

**Office of Fire and Aviation Management
Information Technology
Investment Board (FAM ITIB)**

**A Project Manager's Guide
for
Preparing and Presenting a Project Proposal**

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1.0 Purpose

This guide has been taken, in part, from the project management “Best Management Practices” document developed by the System Coordination Office (SCO) WO-570D. It provides project managers with uniform requirements and specific instructions for preparing a Project Proposal for presentation to the Fire and Aviation Management Information Technology Investment Board (FAM ITIB). As experience is gained, these guidelines may change to better align the Project Management framework

2.0 Applicability

These standardized guidelines apply to *all IT* projects and/or efforts being initiated and managed as projects that are subject to the FAM ITIB review process. Projects will be evaluated based on their business need, Return On Investment (ROI), and conformance to these guidelines.

3.0 Management Objectives

The objective of these guidelines is to describe and establish a standardized process for preparing project proposals for presentation to the FAM ITIB. The format is intended to provide the FAM ITIB with the information necessary to make an informed decision and recommendation on proposals. Having a standardized format will allow FAM ITIB to consider all proposals equitably.

4.0 Standardized Guidelines for Project Managers

All project proposals submitted for consideration by the FAM ITIB will conform to the format in Appendix 1.

Sufficient information should be provided so that an informed decision can be made by the FAM ITIB, however, extensive in-depth detail is not required at this point (that will be called for in the Business Case, if the project is approved to proceed.) Even for the most complex projects, the proposal should not exceed 10 Pages in length.

5.0 Roles and Responsibilities

5.1 Project Proponent

The project proponent is typically the originator of the idea for the project. The proponent may or may not be the project manager if the project is approved by the FAM ITIB. It is the responsibility of the proponent to prepare the project proposal. The proponent must also identify a project sponsor.

5.2 Project Sponsor

The project sponsor is the BLM manager who will assume line responsibility for the project's successful completion. For projects with total estimated life cycle costs of less than \$100 thousand, the project sponsor will typically be at the SFMO/DSD level. For those with estimated costs greater than \$100 thousand, the project should have a sponsor at the Program Manager or Director, OF&A level. Of course, this refers to line responsibility only: the Project Manager is always *ultimately* responsible for a project's success.

6.0 Procedures

Project Proposals must be submitted to the IT/IRM Group Staff Assistant at NIFC no later than three weeks prior to the FAMITIB meeting at which you are requesting that your proposal be considered.

Appendix 1

Project Proposal Template

[Proposal Name]
IT Investment Proposal
Version x.x
Submission Date xxx

1.0 IT Investment Proposal Information

IT Investment Proposal Name	
Proponent (Name, Title, Program/Office)	Draft
Business Process Owner (Name, Program/Office)	
AD's IRM Advisors (Name)	
Sponsor (Name, Title, Program/Office)	

2.0 FAM IT Investment Proposal (Project Boundaries)

Provide a brief description of the project and why it is being proposed. Describe the project's concept, what is in and outside of the project scope, and summarize functional requirements.

Draft

Explain qualitative benefits versus the status quo of not doing this project.

3.0 Alignment to FAM Business Functions (Target Business Processes)

Describe how the IT investment proposal aligns with the FAM core business functions. Describe how the IT investment proposal ties to the FAM Strategic Plan and how it ties in with the Bureau Architecture.

Describe why FAM is required to do the business processes identified in the IT investment proposal. Identify if there are other agencies or private sector sources that could more efficiently support this function.

Describe how the work processes will be simplified or otherwise redesigned to improve effectiveness, and reduce costs.

Draft

Identify which of the following nine high-level business processes the proposal supports:

- 1.0 Provide Customer Service _____
- 2.0 Assess Condition/Status _____
- 3.0 Perform Planning _____
- 4.0 Interagency/NWCG Use _____
- 5.0 Implement BLM-initiated Actions _____
- 6.0 Perform Monitoring _____
- 7.0 Manage Compliance _____
- 8.0 Manage Work _____
- 9.0 Sustain Organization _____

Draft

Coordinate with your Portfolio Manager to conduct a review of BLM's Budget Planning System for other systems or sources that might meet this need.

Describe the extent of user involvement; describe who has been involved, and how they have been involved and will be involved in future development.

Describe the extent of involvement by the sponsor. Document how other management officials (e.g., State Director, National OF&A Program Lead, etc.) have been involved.

4.0 Target System Requirements

N/A - This information is required in the Business Case.

Draft

5.0 Target System Architecture

N/A - This information is required in the Business Case.

6.0 Cost, Schedule, and Funding Needed to Develop a Business Case

Plan the work necessary to complete a Business Case for this project. Include work needed to determine user requirements, conduct trade studies, etc., in order to present viable alternatives for the project in a Business Case.

Draft

List Major Activities/Milestones:		
Activity/Milestone	Planned Start Date	Planned Complete Date
Required Resources (who will be involved):		
Name	Grade/Step	
Is funding available to develop a Business Case? Yes ___ No ___	If Yes, identify source:	
Draft		
If No, estimate required funding:		
Estimated BLM labor costs:		
Estimated contract costs:		
Estimated travel costs:		
Total Funding Required for Developing a Business Case:		
Estimated Date to Brief Sponsor:		
Estimated Date for Business Case Submission to NSDU:		
Target Date for FAM ITIB Decision:		
Draft		

Describe how/if you foresee using contractors in the planning/implementation of this project.

If contracting will be part of this project, describe the results of the coordination with the appropriate contracting office.

Draft

Provide a “best estimate” of total life cycle costs (include 5-year operations and maintenance costs) and enter an estimated delivery date for a final product.

Total Life Cycle Costs:		
<\$100,000 _____	\$100,000 < \$500,000 _____	> \$500,000 _____ (Provide rough estimate)
Estimated Delivery Date:	_____	

Address the risks of a “no-action alternative” and identify any other known risks.

Draft

Draft

Draft