

## PPM V2.0 - PROJECT INITIATION FORM (PIF)

<b>Project Name</b>	<i>Click here to enter text.</i>	
<b>Project Identifier</b> <small>Issued by EPMD After Submission</small>	*This field is not live – is pending further tool functionality to support HUD project management processes.	
<b>Description/ Business Need/ Scope Summary and Expected Results</b>	<i>Click here to enter text.</i>	
<b>Segment and Investment Mapping</b>	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>	
<b>For Projects Funded from HUD’s Budget Formulation Process</b>	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: <i>Click here to enter text.</i>	
<b>For Projects Not Funded from HUD’s Budget Formulation Process</b>	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 no, please contact the Customer Relationship Coordinator (CRC) for your segment for advice on next steps. <i>Click here to enter text.</i>	
<b>Project Ancestry</b>	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>	
<b>Project Type</b>	<input type="checkbox"/> COTS/GOTS <input type="checkbox"/> Software-as-a-Service (SaaS) <input type="checkbox"/> Custom Development <input type="checkbox"/> Modifications/ Enhancements	<input type="checkbox"/> Decommissioning <input type="checkbox"/> Other <input type="checkbox"/> Undecided/ Not Sure
<b>Strategic Alignment</b>	1. HUD Strategic Plan Goal – Primary (dropdown) <i>Choose an item.</i> 2. HUD Strategic Plan Goal – Secondary (dropdown) <i>Choose an item.</i>	

<p><b>Project Stakeholders (select all that apply)</b></p> <p>Selection means that the specific program area will be affected by the successful execution of the project (e.g., user of a new system).</p>	<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	<input type="checkbox"/> Ginnie 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"/> Office of Strategic Planning and Management <input type="checkbox"/> Sustainable Housing and Communities
<p><b>Final Project Output/ Impacts (select all that apply)</b></p>	<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	<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 <input type="checkbox"/> Other (please explain in space provided): <i>Click here to enter text.</i>
<p><b>Summary of Benefits (select all that apply)</b></p>	<input type="checkbox"/> Direct Support of HUD Mission Activities <input type="checkbox"/> Process Automation <input type="checkbox"/> Enhanced Performance <input type="checkbox"/> Decreased Complexity	<input type="checkbox"/> Improved Technology Availability <input type="checkbox"/> Technology Re-use <input type="checkbox"/> Compliance <input type="checkbox"/> Other: <i>Click here to enter text.</i>
<p><b>Summary of Risks (select all that apply)</b></p>	<input type="checkbox"/> Schedule <input type="checkbox"/> Cost/Funding <input type="checkbox"/> Resources <input type="checkbox"/> Interoperability <input type="checkbox"/> Data	<input type="checkbox"/> Security or Privacy <input type="checkbox"/> Technology <input type="checkbox"/> Executive Support <input type="checkbox"/> Feasibility <input type="checkbox"/> Other: <i>Click here to enter text.</i>

<b>Proposed Project Team</b>	Please list the proposed project team members including the proposed Business Lead: <i>Click here to enter text.</i>
<b>Estimated Project Duration</b>	Estimated Start Date: <i>Click here to enter a date.</i> 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>
<b>Rough Order of Magnitude (ROM) Life Cycle Cost Estimate</b>	Refer to the information presented within the business case for investment selection and enter the best, at this point in time, estimate of the entire life cycle cost of the project and solution being implemented: <i>Click here to enter text.</i>
<b>Procurement Forecast</b> Procurement detail (both OCPO and HRMB) should be discussed in the Initiation Phase Procurement Management Plan.	<i>Click here to enter text.</i>
<b>Submitted By</b>	<i>Click here to enter text.</i>
<b>PIF Review and Validation of Receipt</b>	
<b>TRC Chair (OCIO Resource Assignment Initiation)</b>	<i>&lt;TRC Chair reviews PIF notification and signs/dates confirming the review was completed. TRC Chair initiates facilitation of OCIO resources in collaboration with members of TRC.&gt;</i>
<b>OCRPM – Customer Relationship Coordinator</b>	<i>&lt;CRC reviews PIF notification and signs/dates confirming the review was completed. CRC sends PIF to pre-determined point-of-contact within OCRPM-Enterprise Program Management Division, OCRPM-Investment Management Division, OCRPM-Enterprise Architecture Division, and OCIO-IT Operations.&gt;</i>
<b>Business Lead</b>	<i>&lt;Business Lead reviews PIF notification and signs/dates confirming the review was completed.&gt;</i>

**Integrated Project Team Membership (IPT) – OCIO Resource Assignments**

Please select 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 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"/>	<b>Government Technical Representative (GTR) and Government Technical Monitor (GTM)</b> – support the Business Lead and IT PM by developing the acquisition documents necessary to execute the acquisition strategy; provides contract execution and administration activities in accordance with contract.	0%
<input type="checkbox"/>	<b>Security Specialist</b> – obtain & analyze data requirements and access requirements from business to determine project activities needed to execute appropriate technical controls; provides major input into system security plan; provide input into other security activities, timelines, and cost estimates.	0%
<input type="checkbox"/>	<b>Infrastructure &amp; Operations Representation</b> – technical representatives required to participate from the beginning of the project to understand and translate business & 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"/>	<b>Enterprise Architecture Representation</b> – use architecture standards to assist in developing solution design options; provides input in to 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"/>	<b>Investment Management Representative</b> – 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.	0%
<input type="checkbox"/>	<b>Privacy Officer Representative</b> – assess data requirements to ensure appropriate controls are executed to protect sensitive and private information.	0%

*PIF Form Ver. 2 (6/2016)*