Target Life Cycle
Frequently Asked Questions & Answers

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Initiate Phase (General)

What is the GRT?

A. The CMS IT Governance Review Team (GRT) is a planning forum of Subject Matter Experts who provide initial IT project support and guidance to help project teams think through their options and develop well-informed business and technical solutions that satisfy CMS' enterprise standards and strategy. They provide feedback to the project team and the GRB regarding the soundness of a project Business Case as well as the technical feasibility and process requirements of implementing solution alternatives.

The GRT meets weekly on Thursdays from 10:00-11:00 AM. A list of the current team members is available on our internal website.

What is the GRB?

A. The CMS IT Governance Review Board (GRB) is the executive review and decision-making body for CMS IT portfolio management. It manages CMS' IT Portfolio via a capital planning process that ensures that our IT Investments are a wise use of CMS resources, meeting business needs at acceptable costs and without duplication.

The goal is to provide enterprise-wide strategic decision-making, shared leadership, transparency, monitoring, and ownership of major IT decisions, opportunities, and risks. The GRB reviews and approves IT initiatives, expenditures, capital plans, and significant changes thereof. It will ensure that proposed investments contribute to the Secretary's strategic vision and mission requirements, meet the business needs of the Agency, employ sound IT investment methodologies, comply with Departmental systems architectures, and provide the highest return on investment and mitigate project risk.

The CMS Chief Information Officer (CIO), Chief Financial Officer (CFO), and Head of Contracting Activity (HCA), chair the GRB. It meets bi-weekly on Tuesdays from 1:30-2:30 PM. A full list of members is available on our internal website.

Can I have help getting my project through your process?

A. Yes! The IT Governance team will help walk you through the process. There are also a several resources available in the CMS.gov TLC Resource Library, including helpful training videos that explain important aspects and requirements about the Initiate Phase of the TLC, how to develop a Business Case, and more.

Who do I reach out to for an Enterprise Architecture (EA) consultation?

A. Send an email to Enterprise Architecture. EA has an enterprise-level view of the agency and can assist teams by walking them through options that might exist elsewhere in CMS, discussing lessons learned from similar projects, and recommending alternatives to meet your business need.

Who do I reach out to for a Technical Review Board (TRB) consultation?

A. If you need to meet with the TRB, you can submit an intake request in EASi or you can reach out to the TRB directly.

How do I get the IT Governance signature on my Acquisition Plan (AP)?

A. IT Governance must sign all IT Acquisition Plans. A signature line for an IT Governance Official appears below the COR signature line. After your COR has signed your AP, please forward it to the IT Governance Team.

Does the Contract Officer (CO) typically attend the Governance Review Board (GRB) meetings?

A. The CO does not typically attend. The Project Team, including the PM and the COR, attend to present out to the GRB.

Is there a schedule for the Governance Review Team (GRT) and Governance Review Board (GRB)?

A. Yes. The GRT meets every week on Thursdays 10:00-11:00 am, and the GRB meets every other week on Tuesdays from 1:30-2:30 pm. The draft Business Case is due the Monday before the GRT meeting and the updated Business Case is due the Monday before the GRB.

Is it too soon to schedule the GRB review meeting the week after meeting with the GRT?

A. The project team can elect to attend any of the upcoming scheduled GRB meetings, keeping in mind that they may need to leave time to adjust after the GRT. Other alternative meeting options may include waiting until the next scheduled GRB or scheduling an 'Asynchronous Meeting'.

Initiate Phase (Intake Request)

Who is going to review my Intake Request?

A. The Governance Team and Enterprise Architecture review Intake requests. The Governance team will engage SMEs with additional expertise from within CMS as needed.

Will the Intake request process delay my Acquisition Plan?

A. The Intake process is part of the acquisition planning process and helps meet some of the key Federal Acquisition Regulation requirements outlined on your AP. Until your Intake is complete, acquisition planning, and hence your AP, are not complete. However, should the need to expedite arise, the IT Governance team will work with your Contracting Officer to complete our reviews in parallel.

How do I know if my project hit a trigger requiring GRB approval?

A. The CMS IT Governance team will review your intake request and/or Request for Funding. You will receive an email from the CMS IT Governance resource mailbox to inform you if your project team needs to follow up.

How do I know if my project is IT or not?

A. According to OMB Circular A-130, 'Information Technology' means any services or equipment, or interconnected system(s) or subsystem(s) of equipment, that uses the automatic acquisition, storage, analysis, evaluation, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the agency. Additionally, you can reach out to the IT Governance team for any questions and they will assist you.

Where do I submit an intake form?

A. Submit new intakes via EASi.

My project has multiple funding sources /project numbers. Will I be able to enter them all in EASi? What do I do if I don't know my funding source yet?

A. EASi has the functionality to enter multiple funding numbers in the funding field. If you have not yet determined your funding source, leave this field blank and provide the updated information later.

Initiate Phase (Business Case)

How do I submit my business case?

A. Once you submit your intake and reviewed, an EASi system generated email will prompt you to submit your business case in EASi, if needed.

What needs to go into my business case when adding or updating in EASi?

A. The Business Owner documents the business need and provides acceptable solution alternative(s) that address the business need, ensuring sound investment decisions. There is a business case template you can use as a guide when preparing to present to the GRT & GRB.

Initiate Phase (LCID)

How can I get a Life Cycle ID (LCID)?

A. The first step to getting a life cycle ID is entering an intake request into the EASi system.

When do I need an LCID?

A. The following business needs / contract actions require an LCID:

- Your project/contract contains IT
- New or re-competed acquisitions and IAAs
- New system project or development
- Major changes to existing systems
- Modernization efforts (i.e., Optimization, Cloud migration)
- Requests for Additional Funding

Why does my LCID have an expiration date?

A. LCIDs expire when a project goes live in production or when the full contract period of performance ends. The IT Governance Team will reach out to you in advance for a project status and to offer technical assistance.

Does my re-compete require a new LCID?

A. Yes. LCIDs are only valid for specific actions. If you are working on a contract action, funding request, or planning a major change to your project, you need to complete a new IT Intake Form.

Where/How can I find what the LCID is for my project?

A. The EASi system captures LCIDs, however, only the original submitter of the intake form can view the intake information. You can contact the IT Governance Team for LCID information.

How long does it take to receive an LCID for my project?

A. The IT Governance Team processes contract re-competes for O&M efforts with no significant changes in one to three days, and new IT development efforts in two to three weeks.

Why do I need an LCID?

A. An LCID complies with the Clinger-Cohen Act and FITARA. OMB requires agencies to perform due diligence before investing. The LCID is a record of approval for your planned IT activities from a capital investment planning perspective. You cannot proceed in the acquisition process without one.

How do I extend a lifecycle ID?

A. Contact the IT Governance team with the details of your contract extension.

Retire Phase

What do I do with my Disposition Checklist?

A. After you complete the Disposition Checklist and the Business Owner signs, you should email it to the IT Governance Team.

Other

How do I update the point of contact (POC) for my EASi intake?

A. Please send an email to the IT Governance Team with the new POC information, your contract LCID and project name.

How do I access EASi?

A. You can access EASi via this link https://easi.cms.gov/