

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
Office of Fire & Aviation  
3833 S. Development Avenue  
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To: State Directors, State/Center CIOs

From: Director, Office of Fire & Aviation (OF&A)

Subject: Fire and Aviation Management Information Technology Investment Board (FAM ITIB) Project Proposal Guide

The Information Technology (IT) division of the OF&A, in conjunction with the Fire and Aviation Management Information Technology Investment Board (FAM ITIB), is in the process of developing a Strategic Information Technology Plan (SITP) and process to provide the strategy for the utilization and management of IT within the fire community.

One of the tasks of developing and implementing a SITP is the establishment of a baseline of software applications currently in use. This effort is underway and should be complete some time this fall. Once an OF&A software applications baseline has been established, any new applications outside of this baseline, and/or any major changes/additions to existing baseline applications within the fire community, will require being presented as a new project to the FAM ITIB.

A "Project Proposal Template" has been developed for this purpose. This is the guide and format required for any new IT project proposal/effort. Although the Project Proposal Template is in draft form, it is to be used until the final is distributed.

A document titled "Project Manager's Guide for Preparing and Presenting a Project Proposal," which includes the draft template, is attached for your information and use.

Questions and/or comments on this document or template should be addressed to Ken Reninger at (208) 387-5704 / (208) 888-2928 or Sheldon Wimmer at (801) 539-4091 / (801) 550-9856.

Signed by:  
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Acting Director  
Office of Fire and Aviation

Authenticated by:  
Pat Lewis  
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1 Attachment

1 - Project Manager's Guide for Preparing and Presenting an IT Project Proposal (9 pp)

Distribution

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