



BY 2023 IT Collect

Submission Overview

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v1

General Services Administration
Office of Government-wide Policy

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INTRODUCTION

This Submission Overview provides instructions for Chief Financial Officer (CFO) Act Agencies to comply with OMB Circular A-11 IT investment submission requirements through data elements in the General Service Administration’s (GSA) new IT Collect Application Programming Interface (API). GSA’s Submission Overview is written and maintained by GSA and supports the IT Portfolio submission process directed by OMB’s annual IT Budget – Capital Planning Guidance^[1].

For data collection samples, please refer to the [IT Collect API Schema documentation](#). The Submission Overview is not a technical replacement of the IT Collect API Schema documentation, but instead an overall data architecture.

SUBMISSION OVERVIEW

In IT Collect, Agencies are expected to provide the following data elements for each investment type based on that investment’s type selection. Agencies set the Investment Type value during the Descriptive Data submission to IT Collect. See Section 1 below.

<i>Investments Type</i>	<i>Investment Descriptive Data</i>	<i>Investment Financial Data</i>	<i>CIO Ratings</i>	<i>Contracts</i>	<i>Projects</i>	<i>Activities</i>	<i>Operational Analysis</i>
<i>Type 01: Major Investments</i>	Expected	Expected	Expected	Expected	Expected	Expected	Expected
<i>Type 02: Non-Major Investments</i>	Expected	Expected	Optional	Expected	Optional	Optional	Optional
<i>Type 03: Migration Investments</i>	Expected	Expected	Optional	Optional	Optional	Optional	Optional
<i>Type 04: Funding Transfer Investments</i>	Expected	Expected	Optional	Optional	Optional	Optional	Optional
<i>Type 05: Standard Investments</i>	Expected	Expected	Expected	Expected	Optional	Optional	Optional

Baselined Data

OMB mandates that to change certain data fields, once established on IT Collect, Agencies must associate those change with a Baseline Change Event. Agencies can create Baseline Change Events in IT Collect at the portfolio level by providing the following fields:

Data Field	Data Input
Baseline Change Type	<p>Select one of the following enumerated codes:</p> <ul style="list-style-type: none"> 1: Rebaseline - significant changes in funding level or availability of fund 2: Rebaseline - significant change in contracting 3: Rebaseline - scope and objectives evolve due to incremental or iterative system development 4: Rebaseline - current baseline is no longer useful as a management tool 5: Rebaseline - other reason consistent with agency policy and M-10-27 6: Replan - adding or modifying detail within the overall cost and schedule goals 7: Correction
Baseline Change Date	Enter the date of the Baseline Change Event Date YYYY-MM-DD
Comment	Enter a comment 2500 character max

In Section 5 and Section 6, certain fields are marked with an asterisk (*). Per OMB request, Agencies are asked to align all changes to fields marked with an asterisk (*) with a Baseline Change Event. Furthermore, anytime Agencies wish to un-retire a record they must associate that change with a Baseline Change Event (more details on retiring and un-retiring IT Collect resources can be found on the [IT Collect API Schema documentation](#)).

Section 1: Investment Descriptive Data

Descriptive data is required for all investments.

The following data fields compose investment descriptive data:

Data Field	Data Input
Current UII	<p>Enter a Unique Investment Identifier</p> <p>Unique Investment Identifiers should be structured using the following format. UIIs must be unique across IT Collect:</p> <ul style="list-style-type: none"> 123-xxxxxxx These first three digits must correspond with your Agency Code. (See: Appendix C of OMB Circular No. A-11) xxx-123456789 These last nine digits are an Agency assigned unique identifier
Previous UII	<p>Enter an identifier depicting Agency Code and unique investment number used to report the Investment in the previous BY 2022 Agency IT Portfolio Summary submission to OMB</p> <p>Array of UIIs must correspond with either active or formerly active UIIs in IT Collect. All Investments where Change in Status does not equal "new" must provide Previous UII data.</p>
Investment Title	Open Text Box 255 character max

Data Field	Data Input
Investment Description	Enter and explain the purpose of the Investment and what program(s) it supports, including the value to the public 2500 character max
Shared Services Category	Select one of the following enumerated codes: <ul style="list-style-type: none"> • 00: Not Applicable • 24: E-Gov initiatives or an individual Agency's participation in one of the E-Gov/LoB initiatives • 48: Any Multi-Agency (Inter- or Intra-Agency) IT collaboration or an individual Agency's participation in one of these initiatives, such as use of a centralized FOIA portal
Shared Services Identifier	Enter four-digit code applicable to all shared service categories of 24 and 48
Mission Support Investment Category	Select one or more of the following enumerated codes: <ul style="list-style-type: none"> • 01: Not Applicable • 02: Financial Management • 03: Human Resources • 04: Procurement • 05: Travel / Transportation • 06: Grants Management • 07: Electronic Records Management • 08: Cybersecurity Services • 09: Other
Bureau Code	Two-digit code to indicate the bureau code of the Investment. If this is a department-level or an Agency-wide activity, use "00" as your bureau code. (See: Appendix C of OMB Circular No. A-11)
Part of Agency IT Portfolio	Select one of the following enumerated codes: <ul style="list-style-type: none"> • 01: Part 1. IT Investments for Mission Delivery • 02: Part 2. IT Investments for Mission Support Services • 03: Part 3. IT Standard IT Investments
Standard Infrastructure and Management Category	Select one of the following enumerated codes. All Part 3 Investments should select one of the following codes other than "01: Not Applicable," while all Part 1 and 2 Investments should select "01: Not Applicable": <ul style="list-style-type: none"> • 01: Not Applicable • 02: IT Security and Compliance • 03: IT Management • 04: Network • 05: Data Center and Cloud • 06: End User • 07: Output • 08: Application • 09: Delivery • 10: Platform
Mission Delivery and Management Support Area	Enter a two-digit code to indicate the mission delivery and management support area. Agencies shall provide a reference table for mission areas via email (ofcio@omb.eop.gov) to include: <ul style="list-style-type: none"> • Agency Code • Mission Delivery & Management Support Area
Type of Investment	Select one of the following enumerated codes: <ul style="list-style-type: none"> • 01: Major IT Investments • 02: Non-major IT Investments • 03: IT Migration Investments: The portion of a larger asset and for which there is an existing Business Case for the overall asset. The description of the IT Investment should indicate the UII of the

Data Field	Data Input
	<p>major asset Investment of the managing partner.</p> <ul style="list-style-type: none"> • 04: Funding Transfer Investments: These are primarily used to indicate the partner contribution to a Lead Agency Investment through inter- or intra-Agency transfers. The description of the IT Investment should indicate the UII of the Lead Agency's Investment. • 05: Standard IT Investments.
National Security Systems	<p>Select one of the following enumerated codes:</p> <ul style="list-style-type: none"> • 01: Non-National Security System Investment • 02: National Security System Investment (these investments will not be publicly viewable on IT Collect)
Public URL(s)	<p>Enter an array of any website or digital service that is supported primarily by this Investment. The array must be comma delimited.</p>
Change in Status Identifier	<p>Select one of the following enumerated codes:</p> <ul style="list-style-type: none"> • 01: Upgraded from non-major to major IT Investment • 02: Downgraded from major to non-major IT Investment • 03: Split into multiple Investments • 04: Consolidation of Investments • 05: Reorganization • 06: Eliminated by funding • 07: Eliminated by split • 08: Eliminated by consolidation • 09: Eliminated by reorganization • 10: New • 11: No Change in Status
Agency Description of Change in Status	<p>Enter your Agency's description of the Change in Status Identifier selection. This data is optional in BY 2023 255 character max</p>
Return on Investment	<p>Enter and briefly describe the Investment's quantitative and qualitative return on Investment (ROI) 3500 character max</p> <p>Return on Investment is required for Investments that select Investment Type 01: Major only</p>

Section 2: Investment Financial Data

In BY 2023, all investments must report financial data at the Budget Account, Cost Pool, and IT Tower level for the following fiscal years: 2021, 2022, and 2023. Agencies will submit a collection of the cost objects, as detailed below, to report Budget Account, Cost Pool, and IT Tower data within these fiscal years. Please note the cost objects are a new technical concept related to IT Collect; however, the submission requirements from the BY 2022 Guidance related to Budget Account, Cost Pool, and IT Tower data remain unchanged. Major investments can use these cost objects to report DME and O&M funding for out-years (2020, 2024, 2025, 2026 & Beyond).

Section 2a: Funding Data Cost Objects

Agencies should use the following table to report financial totals at the Budget Account level for the following fiscal years: PY 2021, CY 2022, and BY 2023.

Data Field	Data Input
Budget Account Code	<p>Specify which Budget Account code the cost object is associated with. Additional information can be found in OMB Circular A-11 Appendix C. Budget Account Codes should be structured using the following format:</p>

Data Field	Data Input
	<ul style="list-style-type: none"> • 123-xx-xxx-x These first three digit must correspond with your Agency Code. (See: Appendix C of OMB Circular No. A-11) • xxx-12-xxx-x These next two digits correspond with your Bureau Code. (See: Appendix C of OMB Circular No. A-11) • xxx-xx-1234-x These next four digits correspond with a Budget Code. (See: Section 79.2 of OMB Circular No. A-11) • xxx-xx-xxx-1 This last digit corresponds with an optional transmittal code. (See: Section 79.2 of OMB Circular No. A-11)
Amount	Financial total in \$millions 6 decimal max
Year	Fiscal Year YYYY
DME or O&M	Specify whether the cost object is associated with either: <ul style="list-style-type: none"> • DME • O&M
Internal Funding or Contributions	Specify whether the cost object is associated with either: <ul style="list-style-type: none"> • Internal Funding • Contributions

Section 2b: Cost Pool Cost Objects

For the BY 2023 submission, Agencies should use the following table to report financial totals at the cost pool level for the following fiscal years: PY 2021, CY 2022, and BY 2023. If an investment does not have any funding associated with a given Cost Pool, Agencies do not need to submit cost objects associated with that Cost Pool.

Data Field	Data Input
Cost Pool	Specify which cost pool the cost object is associated with: <ul style="list-style-type: none"> • Internal Labor • External Labor • Outside Services • Hardware • Software • Facilities & Power • Telecom • Other • Internal Services
Amount	Financial total in \$millions 6 decimal max
Year	Fiscal Year YYYY

IT Collect will build the following report using submitted cost objects:

Cost Pool	PY 20XX	CY 20XX	BY 20XX
Internal Labor			
External Labor			
Outside Services			
Hardware			
Software			

Cost Pool	PY 20XX	CY 20XX	BY 20XX
Facilities & Power			
Telecom			
Other			
Internal Services			

Section 2c: IT Tower Cost Objects

For the BY 2023 submission, Agencies should use the following table to report financial totals at the IT tower level for the following fiscal years: PY 2021, CY 2022, and BY 2023.

Data Field	Data Input
IT Tower	Specify which IT tower the cost object is associated with: <ul style="list-style-type: none"> • End User • Application • Delivery • Security & Compliance • IT Management • Data Center • Network • Compute • Storage • Platform • Output
Amount	Financial total in \$millions 6 decimal max
Year	Fiscal Year YYYY

IT Collect will leverage submitted cost objects to build the following report:

IT Tower	PY 20XX	CY 20XX	BY 20XX
End User			
Application			
Delivery			
Security & Compliance			
IT Management			
Data Center			
Network			
Compute			
Storage			
Platform			
Output			

Section 2d: Budget Authority Cost Objects

Agencies should use the following table to report Budget Authority financial totals at the Budget Account level for fiscal year 2023.

Data Field	Data Input
Budget Account Code	Enter a Budget Account Code matching a value submitted in a Section 2a cost object
Amount	Financial total in \$millions 6 decimal max
Year	Fiscal Year YYYY
DME or O&M	Specify whether the cost object is associated with either: <ul style="list-style-type: none"> DME O&M
Internal Funding or Contributions	Specify whether the cost object is associated with either: <ul style="list-style-type: none"> Internal Funding Contributions Agencies are only expected to provide Budget Authority cost objects associated with Internal Funding

Section 3: CIO Evaluation Report Data

CIO Evaluation Data is expected for Type 01: Major and Type 05: Standard investments.

The following data fields compose investment CIO Evaluation Report data:

Data Field	Data Input
Rating	Select one of the following enumerated codes: <ul style="list-style-type: none"> 1: High Risk 2: Moderately High Risk 3: Medium Risk 4: Moderately Low Risk 5: Low Risk
Comment	Open Text Box 2500 character max
Date	Date of evaluation: YYYY-MM-DD

Section 4: Contracts Data

Contracts data is expected for Type 01: Major, Type 02: Non-Major, and Type 05: Standard investments.

The following data fields compose investment Contracts data:

Data Field	Data Input
Procurement Investment Identifier (PIID)	Enter the unique identifier for each contract, agreement, or order associated with this Investment (Federal Procurement Data Systems (FPDS) data element) 255 character max
Reference PIID	Enter the Reference PIID per FPDS instructions for element 255 character max

Section 5: Projects Data

Projects data is expected for Type 01: Major investments.

The following data fields compose investment projects data:

Data Field	Data Input
Unique Project ID	Enter an Agency-specified code that uniquely identifies the project 255 character max
Project Name	Enter a name used by the Agency to refer specifically to the project 100 character max
Project Goal	Enter a brief description of primary goal/outcome the project is planning to provide for the Investment upon completion 250 character max
Project Start Date*	Date YYYY-MM-DD
Project Completion Date*	Date YYYY-MM-DD
Project Total Lifecycle Cost*	Financial total in \$millions 6 decimal max
Primarily a Software Development or Deployment Project?	Enter whether this project is developing or deploying software solutions a primary focus of this project Boolean: <ul style="list-style-type: none">• True• False
Incremental Development	Enter whether information technology projects are adequately implementing incremental development methodology Boolean: <ul style="list-style-type: none">• True• False
Release Iteration Frequency Amount	Enter the frequency of the incremental development release iterations 6 decimal max
Release Iteration Release Frequency Unit	Select the frequency of incremental development release iterations units using the following options: <ul style="list-style-type: none">• Days• Weeks• Months• Years
Iterative Description	Enter a description of the iterative development methodology being employed 500 character max

Section 6: Activities Data

Activities data is expected for all projects established in Section 5.

The following data fields compose project activities data:

Data Field	Data Input
Unique Project ID	Enter the parent project associated with this activity 255 character max
Activity Name	Enter a short description consistent with the critical steps within the Agency project management methodology 100 character max
Activity Description	Enter a description of what work is accomplished by the activity 250 character max
Structure ID	Enter a structure ID in the format of "x.x.x.x" where the first string is the Unique Project ID and each following string (separated by periods) matches the structure ID of a parent activity 255 character max
Start Date Planned*	Date YYYY-MM-DD
Start Date Projected	Date YYYY-MM-DD
Start Date Actual	Date YYYY-MM-DD
Completion Date Planned*	Date YYYY-MM-DD
Completion Date Projected	Date YYYY-MM-DD
Completion Date Actual	Date YYYY-MM-DD
Total Cost Planned*	Financial total in \$millions 6 decimal max
Total Cost Projected	Financial total in \$millions 6 decimal max
Total Cost Actual	Financial total in \$millions 6 decimal max

Section 7: Operational Analysis Data

Operational Analysis data is expected for Type 01: Major Investments.

The following data fields compose investment operational analysis data:

Data Field	Data Input
Date of Analysis	Date YYYY-MM-DD
Analysis Results	Enter a summary of the results including identified actions 2500 character max
Analysis Conclusion	Drop-down List: <ul style="list-style-type: none"> continue as-is initiate remediation action

Data Field	Data Input
	<ul style="list-style-type: none"> • initiate innovation action • initiate modernization/replacement action • initiate disposal action

Section 8: Budget Account Summary

Agencies should report Section 8 data at the portfolio level and NOT the investment level.

The following data fields compose portfolio Budget Account Summary data:

Data Field	Data Input
Budget Account Code	Enter a Budget Account Code matching a value submitted in a Section 2a cost object
CIO Oversight Authority	Financial total in \$millions 6 decimal max
Year	Fiscal Year YYYY