 300 Submissions

Identify key strategies to overcome new OMB requirements for Exhibit 300s

Develop Mission-Aligned Performance Measures

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

Utilize Project Management Principles to Strengthen Budget Justifications

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

Top Ten Key Requirements for a Successful IT Business Case:

1. Demonstrate earned value
2. Develop mission-aligned performance measures
3. Conduct comprehensive alternatives analysis and risk assessments
4. Align security controls with Federal Enterprise Architecture
5. Close gaps financial evaluation criteria
6. Integrate budget justifications with project life-cycles
7. Align technical and business architectures
8. Link strategic plans to project results
9. Identify differences between Development, Modernization, and Enhancement (DME) and Steady-State project business cases
10. Establish roles for IPT

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

Building Better Government IT Business Cases

Interactive Step-by-Step Construction of Exhibit 300s and IT Budget Justifications

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AGENDA AND INSTRUCTORS

Building Better Government IT Business Cases will be instructed by John Keane, Senior Fellow, The Performance Institute

Day One: March 23, 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
- Issues and concerns (participant feedback to OMB)

10:30 Performance Measures
- 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

1:00 Top Ten Ways to Significantly Improve the Quality of Your Exhibit 300 Submission (Part 1)
- Identify and use all relevant guidance and instructions
- Develop quality responses to tough questions
- Respond to subject areas that cross multiple sections, e.g. security
- Use available and reusable documentation to complete the exhibit
- 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 / Informal Question and Answer Session
- Bring in your agency's IT business case for an informal review during this question and answer session.

Day Two: March 24, 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

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 Adjourn

METHODOLOGY COVERED

The Performance Reference Model (PRM) and Business Reference Model (BRM) are frameworks for IT performance measurement that provides common application measures for IT projects and a hierarchical construct for day-to-day business operations. It allows agencies to better manage the business of government at a strategic level while providing a means for gauging progress. OMB expects budget justifications to align with both of these models. Achieve the required alignment with our proven strategies.

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 Zach@PerformanceWeb.org.



Venue and Hotel:

Succession Planning and Implementation will be hosted at the Performance Institute in Arlington, Virginia, just one block east of the Courthouse stop on the Orange Line of the D.C. Metro. A public parking garage is located inside of the building. Continental breakfast and a catered lunch will be provided for delegates on each day.

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 $115 at the Quality Courthouse Hotel, located two blocks from the Performance Institute. Please mention Performance Institute to guarantee this rate and ask to be put in the main tower, which has been recently renovated. In addition, a limited number of discounted rooms are also available at the Hilton Crystal City at National Airport at a rate of $159, or if available, the prevailing government per diem rate. A complimentary shuttle is available both before and after the conference. Please call the hotel directly to make reservations and be sure to ask for the Performance Institute conference rate.

Quality Courthouse
1200 N. Courthouse Road
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Arlington, VA 22202
Phone: 703-418-6800

Tuition and Group Discounts:

The fee for attending *Succession Planning and Implementation* is $1095. Reduced tuition rates for delegates who attend in groups of three or more are also available by calling Melvin Hall at 703-894-0481 or emailing him at Hall@PerformanceWeb.org. Be sure to use program code **T186** when you register.

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Prerequisites None
CPE Credits: 13
Program Level: Intermediate
Advanced Preparation: None

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