

WEBVTT

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NARRATOR: Welcome to CMS IT Governance Training, Lifecycle IDs. In this short video, we're going to discuss what a life cycle ID is, why it's needed, when it's needed, and how to obtain one so that project team members know exactly what they need to do to obtain one for their IT project.

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NARRATOR: The Clinger Cohen Act of 1996 established the role of the chief information officer responsible for developing policies and procedures and ensure IT is designed, developed, maintained and use effectively.

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NARRATOR: It also required the establishment of performance measures for acquisitions and uses them to measure how well IT supports agency programs.

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NARRATOR: To further enforce the requirements for IT investments established in the Clinger-Cohen Act, Congress passed the Federal Information Technology Acquisition Reform Act or FITARA in 2014 which provided for a higher level of scrutiny over IT capital investment spending.

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NARRATOR: FITARA reaffirms that it is the responsibility of the CIO to review and approve investments, within an agencies IT portfolio. It states the CIO should functionally be a part of the technical and business review of the implementation of new IT investments across all bureaus, including the approval of all IT acquisitions.

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NARRATOR: To this end, CMS maintains an IT governance program that emphasizes rigor and structure and how it approaches the selection and management of IT projects to ensure the IT investments are wise use of CMS resources, meet business needs to acceptable costs without duplication and adhere to technical and other federal IT standards and requirements.

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NARRATOR: To implement the requirements of the Clinger Cohen Act OMB developed policies to which agencies must adhere. OMB policies outline

requirements for an agency's due diligence prior to investment. For example, OMB requires an agency document its business need for an investment, its consideration of alternatives and its analysis of estimated costs and benefits associated with the investment.

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NARRATOR: Lifecycle IDs play a key role in documenting and tracking CMS IT activity, ensuring that all discussed requirements are met.

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NARRATOR: The Lifecycle ID is a record of approval for your planned IT activities from a capital investment planning perspective.

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NARRATOR: Lifecycle IDs are issued by CMS' IT Governance function during the initiate phase of the Target Life Cycle for new IT development efforts, IT contract actions, or IT funding requests.

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NARRATOR: Expiration dates are assigned to each Lifecycle ID that coincides with the target completion date of development efforts, or with the contract period or performance end date.

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NARRATOR: Prior to your Lifecycle ID expiration, IT Governance will contact you to obtain a project status and to check in to see if further technical support is needed.

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NARRATOR: Lifecycle IDs indicate that the effort has been reviewed by IT Governance and the appropriate subject matter experts to ensure that the project adheres to security, privacy and other legislative requirements and align with the CMS existing architecture.

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NARRATOR: For new IT development efforts and major system modifications, it ensures that alternatives have been evaluated for technical feasibility, cost effectiveness and other federal standards and that changes CMS' IT capital assets have been approved by CMS' IT capital planning function prior to beginning new efforts.

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NARRATOR: For new and major system modifications it indicates approval by leadership, the CIO, CFO and Head of Contracting Activity as a worthwhile investment in addition to the CMS IT portfolio.

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NARRATOR: FITARA require CIO approval for all IT contracts and spending. With input from the Governance Review Team, the Governance Review Board is the delegated body for approving.

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NARRATOR: The Governance Review Team engages project teams and appropriate IT resources to ensure proper governance routing to, ensure your project meets CMS standards and policies, explore solutions that already exist at CMS that may avoid duplication or reduce costs and ensure project teams consider the pros and cons of various solutions and established lifecycle cost estimates to provide visibility into the long term, pasta impacts of decisions made today.

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NARRATOR: Through the GRT and the GRB, OIT, OFM and OAGM work collaboratively, so there is a standard and consistent visibility into IT activity.

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NARRATOR: Upon the Governance Review Board's approval, Lifecycle IDs are issued and required to be entered on Acquisition Plans and Requests for Additional Funding. IT Governance also signs Acquisition Plans at this point.

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NARRATOR: All new business needs requiring IT, as well as material changes to existing systems must go through the initiate phase and receive a Lifecycle ID.

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NARRATOR: Business owners must identify and justify their business needs, and consider alternative solutions that align with strategic vision of the Agency.

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00:04:46.110 --> 00:04:55.590

NARRATOR: Lifecycle IDs are also required for all acquisition plans, new and re competes. All new IT investments and major changes to existing investments require lifecycle ID.

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NARRATOR: Examples of major changes include upgrades to an existing system, modernization and optimization efforts, cloud and data center migrations, automating current manual processes, new software licenses and request for additional funding.

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NARRATOR: Investments should maintain at least one Lifecycle ID at all times. Systems may have multiple active Lifecycle IDs, an example would be for a system already live in a production environment, but which has also undertaken a new major effort or project that requires capital planning approval.

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NARRATOR: There are multiple occasions that initiate the need to obtain a Lifecycle ID. They differ based on type and scope of request. These include new business needs, planned contract actions, changes to existing business needs, and requests for additional funding.

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NARRATOR: The first step to get a life cycle ID is entering an intake request within the EASi system. While planning for an acquisition submit a request through EASi as soon as possible to have your project reviewed so that we can sign off on to this complete and ready for submission.

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NARRATOR: IT Governance will follow up with the project team to discuss steps and assign you a Lifecycle ID upon the GRBs approval. In general Lifecycle IDs, for re-competes and O&M efforts are processed in one to three days. New IT development efforts are generally processed in two to five weeks.

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NARRATOR: Some key takeaways to remember, are Lifecycle IDs are not assigned to systems, they are assigned to specific efforts that may be the development of a new system.

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NARRATOR: A project may have multiple Lifecycle ID, at the same time. You can have a Lifecycle ID for development effort and O and M simultaneously, particularly with agile projects.

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NARRATOR: Lifecycle IDs are not transferable across contracts. Every contract action will receive its own Lifecycle ID.

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NARRATOR: Lifecycle IDs are not an approval of funding. The Lifecycle ID approves the project as a wise long term capital investment and additional to CMS' IT portfolio.

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NARRATOR: IT Governance signature is required on all it acquisition plans. Project teams must obtain a Lifecycle ID before submitting their acquisition plan.

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NARRATOR: Lifecycle IDs have expirations. This means that a work effort can have many Lifecycle IDs before it is retired.

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NARRATOR: The IT Governance team is here to engage, collaborate and guide you through these processes. If you have any questions about Lifecycle IDs or wish to learn more about IT Governance, please contact us at IT_governance@cms.hhs.gov or visit our website for more information at www.cms.gov/TLC, Thank you.