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	☐ Enterprise Initiative ☐ Program ☐ Project ☐ Small Task ☐ Service ☐ Other Please explain *Click or tap here to enter text.*
Description/ Business Need/ Scope Summary and Expected Results	*Click or tap here to enter text.*
Segment and Investment Mapping	Please select the segment to which this project is mapped from the dropdown below: *Choose an item.* Please select the investment to which this project is mapped from the dropdown list below: *Choose an item.*
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: ☐ Yes ☐ No ☐ Other Funding: *Choose an item.* *Click or tap here to enter text.*
For Projects Not Funded from HUD's Budget Formulation Process	Is this project on OCIO's Unfunded Priority List? ☐ Yes ☐ No If yes, please provide the funding approval documentation submitted for funding consideration and approval: *Click here to enter text.* If not, please contact the Customer Relationship Coordinator (CRC) for your segment for advice on the next steps. *Click or tap here to enter text.*
Project Ancestry	1. Is this project a follow-on effort to a previously approved larger initiative? ☐ Yes ☐ No If yes, please enter the name of the larger initiative: *Click here to enter text.* 2. Is this project a follow-on effort to a previously completed project (such as a subsequent phase or wave)? ☐ Yes ☐ No If yes, enter the name of the previously completed project: *Click here to enter text.*
Project Type	☐ COTS/GOTS/OSS ☐ Acquisition Only ☐ Software-as-a-Service (SaaS) ☐ Decommissioning ☐ Custom Development ☐ Other ☐ Modifications/ Enhancements ☐ Web-Based Application Dev. ☐ Infrastructure ☐ Undecided/ Not Sure

Program Assignment **Issued by TRC After Submission**	This initiative is assigned to the following Program: *Click or tap here to enter text.*
Artificial Intelligence (AI) Assessment	Does this initiative contain an Artificial Intelligence (AI) components? ☐ Yes ☐ No If "Yes" you "must" completed the Artificial Intelligence Addendum below.
Strategic Alignment	**HUD Alignment** 1. HUD Strategic Plan Goal – Primary (dropdown) *Choose an item.* 2. HUD Strategic Plan Goal – Secondary (dropdown) *Choose an item.* **Strategy (OCIO Strategic Plan)** 3. HUD Strategic Goal Strategy – Primary (dropdown) Primary: *Choose an item.* Secondary: *Choose an item.* **Is this initiative identified in a program area roadmap?** ☐ Yes ☐ No If "yes, please Identify: *Click here to enter text.*

Project Stakeholders (select all that apply) 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).		
	☐ Center for Faith-Based and Neighborhood Partnerships ☐ Chief Financial Officer ☐ Chief Human Capital Officer ☐ Chief Information Officer ☐ Chief Procurement Officer ☐ Community Planning and Development ☐ Congressional/ Intergovernmental Relations ☐ Departmental Enforcement Center ☐ Equal Employment Opportunity ☐ Fair Housing/ Equal Opportunity ☐ Field Policy and Management ☐ General Counsel	☐ Ginnie Mae ☐ Healthy Homes and Lead Hazard Control ☐ Housing ☐ Labor Relations ☐ Office of Hearings and Appeals ☐ Office of the Inspector General ☐ Policy Development and Research ☐ Public Affairs ☐ Public and Indian Housing ☐ Small/ Disadvantaged Business Utilization ☐ Office of Strategic Planning and Management ☐ Sustainable Housing and Communities

Final Project Output/ Impacts (select all that apply)		
	☐ Analysis, Recommendations, Plans, and Policy ☐ Business Process Re-engineering ☐ Data ☐ Standards ☐ Industry Guidance ☐ Infrastructure Update	☐ New Platform or Infrastructure ☐ Current System Modification ☐ New System ☐ Service ☐ Shared Service ☐ Other (please explain in the space provided): *Click here to enter text.*

Summary of Benefits (select all that apply)		
	☐ Direct Support of HUD Mission Activities ☐ Process Automation ☐ Enhanced Performance ☐ Decreased Complexity	☐ Improved Technology Availability ☐ Technology Re-use ☐ Compliance ☐ Other: *Click here to enter text.*

Summary of Risks (select all that apply)	☐ Schedule ☐ Cost/Funding ☐ Resources ☐ Interoperability ☐ Data	☐ Security or Privacy ☐ Technology ☐ Executive Support ☐ Feasibility ☐ Other: *Click here to enter text.*
Proposed Project Team	Please list the proposed project team members including the proposed Business Lead: **Business Project Manager**: *Click or tap here to enter text.* **IT Project Manager** (If assigned): *Click or tap here to enter text.* **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**: *Click here to enter a date.* **Estimated End Date**: *Click here to enter a date.* ☐ 0-6 Months ☐ 6-12 Months ☐ 1 year – 2 years ☐ Over 2 years If a required completion date exists, please provide the date: *Click here to enter a date.*	
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**: *Click or tap here to enter text.* **O&M**: *Click or tap here to enter text.* **FITARA**: *Click or tap here to enter text.* **Other**: *Click or tap here to enter text.*	
Procurement Forecast **Procurement details (both OCPO and HRMB) should be discussed in the Initiation Phase Procurement Management Plan.**	*Click or tap here to enter text.*	
Submitted By:	**Name**: *Click or tap here to enter text.* **Title**: *Click or tap here to enter text.*	

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
☐	**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.	10%
☐	**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.	10%
☐	**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%
☐	**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%
☐	**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.	0%
☐	**Privacy Officer Representative** – assess data requirements to ensure appropriate controls are executed to protect sensitive and private information.	0%
☐	**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%
☐	**Chief Technology Officer -** Assess technical solutions to ensure appropriate technical controls are executed.	0%
☐	**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	☐ Yes ☐ No ☐ Unknown ☐ 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	☐	Below $500,000	☐	From $500,001 – 5,000,000	☐	Above $5,000,000
Exposure	☐	Negligible or Non-Major[1]	☐	Non-Major	☐	Moderate to Major[2]
Interoperability	☐	One program area	☐	Two program areas	☐	Three or more program areas
Risk	☐	Low	☐	Medium	☐	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.