

Schedule IV-B Documentation Requirements

Documentation Requirement	TOTAL PROJECT COST FOR ALL FISCAL YEARS		
	\$1 - 1.99 M	\$2 - 10 M	> \$10 M
Cover Sheet & Agency Project Approval Form	X	X	X
Business Case			
Background and Strategic Needs		X*	X
Baseline Analysis		X*	X
Proposed Business Process Requirements		X*	X
Cost Benefit Analysis			
Benefits Realization Table		X*	X
Cost Benefit Analysis Forms		X*	X
Project Risk Assessment			
Project Risk Assessment Tool	X	X	X
Project Risk Assessment Summary	X	X	X
Technology Planning			
Current Information Technology Environment		X*	X
Proposed Solution Description	X	X	X
Capacity Planning	X	X	X
Analysis of Alternatives	X	X	X
Project Management Planning			
Project Charter	X	X	X
Work Breakdown Structure	X	X	X
Project Schedule	X	X	X
Project Budget	X	X	X
Project Organization		X*	X
Project Quality Control		X*	X
External Project Oversight		X*	X
Risk Management		X*	X
Organizational Change Management		X*	X
Project Communication		X*	X
Special Authorization Requirements		X*	X

* Projects between \$2M-\$10M involving routine hardware or software upgrades will not require the same level of detailed information to substantiate the request as projects that impact the general public, or that can change or affect an agency's organizational structure, headcount, business processes, or service delivery model. The areas marked with an "X*" in this table specify the Schedule IV-B components affected by this variable documentation requirement.