

Welcome to CMS IT Governance Training, Capital Planning and Investment Control or CPIC.

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Capital Planning and Investment Control, or CPIC, is a systematic approach to selecting, managing, and evaluating information technology investments. The Clinger-Cohen Act, which requires federal agencies to focus on the results produced by IT investments, mandates the use of CPIC.

CPIC is broken down into four phases. These phases are Pre-Select, Select, Control and Evaluate.

The Pre-Select phase is when business needs are evaluated, and where plans are developed to meet those business needs.

The Select phase is where we determine if we are making sensible and sustainable investments.

The Control phase is where figure out how to ensure investments are delivering on their projected benefits.

Finally, in the Evaluate phase we check to make sure the investments are delivering what was expected.

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During the Pre-Select phase, we determine what the business need is, and how we will meet that business need. We do this through a few key artifacts and collaborations.

First is completion of the CMS IT Governance Intake Form. It is a short form, completed during the early planning stages for a new IT product, service idea, or a planned contract action.

Completing the IT Intake Form allows us, the CMS IT Governance Admin Team, to route your project to the proper technical subject matter experts, or SMEs, such as Enterprise Architecture, the Technical Experts, Information Security and Privacy, etc., who can all assist in meeting your project's specific business needs.

Another key artifact in the Pre-Select phase is the Business Case. This is where you explain your Business Need, and the due diligence you performed in the selection of the preferred IT solution for which you are seeking funding. Document your Alternatives Analysis within the business case.

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The Select Phase is where we make the determination if your project is a sensible and sustainable investment.

This is when the business case, with alternatives analysis for your proposed business need, goes to the Governance Review Board, or GRB, to capture feedback on your business need, and where the GRB may approve the solution. A large number of the GRB voting members are also Budget Development Group, or BDG, Chairs

After agreeing on an approved solution, the CMS IT Governance Admin Team issues a Life Cycle ID for your project. It covers the scope of your project and provides a date for when that Life Cycle ID will expire.

CMS develops the fiscal Operating Plan for IT assets annually, based on the overall budget allocated by Congress, and is informed by the capital planning decisions made by the GRB. BDGs do the development of the Operating Plan and are in charge of overseeing various funding sources, with approval coming from the GRB and the CIO.

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During the Control Phase is when we ensure that your investment delivers its projected benefits.

This is where the Target Life Cycle or TLC, CMS' Systems Development Lifecycle framework, helps guide project teams through the phases. The TLC itself has four phases, Initiate, Develop, Operate and Retire, and provides assistance and standard guidance to support consistent systems development and project management methodologies.

CMS ensures IT acquisitions follow an overall acquisition strategy and that we conduct IT development in a manner that satisfies CMS' Enterprise standards and strategy.

This is also where we establish projects in the HHS Portfolio Management Tool to report on, and manage the investment per OMB rules.

Also during this phase is where the IT Governance Admin Team manages the process, to ensure that there are no uncontrolled changes or additions to the schedule, cost, or scope of previously approved efforts. These efforts, such as Requests for Additional Funding, or RAFs, future Acquisition Plans, or APs, or requests to extend an existing expiring Life Cycle ID, go through the Pre-Select and Select activities, just as the original effort did previously.

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During the Evaluate phase is where we make the determination as to whether your project is meeting the business need and continuing to deliver value to the agency.

We do this by notifying the GRB, where projects may be periodically brought in for investment reviews. We also review Annual Operational Analyses, AOAs, where project teams must justify the continued expenditure for their project, and evaluate the performance measures to justify the need for continued expenditure.

Furthermore, CPIC includes officially recording your IT effort costs, schedule, and performance. This reporting information will be accessible to stakeholders at many levels and in many forums, including the public, via the internet accessible Federal IT Dashboard.

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It is important for investment project teams to note that CPIC is not a one, then two, then three, then four, process, where you move through each phase and then start all the way back over. Your project or investment can be in one or multiple phases of CPIC at a single time.

If you determine that your project needs to add a new business function, product or service idea, that specific portion of the project now moves through the CPIC phases, while other portions may still be another phase.

This ultimately allows for the most flexibility for your investment or project to move through the phases of CPIC and ensures it is meeting what is required of it during each phase.

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If you would like to learn more, please visit [www dot CMS dot gov slash T L C](http://www.cms.gov/ITLC),

and if you have any questions, feel free to reach out to us at [I T underscore Governance at CMS dot hhs dot gov](mailto:IT@cms.hhs.gov)

Thank you.