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00:00:03.090 --> 00:00:07.440

NARRATOR: Welcome to CMS IT Governance training, Business Case.

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NARRATOR: CMS' Target LifeCycle TLC. CMS is now operating under the Target LifeCycle TLC It Governance framework, the TLC brings together subject matter experts and decision makers from across CMS to strategically manager it portfolio this process ultimately ensures that all new IT development projects at CMS are pursued in the most efficient and logical manner.

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NARRATOR: In order for these needs to evaluate new IT projects properly, it may be necessary to complete a Business Case outlining your proposal.

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NARRATOR: The IT Business Case. When do I need one knew it development or major changes to an existing system, usually require a Business Case. The CMS IT Governance Team confirms this upon receiving your intake form in the initiate phase of the TLC, how is it used the Business Case allows the governance review team G RT and governance review board GRB to evaluate advise and ultimately approve or deny your project.

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NARRATOR: To illustrate the overall process here's a diagram of the entire initiate phase of the TLC. As this diagram shows your Business Case is a central artifact for attaining a Life Cycle ID funding and contract actions.

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NARRATOR: What does the Business Case cover? You'll need to provide clear and concise input on the following business need and description of the business needs, issue or problem and why you are proposing a new IT solution to meet this business need rather than meeting indeed with existing resources benefit to CMS, how this effort benefits CMS including any information on how it supports CMS' mission and strategic goals, creates efficiencies and or cost savings or reduces risk, alignment with organizational priorities, does this effort support any administrator priorities or legislative, regulatory mandates.

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NARRATOR: Performance measurement, how you determine whether or not this effort is successful include any indicators that you think would demonstrate improve business outcomes.

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NARRATOR: Here's a good rule of thumb state the exact data or metrics to be used and supportive this performance goal, who is going to do exactly what by exactly how much by exactly when.

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NARRATOR: Proposed alternatives to meet business need this section of the Business Cases where you identify options and alternatives to meet your business needs your team is expected to exercise due diligence in determining the most viable and cost effective solution.

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NARRATOR: This includes a summary of the approaches, how you will acquire the solution and describe the pros cons total Life Cycle costs and potential cost savings or avoidance for each alternative considered.

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NARRATOR: Include at least three viable alternatives one keeping things as is or reuse the existing people equipment or processes and at least two additional alternatives finally identify your preferred solution.

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NARRATOR: Some examples of alternatives to consider may include by verse build verse lease versus reuse of existing system commercial off the shelf cots verse government off the shelf, COTS, mainframe verse server based first clustering verse cloud.

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NARRATOR: As far as technical preferences go, a COTS product is preferred over a custom built solution Open Source hardware and software is preferred over proprietary hardware and software.

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NARRATOR: CMS enterprise licensed software is preferred over non la or new licenses cloud architecture, when appropriate, is preferred over data Center architecture and your alternatives include details such as differences between system capabilities user friendliness technical and security considerations ease and timing of integration with CMS infrastructure, etc.

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NARRATOR: Estimated lifecycle costs estimate the total Life Cycle costs.

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NARRATOR: How much to develop initialize the product or service and how long to operate after the development is complete. In other words, how long we have until we have to replace a five year total Life Cycle is typical.

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NARRATOR: Know these estimates will likely evolve as you refine your Business Case throughout the intake process, no worries your Life Cycle costs projections are one of the most important factors that the board considers when making a determination when your project.

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NARRATOR: The IT investment management team can assist with your cost estimates if needed highlights within CMS is it governance framework uses your Business Case to evaluate your proposal and, ultimately, approve or deny your project.

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NARRATOR: Please fill out the entire Business Case to the best of your ability, with as much precision as possible, to facilitate this process always remember that there are resources available to help.

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NARRATOR: Enterprise architecture can help determine if an existing CMS system can meet your need the technical review board can assist with any technical guidance.

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NARRATOR: And the investment management team can help with your cost estimates, all three teams emails are listed here, so please don't hesitate to reach out.

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NARRATOR: And lastly, our governance homepage is a one stop shop for all TLC related information, including the it intake form and the it Business Case template.

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NARRATOR: For additional it governance information, please visit www.CMS.gov slash TLC and if you have any additional questions feel free to reach out to us directly at IT_governance@CMS.hhs.gov Thank you.