

PPM V2.0 - PROJECT INITIATION FORM (PIF)

Project Name	Click or tap here to enter text.
PIF Identification Number Issued by TRC After Submission	Click or tap here to enter text.
Project Identifier Issued by EPMD After Submission	* This field is not live – is pending further tool functionality to support HUD project management processes.
Type of Initiative	<input type="checkbox"/> Enterprise Initiative <input type="checkbox"/> Program <input type="checkbox"/> Project <input type="checkbox"/> Small Task <input type="checkbox"/> Service <input type="checkbox"/> Other Please explain <i>Click or tap here to enter text.</i>
Description/ Business Need/ Scope Summary and Expected Results	Description:
Segment and Investment Mapping	Please select the segment to which this project is mapped from the dropdown below: <i>Choose an item.</i> Please select the investment to which this project is mapped from the dropdown list below: <i>Choose an item.</i>
For Projects Funded from HUD's Budget Formulation Process	Provide a summary of funding approved below and provide a link to the Approved FYXX Internal Expenditure Plan documents for the investment submitted as part of that year's budget formulation process: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other Funding: <i>Choose an item.</i> <i>Click or tap here to enter text.</i>
For Projects Not Funded from HUD's Budget Formulation Process	Is this project on OCIO's Unfunded Priority List? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the funding approval documentation submitted for funding consideration and approval: <i>Click here to enter text.</i> If not, please contact the Customer Relationship Coordinator (CRC) for your segment for advice on the next steps. <i>Click or tap here to enter text.</i>
Project Ancestry	1. Is this project a follow-on effort to a previously approved larger initiative? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please enter the name of the larger initiative: <i>Click here to enter text.</i> 2. Is this project a follow-on effort to a previously completed project (such as a subsequent phase or wave)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, enter the name of the previously completed project: <i>Click here to enter text.</i>
Project Type	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> COTS/GOTS/OSS <input type="checkbox"/> Software-as-a-Service (SaaS) <input type="checkbox"/> Custom Development <input type="checkbox"/> Modifications/ Enhancements <input type="checkbox"/> Infrastructure </div> <div> <input type="checkbox"/> Acquisition Only <input type="checkbox"/> Decommissioning <input type="checkbox"/> Other <input type="checkbox"/> Web-based Application Development <input type="checkbox"/> Undecided /Not sure </div> </div>

Program Assignment Issued by TRC After Submission	This initiative is assigned to the following Program: <i>Click or tap here to enter text.</i>	
Artificial Intelligence (AI) Assessment	Does this initiative contain an Artificial Intelligence (AI) components? <input type="checkbox"/> Yes <input type="checkbox"/> No If “Yes” you “must” completed the Artificial Intelligence Addendum below.	
Strategic Alignment	<p>HUD Alignment</p> <p>1. HUD Strategic Plan Goal – Primary (dropdown) <i>Choose an item.</i></p> <p>2. HUD Strategic Plan Goal – Secondary (dropdown) <i>Choose an item.</i></p> <p>Strategy (OCIO Strategic Plan)</p> <p>3. HUD Strategic Goal Strategy – Primary (dropdown) Primary: <i>Choose an item.</i></p> <p>Secondary: <i>Choose an item.</i></p> <p>Is this initiative identified in a program area roadmap? <input type="checkbox"/> Yes <input type="checkbox"/> No If “yes, please Identify: <i>Click here to enter text.</i></p>	
Project Stakeholders (select all that apply) <small>Selection means that the specific program area will be affected by the successful execution of the project (e.g., the user of a new system).</small>	<div style="display: flex; flex-wrap: wrap;"> <div style="flex: 50%;"> <input type="checkbox"/> Center for Faith-Based and Neighborhood Partnerships <input type="checkbox"/> Chief Financial Officer <input type="checkbox"/> Chief Human Capital Officer <input type="checkbox"/> Chief Information Officer <input type="checkbox"/> Chief Procurement Officer <input type="checkbox"/> Community Planning and Development <input type="checkbox"/> Congressional/ Intergovernmental Relations <input type="checkbox"/> Departmental Enforcement Center <input type="checkbox"/> Equal Employment Opportunity <input type="checkbox"/> Fair Housing/ Equal Opportunity <input type="checkbox"/> Field Policy and Management <input type="checkbox"/> General Counsel </div> <div style="flex: 50%;"> <input type="checkbox"/> Ginne Mae <input type="checkbox"/> Healthy Homes and Lead Hazard Control <input type="checkbox"/> Housing <input type="checkbox"/> Labor Relations <input type="checkbox"/> Office of Hearings and Appeals <input type="checkbox"/> office of the Inspector General <input type="checkbox"/> Policy Development and Research <input type="checkbox"/> Public Affairs <input type="checkbox"/> Public and Indian Housing <input type="checkbox"/> Small/ Disadvantaged Business Utilization <input type="checkbox"/> <input type="checkbox"/> Office of Strategic Planning and Mgmt. <input type="checkbox"/> Sustainable Housing and Communities <input type="checkbox"/> Other </div> </div>	
Final Project Output/ Impacts (select all that apply)	<div style="display: flex; flex-wrap: wrap;"> <div style="flex: 50%;"> <input type="checkbox"/> Analysis, Recommendations, Plans and Policy <input type="checkbox"/> Business Process Re-engineering <input type="checkbox"/> Data <input type="checkbox"/> Standards <input type="checkbox"/> Industry Guidance <input type="checkbox"/> Infrastructure Update </div> <div style="flex: 50%;"> <input type="checkbox"/> New Platform or Infrastructure <input type="checkbox"/> Current System Modification <input type="checkbox"/> New System <input type="checkbox"/> Service <input type="checkbox"/> Shared Service (SaaS) <input type="checkbox"/> Other (please explain below): <i>Click here to enter text.</i> </div> </div>	
Summary of Benefits (select all that apply)	<div style="display: flex; flex-wrap: wrap;"> <div style="flex: 50%;"> <input type="checkbox"/> Direct Support of HUD Mission Activities <input type="checkbox"/> Process Automation <input type="checkbox"/> Enhanced Performance <input type="checkbox"/> Decreased Complexity </div> <div style="flex: 50%;"> <input type="checkbox"/> Improved Technology Availability <input type="checkbox"/> Technology Reuse <input type="checkbox"/> Compliance <input type="checkbox"/> Other: <i>Click here to enter text.</i> </div> </div>	
Summary of Risks (select all that apply)	<div style="display: flex; flex-wrap: wrap;"> <div style="flex: 50%;"> <input type="checkbox"/> Schedule <input type="checkbox"/> Cost/Funding <input type="checkbox"/> Resources <input type="checkbox"/> Interoperability </div> <div style="flex: 50%;"> <input type="checkbox"/> Security or Privacy <input type="checkbox"/> Technology <input type="checkbox"/> Executive Support <input type="checkbox"/> Feasibility </div> </div>	

	<input type="checkbox"/> Data <input type="checkbox"/> Other: <i>Click here to enter text.</i>
Proposed Project Team	Please list the proposed project team members including the proposed Business Lead: Business Project Manager: Allison Kolar IT Project Manager (If assigned): Julie Trinh ISSO: (If assigned): Click or tap here to enter text. Other Stakeholders: Click or tap here to enter text.
Estimated Project Duration	Estimated Start Date: 9/30/2024 Estimated End Date: <i>Click here to enter a date.</i> <input type="checkbox"/> 0-6 Months <input type="checkbox"/> 6-12 Months <input type="checkbox"/> 1 year – 2 years <input type="checkbox"/> Over 2 years If a required completion date exists, please provide the date: <i>Click here to enter a date.</i>
Rough Order of Magnitude (ROM) Life Cycle Cost Estimate	Refer to the information presented within the business case for investment selection and enter the best, at this point, estimate of the entire life cycle cost of the project and solution being implemented: DME: <i>Click or tap here to enter text.</i> O&M: <i>Click or tap here to enter text.</i> FITARA: <i>Click or tap here to enter text.</i> Other: <i>Click or tap here to enter text.</i>
Procurement Forecast Procurement details (both OCPO and HRMB) should be discussed in the Initiation Phase Procurement Management Plan.	<i>Click or tap here to enter text.</i>
Submitted By:	Name: <i>Click or tap here to enter text.</i> Title: <i>Click or tap here to enter text.</i>

PIF Review and Validation of Receipt	
TRC Chair (OCIO Resource Assignment Initiation)	Click or tap here to enter text.
OCRPM – Customer Relationship Coordinator	Click or tap here to enter text.
Business Lead	Click or tap here to enter text.

Integrated Project Team Membership (IPT) – OCIO Resource Assignments

Please highlight in the following table the OCIO roles required and an estimate of the percentage of time each will be needed on this project. The TRC Chair, upon receipt of the PIF, will facilitate OCIO resource identification and assignment in collaboration with the members of the TRC. To assist you in identifying the appropriate roles, the table below provides you with some examples of the type of work each role is expected to perform on a project. It is for this reason the TRC must also know the percentage of time each of the individuals you identify below will be expected to participate. Please use project management best practices when estimating.

	IPT Role & Examples of Work to be Performed	% Needed
<input type="checkbox"/>	Government Technical Representative (GTR) and Government Technical Monitor (GTM) – support the Business Lead and IT PM by developing the acquisition documents necessary to execute the acquisition strategy; and provide contract execution and administration activities in accordance with the contract.	0%
<input type="checkbox"/>	Security Specialist – obtain & and analyze data requirements and access requirements from business to determine project activities needed to execute appropriate technical controls; provide major input into system security plan; provide input into other security activities, timelines, and cost estimates.	0%
<input type="checkbox"/>	Infrastructure & Operations Representation – technical representatives are required to participate from the beginning of the project to understand and translate business & and functional requirements into technical specifications, assist in defining project activities, timelines, and cost estimates, address HW/SW and services needed to support the project, address development, testing, production, and backup requirements, establish service levels, provide major input into system security plans, technical design, test plans, data conversion plans, deployment/release plans, operational and maintenance plans.	0%
<input type="checkbox"/>	Enterprise Architecture Representation – uses architecture standards to assist in developing solution design options; provides input into tasks, timelines, and cost estimates for security, data, technical, and service architectures; recommends segment and investment placement of projects/solutions into IT portfolio.	0%
<input type="checkbox"/>	Investment Management Representative – CPIC – to identify and ensure projects/solutions follow investment management requirements, investment updates, monthly federal IT Dashboard updates, performance reporting, and other IT budget formulation and execution activities.	%
<input type="checkbox"/>	Privacy Officer Representative – assess data requirements to ensure appropriate controls are executed to protect sensitive and private information.	0%
<input type="checkbox"/>	Other Representatives – Any other personnel supporting the acquisition necessary to execute the acquisition strategy; provides contract execution and administration activities in accordance with the contract.	0%

	IPT Role & Examples of Work to be Performed	% Needed
<input type="checkbox"/>	Chief Technology Officer - Assess technical solutions to ensure appropriate technical controls are executed.	0%
<input type="checkbox"/>	Other – Please identify: Click or tap here to enter text.	0%
Other Information the TRC Needs to Know: Click or tap here to enter text.		

Artificial Intelligence Addendum

The purpose of this Addendum is to allow an assessment of the potential inclusion and impact(s) of Artificial Intelligence, by the AT Working Group, on the submission to the TRC or the CCMB, in accordance with . .

Product Vendor	Please identify the vendor.
AI Capability	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/> Other Please explain: Click or tap here to enter text.
AI Component	Please identify all AI components associated with this initiative.
Comments	Click or tap here to enter text.
FOR USE BY THE AI WORK GROUP ONLY	
AI Work Group Decision: Choose a Decision	Date: Click or tap to enter a date.
AI Work Group Comments: Click or tap here to enter text.	
AI Work Group Reviewer:	Click or tap here to enter text.
Date of Review	Click or tap here to enter text.

TRC Comments and Additional Information (for TRC use only)

Governance Assignment: – The **Governance Assignment** identifies the scope and complexity of the project, which in turn will determine the **approval authority**. This determination is based on the following criteria:

- Cost
- Interoperability
- Exposure
- Risk

The table below provides a summary of the threshold criteria for determining the level of oversight for this initiative.

Criteria	TRC Level Project	CCC Level Project	PIRB Level Project
Life Cycle Costs	<input type="checkbox"/> Below \$500,000	<input type="checkbox"/> From \$500,001 – 5,000,000	<input type="checkbox"/> Above \$5,000,000
Exposure	<input type="checkbox"/> Negligible or Non-Major ¹	<input type="checkbox"/> Non-Major	<input type="checkbox"/> Moderate to Major ²
Interoperability	<input type="checkbox"/> One program area	<input type="checkbox"/> Two program areas	<input type="checkbox"/> Three or more program areas
Risk	<input type="checkbox"/> Low	<input type="checkbox"/> Medium	<input type="checkbox"/> High

Other Comments and Information

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¹ This may be defined as a project that has not had any significant level of interest above the General Deputy Assistant Secretary (GDAS) level. This is not an exhaustive definition.

² Moderate to Major exposure may be defined as a project initiated by senior leadership, a project that addresses a need that has been articulated by senior leadership, or a project that senior leadership has expressed direct interest in. This is not an exhaustive definition.

TRC Comments and Additional Information:

