

IT INVESTMENT MANAGEMENT - SELECT PHASE (1.0)
IT CLEARINGHOUSE REVIEW STAGE (1.1)

Number	Phase/Stage/Task	Process Description
1.1	IT Clearinghouse Review Stage	<p>Entrance Criteria: <i>Before entering the IT Clearinghouse Stage, the Project Proponent must first determine the scope and nature of the proposed re-engineering effort. The screening phase determines which investment boards have oversight authority over the investment.</i></p> <p>Purpose: <i>To ensure that the proposed investment does not duplicate an existing systems, ongoing projects or a proposed project.</i></p> <p><i>It is the responsibility of the Project Proponent to conduct a Clearinghouse Review, discuss their idea for the re-engineering of a business process with other business users, identify and brief the appropriate Sponsor, and with their Sponsor's concurrence, enter their idea into the Bureau's IT Clearinghouse.</i></p> <p><i>It is mandatory that each IT investment / project, regardless of cost or size (other than routine operations and maintenance of existing systems or contracted services for normal IT operations), be entered into the Bureau's IT Clearinghouse and reviewed for architectural compliance.</i></p> <p>Exit criteria: <i>The Project Proponent must receive a Clearinghouse Registration Memorandum issued by the SCO to exit this Stage.</i></p> <p>Decision (Go/No Go) Points: <i>Sponsor's approval of the business process re-engineering idea</i></p> <p>Deliverables: Business Process Re-engineering idea is registered in the Clearinghouse Clearinghouse Registration Memorandum</p> <p>Time Frames:</p> <p>Who's Involved: <i>The Project Proponent (PP), Business Users, Project Sponsor (an Assistant Director, or Deputy Director at the national level or State or Center Director at the field level), and the System Coordination Office (SCO)</i></p>

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		<p>References:</p> <p><i>IT Investment Management Process , Version Control Number 0.99, February 01, 2001</i></p> <p><i>Washington Office Instruction Memorandum No 2000-76, dated February 11,200 and 2000-76, Change 1, February 07, 2001</i></p> <p>Clearinghouse web site : http://web.blm.gov/internal/wo-500/clearinghouse.htm</p>

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1.1.1	Project Proponent has an idea for business process re-engineering	<p>Purpose: <i>To continually document and facilitate the creative ideas that Bureau employees have to do their work more productively.</i></p> <p>Deliverables:</p> <p>Time Frames:</p> <p>Who's Involved: <i>Project Proponent</i></p>
1.1.2	Project Proponent accesses and reviews IT Clearinghouse	<p>Purpose: <i>To ensure that the proposed investment does not duplicate an existing system, ongoing project(s) or another proposed project.</i></p> <p><i>At this stage, the clearinghouse review consist of a review of the Bureau's IT Clearinghouse. In later Stages within the Investment Management Process, the Project Proponent must also document that a review of other governmental agencies and private/commercial sources was conducted.</i></p> <p>Deliverables:</p> <p>Time Frames:</p> <p>Who's Involved: <i>Project Proponent</i></p>
1.1.3	Project Proponent does not find an existing system that meets functional needs	<p>Purpose: <i>The Project Proponent does not find that an existing system or product within the Clearinghouse that will meet all or part of their needs.</i></p> <p>Deliverables:</p> <p>Time Frames:</p> <p>Who's Involved: <i>Project Proponent, existing system owners and/ or user representative(s).</i></p>
(1.1.3.1)	Project Proponent finds an existing system that may meet their functional needs, contacts system owner or user representative	<p>Purpose: <i>If the Project Proponent finds an existing system or product they should contact the owner or user representative to discuss planned upgrades and compare those to the Project Proponents needs. If the existing system is already planning to incorporate the Project Proponents's idea into a future release, the business process re-engineering idea is not entered into the Clearinghouse. If the existing system user representative or owner believes that the Project Proponent's idea needs to be included with the existing system, the Project Proponent should document their support, and ask for their assistance in getting the idea accepted by the Sponsor.</i></p> <p>Deliverables:</p>

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		Time Frames:
		Who's Involved:
(1.1.3.2)	Existing System meets functional needs	<i>Purpose: If the existing system meets or will soon meet the needs of project proponent there is no need to proceed and the proponents efforts ends.</i>
		Deliverables:
		Time Frames:
		<i>Who's Involved: Project Proponent and existing system User Representative and/or System Owner.</i>
1.1.4	Project Proponent discusses idea with Business Users and Managers	<i>Purpose: The Project Proponent may find that there are no existing systems or products with the Clearinghouse that meets their needs. It is at this point that the Project Proponent contacts, obtains and documents support for the idea from the business users and respective management group(s). The greater the support from the business community the better evidence to convince the Sponsor. If the Business Users and Managers reject the idea, the idea ends.</i>
		Deliverables:
		Time Frames:
		<i>Who's Involved: Project Proponent, Business Users and Management Group(s).</i>
1.1.5	Business Users and Managers agree with Project Proponent's idea	<i>Purpose: The Project Proponent is responsible for documenting any decisions or recommendations from any meetings and/or workshops where the business users or various management groups support their idea for re-engineering the business process.</i> <i>This is to ensure that when the Project Proponent goes before the Sponsor that they can demonstrate support for their idea.</i>
		Deliverables:
		Time Frames:
		<i>Who's Involved: Project Proponent, Business Users and groups, Management groups (ie State Management Teams, Deputy State Directors, Field Committee, etc.).</i>

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1.1.6	Project Proponent conducts Project Screening Analysis	Purpose: <i>To determine the scope and magnitude of the project and the management oversight level (State/National ITIB).</i>
		Deliverables:
		Time Frames:
		Who's Involved: <i>Project Proponent</i>
1.1.7	Project Proponent briefs Business Process Owner	Purpose: <i>To ensure that the Business Process Owner agrees with the proposed re-engineering effort and supports the IT Investment Proposal the Project Proponent conducts a briefing to inform them on their idea.</i>
		Deliverables:
		Time Frames:
		Who's Involved: <i>Project Proponent and the Sponsor.</i>
(1.1.7.1)	Project Proponent contacts SCO (optional)	Purpose: <i>If the Project Proponent wishes they may contact the SCO for guidance and/or recommendations prior to formally briefing the identified Sponsor. The SCO can also assist in the identification of the Sponsor.</i>
		Deliverables:
		Time Frames:
		Who's Involved:
1.1.8	Business Process Owner approves idea and agrees/assigns a Project Sponsor	Purpose: <i>To ensure that the Business Process Owner agrees to be the Sponsor. To validate that the business process improvement is the responsibility of a single Assistant Director or that it is a shared responsibility between two or more Assistant Directors.</i> <i>The Sponsor may approve, approve with modifications, or reject the idea. With Sponsor approval the Project Proponent has "permission" to enter the idea (as approved or modified by the Sponsor) into the IT Clearinghouse. If the Sponsor rejects the idea it is returned to the Project Proponent.</i>
		Deliverables: <i>Project Proponent is encouraged to document Sponsor approval.</i>
		Time Frames:
		Who's Involved: <i>Project Proponent, Project Sponsor, Management Group Representatives</i>

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1.1.9	Project Proponent enters business process re-engineering idea into IT Clearinghouse	<p><i>Purpose: To “register the approved idea or approved idea as modified by the Sponsor into the Clearinghouse, so as to notify any other Bureau employee that the idea has been documented, has management and Sponsor support.</i></p>
		<p><i>Deliverables: The business process re-engineering idea is registered in the IT Clearinghouse.</i></p>
		<p><i>Time Frames: Design the IT Clearinghouse to automatically respond to the proponent that they have successfully enter their proposed business process re-engineering idea into the Clearinghouse with a notification copy being sent to the identified sponsor and the SCO</i></p>
		<p><i>Who’s Involved: Project Proponent and Sponsor</i></p>
1.1.10	SCO validates that the Project Proponent has entered information correctly	<p><i>Purpose: To ensure that all the required information has been entered correctly and that the Project Proponent’s analysis of systems in the IT Clearinghouse is accurate.</i></p>
		<p><i>Deliverables:</i></p>
		<p><i>Time Frames:</i></p>
		<p><i>Who’s Involved: System Coordination Office</i></p>
1.1.	SCO issues a Clearinghouse Registration Memorandum to Project Proponent and Sponsor	<p><i>Purpose: To document that the idea has “officially” been recognized, the System Coordination Office will issue a Clearinghouse Registration Memorandum to the Project Proponent, with a courtesy copy to the Sponsor. The Clearinghouse Registration Memorandum serves as the exit criteria document for the Clearinghouse Review Stage (1.1) and the entrance criteria to the Investment Proposal Stage (1.2).</i></p> <p><i>SCO will notify IMG via a courtesy copy of the Clearinghouse Registration Memorandum.</i></p>
		<p><i>Deliverables: Clearinghouse Registration Memorandum</i></p>
		<p><i>Time Frames: Within 2 days of being notified the SCO would issue the Clearinghouse Registration Memorandum</i></p>
		<p><i>Who’s Involved: Project Proponent, Sponsor, System Coordination Office, and the Investment Management Group (IMG).</i></p>