

Exhibit 300 (BY2008)

PART ONE	
OVERVIEW	
1. Date of Submission:	2007-02-05
2. Agency:	009
3. Bureau:	90
4. Investment Name:	PMA PSC E-Gov Travel
5. UPI:	009-90-01-99-01-0221-24
6. What kind of investment will this be in FY2008?	
Mixed Life Cycle	
7. What was the first budget year this investment was submitted to OMB?	
FY2004	
8. Provide a brief summary and justification for this investment, including a brief description of how this closes in part or in whole an identified agency performance gap.	
<p>E-Gov Travel is one of the initial 24 E-Government initiatives on the PMA. The investment will operate as a Web-based, vendor-hosted system which means that the only HHS technology required to use the system is a web browser and internet connectivity. HHS began planning for E-Gov Travel in early 2004. E-Gov Travel is integrating six disparate legacy travel management systems at HHS that that require recurrent investments in hardware and software. E-Gov Travel is a vendor-hosted solution accessed through the web. This investment is in the acquisition phase through 2007. We anticipate transition of operations and maintenance to the E-Gov Travel Center of Excellence which will perform the maintenance. It's anticipated that a decision regarding the movement this investment into the Center of Excellence will be made at the end of FY 2007. We are currently completing the migrations of the each Operating Division of HHS, and awaiting a decision on the NIH deployment which is anticipated to be in FY 2007. The investment has a fully integrated CPIC that complies with the Federal Enterprise Architecture Framework (FEAF) as prescribed by Office of Management and Budget (OMB) and the CIO Council. The investment has integrated the CPIC processes and the Performance Reference Model (PRM) to further allow for more defined measurements of control. The Service Reference Model (SRM) (main service) of this investment supports the implementation and support of the E-Gov Travel Service throughout HHS. This investment will also support the creation of electronic interfaces between E-Gov Travel and various other HHS systems. These electronic processes have created economies of scale that have been integrated into the CPIC process. The investment uses disciplined performance metrics to ensure that the government is getting the required return-on-investment. These measurements are part of the budget to actual and variance analysis that has been well documented as part of the CPIC process. As part of the CPIC and contracting process, GSA selected three vendors to provide E-Gov Travel to all civilian agencies and thoroughly tested and verified their functionality and accuracy. In addition, GSA provides the security C&A and COOP plans for the systems. This investment has been reviewed by the HHS ITIRB and the Service and Supply Fund Board. The E-Gov Travel contract is firm fixed price, performance based and includes a partial payment schedule.</p>	
9. Did the Agency's Executive/Investment Committee approve this request?	
yes	
9.a. If "yes," what was the date of this approval?	
2004-08-15	
10. Did the Project Manager review this Exhibit?	
yes	
12. Has the agency developed and/or promoted cost effective, energy-efficient and environmentally sustainable techniques or practices for this project.	
yes	
12.a. Will this investment include electronic assets (including computers)?	
no	
12.b. Is this investment for new construction or major retrofit of a Federal building or facility? (answer applicable to non-IT assets only)	
no	
12.b.1. If yes, is an ESPC or UESC being used to help fund this investment?	

no	
13. Does this investment support one of the PMA initiatives?	
yes	
If yes, select the initiatives that apply:	
Budget Performance Integration	
Competitive Sourcing	
Expanded E-Government	
Financial Performance	
Human Capital	
13.a. Briefly describe how this asset directly supports the identified initiative(s)?	
The assets are for commercially available services. The government is not paying the contractor to develop a system. ETS establishes a common governmentwide web-based end-to-end travel management service that reduces or eliminates capital investment and minimizes total cost per transaction for the government with policy based on best travel management practices.	
14. Does this investment support a program assessed using OMB's Program Assessment Rating Tool (PART)?	
no	
14.a. If yes, does this investment address a weakness found during the PART review?	
no	
15. Is this investment for information technology (See section 53 for definition)?	
yes	
16. What is the level of the IT Project (per CIO Council's PM Guidance)?	
Level 3	
17. What project management qualifications does the Project Manager have? (per CIO Council's PM Guidance)	
(1) Project manager has been validated as qualified for this investment	
18. Is this investment identified as high risk on the Q4 - FY 2006 agency high risk report (per OMB's high risk memo)?	
yes	
19. Is this a financial management system?	
no	
19.a. If yes, does this investment address a FFIA compliance area?	
no	
20. What is the percentage breakout for the total FY2008 funding request for the following? (This should total 100%)	
Hardware	0
Software	0
Services	100
21. If this project produces information dissemination products for the public, are these products published to the Internet in conformance with OMB Memorandum 05-04 and included in your agency inventory, schedules and priorities?	
no	
22. Contact information of individual responsible for privacy related questions.	
Name	
Dara Murray	
Phone Number	
301-443-0881	
Title	
Chief Information Security Officer	

Email

dara.murray@psc.hhs.gov

23. Are the records produced by this investment appropriately scheduled with the National Archives and Records Administration's approval?

no

SUMMARY OF SPEND

1. Provide the total estimated life-cycle cost for this investment by completing the following table. All amounts represent budget authority in millions, and are rounded to three decimal places. Federal personnel costs should be included only in the row designated Government FTE Cost, and should be excluded from the amounts shown for Planning, Full Acquisition, and Operation/Maintenance. The total estimated annual cost of the investment is the sum of costs for Planning, Full Acquisition, and Operation/Maintenance. For Federal buildings and facilities, life-cycle costs should include long term energy, environmental, decommissioning, and/or restoration costs. The costs associated with the entire life-cycle of the investment should be included in this report.

All amounts represent Budget Authority

(Estimates for BY+1 and beyond are for planning purposes only and do not represent budget decisions)

	PY-1 & Earlier	PY	CY	BY
	-2005	2006	2007	2008
Planning Budgetary Resources	0.383	0.362	1.061	0.000
Acquisition Budgetary Resources	1.494	1.660	0.000	0.000
Maintenance Budgetary Resources	0.000	0.000	0.033	0.000
Government FTE Cost	0.360	0.170	0.000	0.000
# of FTEs	0	0	0	0.000

Note: For the cross-agency investments, this table should include all funding (both managing partner and partner agencies).

Government FTE Costs should not be included as part of the TOTAL represented.

2. Will this project require the agency to hire additional FTE's?

no

PERFORMANCE

In order to successfully address this area of the exhibit 300, performance goals must be provided for the agency and be linked to the annual performance plan. The investment must discuss the agency's mission and strategic goals, and performance measures must be provided. These goals need to map to the gap in the agency's strategic goals and objectives this investment is designed to fill. They are the internal and external performance benefits this investment is expected to deliver to the agency (e.g., improve efficiency by 60 percent, increase citizen participation by 300 percent a year to achieve an overall citizen participation rate of 75 percent by FY 2xxx, etc.). The goals must be clearly measurable investment outcomes, and if applicable, investment outputs. They do not include the completion date of the module, milestones, or investment, or general goals, such as, significant, better, improved that do not have a quantitative or qualitative measure.

Agencies must use Table 1 below for reporting performance goals and measures for all non-IT investments and for existing IT investments that were initiated prior to FY 2005. The table can be extended to include measures for years beyond FY 2006.

Table 1

	Fiscal Year	Strategic Goal(s) Supported	Performance Measure	Actual/baseline (from Previous Year)	Planned Performance Metric (Target)	Performance Metric Results (Actual)
1	2004	Business Strategy and Innovation	Consolidation to 1 Travel Mgmt solution for all of HHS	6 different Travel Mgmt solutions	100%	100%

2	2004	Business Strategy and Innovation	Consolidation to 1 Travel Management Center for all of HHS	24 different Travel Management Centers	100%	100%
3	2005	Business Strategy and Innovation	Full implementation of PSC on GovTrip	PSC using TMS for Travel Management Services	100%	100%
4	2005	Business Strategy and Innovation	Full implementation of AoA, ACF, AHRQ, OS (and STAFFDIVs), SAMHSA, HRSA, OIG on GovTrip for Travel Management Services	AoA, ACF, AHRQ, OS (and STAFFDIVs), SAMHSA, HRSA, OIG all using TMS for Travel Management Services	100%	100%
5	2005	Business Strategy and Innovation	Full transition from 24 different Travel Management Centers to 1 Travel Management Center	HHS using 24 different Travel Management Centers	100%	100%
6	2006	Business Strategy and Innovation	Full implementation of FDA, CMS, CDC and IHS on GovTrip	FDA, CMS, CDC & IHS using existing systems for Travel Management Service	100%	85%
7	2007	Business Strategy and Innovation	Full implementation of NIH on GovTrip	NIH	100%	TBD
8	2007	Process Improvement	Reduce processing time to 15 minutes	Currently it takes 25 minutes to process a travel voucher	100%	TBD

All new IT investments initiated for FY 2005 and beyond must use Table 2 and are required to use the FEA Performance Reference Model (PRM). Please use Table 2 and the PRM to identify the performance information pertaining to this major IT investment. Map all Measurement Indicators to the corresponding "Measurement Area" and "Measurement Grouping" identified in the PRM. There should be at least one Measurement Indicator for at least four different Measurement Areas (for each fiscal year). The PRM is available at www.egov.gov.

Table 2

	Fiscal Year	Measurement Area	Measurement Grouping	Measurement Indicator	Baseline	Planned Improvement to the Baseline	Actual Results
1	2006	Mission and Business Results	Travel	Travel	Number of OPDIV Implemented	Achieve or exceed 11 OPDIVs implemented	10 OPDIVs are implemented. One more is targeted for completion Sept 29, 2006
2	2006	Customer Results	Response Time	Response Time	Percentage of Helpdesk Calls in 30 sec	Achieve or exceed 85%calls answered in 30 sec	ONE DHHS Help Desk meets 85% of all calls answered in 30 sec
3	2006	Processes and Activities	Efficiency	Productivity	Number of Vouchers Processed	Achieve or exceed quarterly OMB voucher targets	HHS meets the OMB voucher targets
4	2006	Technology	Internal Data Sharing	Data Standardization	Number of OPDIV	Achieve or exceed 11	10 OPDIVs are implemented.

					Implemented	OPDIVs implemented	One more is targeted for completion Sept 29, 2006
5	2007	Mission and Business Results	Travel	Travel	Number of OPDIV Implemented	Achieve or exceed 11 OPDIVs implemented	TBD
6	2007	Customer Results	Response Time	Response Time	Percentage of Helpdesk Calls in 30 sec	Achieve or exceed 85%calls answered in 30 sec	TBD
7	2007	Processes and Activities	Efficiency	Productivity	Number of Vouchers Processed	Achieve or exceed quarterly OMB voucher targets	TBD
8	2007	Technology	Data Reliability and Quality	Data Standarization	Number of OPDIV Implemented	Achieve or exceed 11 OPDIVs implemented	TBD

EA

In order to successfully address this area of the business case and capital asset plan you must ensure the investment is included in the agency's EA and Capital Planning and Investment Control (CPIC) process, and is mapped to and supports the FEA. You must also ensure the business case demonstrates the relationship between the investment and the business, performance, data, services, application, and technology layers of the agency's EA.

1. Is this investment included in your agency's target enterprise architecture?

yes

2. Is this investment included in the agency's EA Transition Strategy?

yes

2.a. If yes, provide the investment name as identified in the Transition Strategy provided in the agency's most recent annual EA Assessment.

E-Gov Travel - The investment is part of the HHS Enterprise Architecture (EA) in that the investemnt only requires a web browser to operate. e-Travel is a government-wide application and one of the President's E-Government initiatives. The system is hosted at a vendor site and accessed through the Internet so all that is required for an HHS user is a standard web browser and an Internet connection. HHS does not need to purchase any hardware or software.

3. Identify the service components funded by this major IT investment (e.g., knowledge management, content management, customer relationship management, etc.). Provide this information in the format of the following table. For detailed guidance regarding components, please refer to <http://www.whitehouse.gov/omb/egov/>.

Component: Use existing SRM Components or identify as NEW. A NEW component is one not already identified as a service component in the FEA SRM.

Reused Name and UPI: A reused component is one being funded by another investment, but being used by this investment. Rather than answer yes or no, identify the reused service component funded by the other investment and identify the other investment using the Unique Project Identifier (UPI) code from the OMB Ex 300 or Ex 53 submission.

Internal or External Reuse?: Internal reuse is within an agency. For example, one agency within a department is reusing a service component provided by another agency within the same department. External reuse is one agency within a department reusing a service component provided by another agency in another department. A good example of this is an E-Gov initiative service being reused by multiple organizations across the federal government.

Funding Percentage: Please provide the percentage of the BY requested funding amount used for each service component listed in the table. If external, provide the funding level transferred to another agency to pay for the service.

Agency Component Name	Agency Component Description	Service Type	Component	Reused Component Name	Reused UPI	Internal or External Reuse?	Funding %
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1	E-Gov Travel	E-Gov Travel Resources	Human Resources	Travel Management	Travel Management		Internal	100
2	E-Gov Travel	E-Gov Travel Resources	Human Resources	Travel Management	Travel Management		Internal	0

4. To demonstrate how this major IT investment aligns with the FEA Technical Reference Model (TRM), please list the Service Areas, Categories, Standards, and Service Specifications supporting this IT investment.

FEA SRM Component: Service Components identified in the previous question should be entered in this column. Please enter multiple rows for FEA SRM Components supported by multiple TRM Service Specifications.

Service Specification: In the Service Specification field, Agencies should provide information on the specified technical standard or vendor product mapped to the FEA TRM Service Standard, including model or version numbers, as appropriate.

	SRM Component	Service Area	Service Category	Service Standard	Service Specification (i.e., vendor and product name)
1	Travel Management	Service Access and Delivery	Access Channels	Web Browser	NA
2	Travel Management	Service Access and Delivery	Delivery Channels	Internet	NA
3	Travel Management	Service Access and Delivery	Service Requirements	Hosting	NA

5. Will the application leverage existing components and/or applications across the Government (i.e., FirstGov, Pay.Gov, etc)?

yes

5.a. If yes, please describe.

E-Gov Travel will leverage the eAuthentication initiative as well as existing travel service components related to the FedTrip online booking engine, existing agency TMCs, and existing infrastructure supporting legacy travel authorization and voucher systems. E-Gov Travel also supports other Lines of Business.

6. Does this investment provide the public with access to a government automated information system?

no

PART TWO

RISK

You should perform a risk assessment during the early planning and initial concept phase of the investment's life-cycle, develop a risk-adjusted life-cycle cost estimate and a plan to eliminate, mitigate or manage risk, and be actively managing risk throughout the investment's life-cycle.

Answer the following questions to describe how you are managing investment risks.

1. Does the investment have a Risk Management Plan?

yes

1.a. If yes, what is the date of the plan?

2004-06-10

1.b. Has the Risk Management Plan been significantly changed since last year's submission to OMB?

no

2.b. If no, what is the strategy for managing the risks?

It follows the Risk Management Plan.

3. Briefly describe how investment risks are reflected in the life cycle cost estimate and investment schedule: (O&M investments do NOT need to answer.)

The work breakdown structure itemized each work element into its fundamental components. Each component is evaluated based on a risk assessment and the appropriate level of funding is assigned based on the work element's risk

value. The budget for each element is derived based on the most likely scenario that has been risk adjusted. The total of each element comprises the full budget for E-Gov Travel. We review risks on a monthly basis and evaluate any potential changes to the budget plan.

COST & SCHEDULE

<i>Does the earned value management system meet the criteria in ANSI/EIA Standard 748?</i>
no
<i>2.a. What is the Planned Value (PV)?</i>
5.850
<i>2.b. What is the Earned Value (EV)?</i>
5.850
<i>2.c. What is the actual cost of work performed (AC)?</i>
5.750
<i>What costs are included in the reported Cost/Schedule Performance information?</i>
Contractor Only
<i>2.e. As of date:</i>
2006-11-30
<i>3. What is the calculated Schedule Performance Index (SPI= EV/PV)?</i>
1
<i>4. What is the schedule variance (SV = EV-PV)?</i>
0.000
<i>5. What is the calculated Cost Performance Index (CPI = EV/AC)?</i>
1.02
<i>6. What is the cost variance (CV = EV-AC)?</i>
0.100
<i>7. Is the CV or SV greater than 10%?</i>
no
<i>7.d. What is most current Estimate at Completion?</i>
6.793
<i>8. Have any significant changes been made to the baseline during the past fiscal year?</i>
no