Last update: July 6, 2020 Environment Overview Appendix Id: Service Management Manual (VAR)

A. General Information – Basic information that identifies the project.

Project Title – The proper name used to identify this project.

Proponent Secretary – The Secretary to whom the proponent agency is assigned or the Secretary that is sponsoring a particular enterprise project.

Proponent Agency – The agency that will be responsible for the management of the project.

Total Cost at Complete (FPIFV) – The total estimated cost at the completion of the project.

Planned Initiation Start Date – Date that the project is projected to start.

Planned Completion Date - Date the project is expected to be complete.

Item Classification Governance – The category of project based on the Risk and Complexity Assessments.

Investment Approval Status – Current approval status

B. Points of Contact

Project Manager –

Program Manager –

Project Sponsor –

Agency Head –

Secretariat Contact –

Customer User Representative 1 –

Customer User Representative 1 -

Customer User Representative 1 -

PMD Consultant -

C. Information Description, Collection, and Reporting – List each Information Need in the first column identified in Section B under column Information Needs. For each Information Need, provide the following:

Information Needs – Describe what information is needed.

Description of Information – Describe what information is collected and reported to satisfy the information need in the first column.

Information Provider– Identify the person or organization that will provide the information described in the previous column.

Information Collection Schedule – Identify the scheduled time the information is collected.

Collection Method – Describe how the information is collected.

Information Reporting Method - Identify how the information collected will be reported to stakeholders.

D. Distribution Methods – In the first column, list each report or document needed to communicate the information identified in the last column of Section C. For each report or document provide the following:

Distribution Methods Report or Document -Define the report or document for each

Primary Distribution Method – Identify the primary distribution method (e.g., voice, electronic mail, spreadsheet, formal presentation).

Secondary Distribution Method – Identify the secondary distribution method (e.g., voice, electronic mail, spreadsheet, formal presentation).

Distribution Frequency – Identify the distribution frequency (e.g., daily, weekly, monthly,

quarterly, semi-annual, annual).