

Active Contributors

An Active Contributor, as defined for the Framework, is an individual, a group of individuals, or an organization that adds value to a project during its life cycle by contributing in some way to the day-to-day activities of the project or in the production of one or more project deliverables.

The following is an alphabetized list of Active Contributor roles referenced throughout the Framework, presented as links to summary descriptions available for each identified Active Contributor role. The specific responsibilities associated with a particular role can be found throughout the Framework as they are defined in relation to specific policies, processes, procedures, reviews and artifacts. Additional Active Contributor roles are recognized as existing in CMS that are not currently reflected in this list. As additional content is incorporated into the Roadmap over time, this list will be expanded to incorporate such roles as appropriate.

At any time during the life of a project, a given individual may serve in more than one of the identified Active Contributor roles listed below. For example, the same individual may serve as a Business Owner/Partner, the Project Sponsor, the Project Leader, and the System Owner/Manager for a given project, while another individual may serve as the Project Owner/Manager and the Government Task Leader (GTL) for the same project. Some of the common occurrences of such instances are explicitly noted in the summary descriptions provided for the identified roles.

[Business Owner\(s\)/Partner\(s\)](#)

[Component Information Systems Security Officer \(ISSO\)](#)

[Component Lead](#)

[Contracting Officer \(CO\)](#)

[Government Task Leader \(GTL\)](#)

[Integrated Project Team \(IPT\)](#)

[Lead Component](#)

[Privacy Officer](#)

[Project Leader](#)

[Project Officer](#)

[Project Owner/Manager](#)

[Project Sponsor](#)

[Sponsoring Component](#)

[System Developer](#)

[System Maintainer](#)

[System Owner/Manager](#)

Active Contributors - Definitions

Business Owner(s)/Partner(s):

The Business Owner(s)/Partner(s) are the entity or entities responsible for defining, promoting, endorsing and upholding the business needs and user requirements for the system, and for performing user acceptance testing of the final product(s) based on those business needs and user requirements. The Business Owner(s)/Partner(s) may represent the interests of external partners such as Medicare Contractors, Fiscal Intermediaries or other Federal agencies, and/or the interests of internal CMS Centers, Offices or Consortia. The Business Owner(s)/Partner(s) define and validate system functionality, access rights, business rules, and the privacy classification, timeliness, completeness, and accuracy of data.

Component Information Systems Security Officer (ISSO):

The Component Information Systems Security Officer (ISSO) is a designated individual from a given CMS Central Office component or Regional Office that has the responsibility to assist the CMS Senior ISSO in ensuring that the CMS component adheres to national systems security policies and procedures. In addition, the Component ISSO is responsible for ensuring that their CMS component complies with CMS Information Systems Security policy, processes, procedures, standards and guidelines, and acts on behalf of the component senior management in the assurance of systems security-related issues. The Component ISSO acts as the primary point of contact in the CMS component for information security issues, as well as a component focal point for the dissemination of systems security awareness information.

Component Lead:

The Component Lead is a representative from the Office of Information Services (OIS)/CIO Planning, Management, and Support Group (PMSG)/Division of Investment Support (DIS) that is assigned to a specific CMS component to serve as a liaison between OIS and the CMS business component. The Component Lead works to ensure that the CMS component receives prompt access to the IT resources available within OIS. The Component Lead understands the CMS IT investment management and system life cycle processes, as well as other IT operational policies and procedures that exist at CMS. The Component Lead also knows the key contacts for the various IT services that a [Project Owner/Manager](#) may require during the life of an IT project or [automated system](#). With the knowledge of OIS policies and processes and the business needs of the CMS component, the Component Lead is a key resource to help in the identification and resolution of IT project issues. The Component Lead cannot address operational or desktop issues that the CMS IT Service Desk currently handles, but can facilitate the resolution of IT issues as they arise during the development or implementation of an IT project or automated system. For a list of the current Component Lead assignments and contact information, see [List of Component Leads](#).

Contracting Officer (CO):

The Contracting Officer (CO) is a person appointed as the Government's authorized agent in dealing with the contractor. This person has authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The CO signs a contract on behalf of CMS and bears the legal responsibility for the contract. The CO alone can take action to enter into, terminate, or change a contractual commitment on behalf of CMS, but generally relies on the [Project Officer](#) for advice and support in doing so.

Government Task Leader (GTL):

The Government Task Leader (GTL) is a CMS technical representative responsible for monitoring the contractor's technical progress in accordance with the Statement of Work (SOW), including the surveillance and assessment of the contractor's work performance, the timeliness of deliverables, and compliance with all substantive project objectives. The GTL interfaces with the contractor concerning technical matters such as choosing from among alternate methods that are within the scope of the SOW or will not affect cost, period of performance, or other terms and conditions of the contract. The GTL assists the [Project Officer](#) in ensuring that contract requirements are met and services are delivered. The GTL advises and supports the Project Officer in the issuance of official technical direction, if permitted by the contract, to direct the contractor's efforts within the scope of the contract. If necessary, the GTL assists and supports the Project Officer in requesting official modifications to the contract via the [Contracting Officer \(CO\)](#).

Integrated Project Team (IPT):

The Integrated Project Team (IPT) is a group of business and technical representatives from within CMS that have been identified as having an interest in or responsibility for the successful implementation of an IT investment project. The IPT will consist of the [Component Lead](#), other program, operational and technical experts selected to guide, advise, and mentor the [Project Owner/Manager](#) and [System Developer](#) during the development and implementation of an IT project or [automated system](#). An IPT member's participation can vary from one lifecycle phase to another depending upon the tasks and artifacts required during each phase. Contractor(s) are considered a resource to the IPT at the discretion of the Project Owner/Manager and/or the [Government Task Leader \(GTL\)](#). Each IPT member's contributions are essential for the success of the project and should conjointly meld with those of other IPT members. The objectives of the IPT are as follows:

- Promote successful project implementation by applying results-oriented policy, technical, architectural and project management expertise.
- Enhance communication between all responsible entities: Project Owner/Manager and GTL; Office of Information Services (OIS) groups and divisions; IT investment review boards; and collaborative business areas.
- Reinforce the ability of the Project Owner/Manager and/or the GTL to make beneficial project decisions by acting as a review and advisory body.

Lead Component:

The Lead Component is the CMS Center or Office that is responsible for implementing or managing the project. Often this is the same as the [Sponsoring Component](#), but may not be in all cases. For example, the Center for Medicare Management (CMM) may sponsor a project that is being implemented by the Office of Information Services (OIS). The CMS individual who has the ultimate responsibility for the project on behalf of the Lead Component is referred to as the [Project Leader](#).

Privacy Officer:

The Privacy Officer is the principal authority on maintenance and release of Privacy Act protected data from the Privacy Act System of Records (SOR). The Privacy Officer has the responsibility to interpret Privacy Act requirements and rules. The Privacy Officer also coordinates with all [Project Owners/Managers](#) and/or [System Owners/Managers](#) to ensure that they understand the Privacy Act requirements and their related responsibilities. The Privacy Officer reviews requests and concurs with the need to establish a new Privacy Act SOR or to modify an existing Privacy Act SOR. The Privacy Officer assists Project Owners/Managers and/or System Owners/Managers in preparing Privacy Act SORs in accordance with established procedures. The Privacy Officer is responsible for ensuring that SORs comply with the Privacy Act.

Project Leader:

The Project Leader is the CMS individual who has the ultimate responsibility for the project on behalf of the [Lead Component](#). In those cases where the Lead Component is also the [Sponsoring Component](#), then the Project Leader is generally the same individual who is identified as the [Project Sponsor](#). This individual is generally at the Director or Deputy Director level.

Project Officer:

The Project Officer is a program representative responsible for coordinating with acquisition officials on projects for which contract support is contemplated. The Project Officer advises and supports the [Contracting Officer \(CO\)](#) to help ensure that competitive sources are solicited, evaluated, and selected, and that the price the Government pays for the services it acquires is reasonable. While the contract is in force, the Project Officer monitors and evaluates the contractor's performance to ensure compliance with all contract clauses and applicable laws, and must report any deviations to the CO. The Project Officer acts as a liaison between the [Government Task Leader \(GTL\)](#), if one exists, and the Contracting Officer (CO), offering advice and support as appropriate. If no GTL is identified, then the Project Officer also serves as the GTL. The Project Officer assists in the development of a Statement of Work (SOW), Independent Government Cost Estimate (IGCE) and HHS-393 Form. The Project Officer is responsible for maintaining the ongoing integrity of the contract work plan and monitoring the progress of scheduled milestones. The Project Officer assists the GTL in ensuring that contract requirements are met and services are delivered. The Project Officer issues official technical direction, if permitted by the contract, to direct the contractor's efforts within the scope of the contract, or if necessary, requests modifications to the contract via the

CO. The Project Officer also reviews contractor invoices for reasonableness and prepares contract closeouts.

Project Owner/Manager:

The Project Owner/Manager is the individual at CMS who has the day-to-day responsibility for the success and management of the IT project. This individual may be at any level in the CMS organizational structure. The Project Owner/Manager is the primary point of contact for the project with relation to the IT Investment Management Process. The Project Owner/Manager communicates regularly with management on the needs and progress of the project and is responsible for obtaining and managing project resources. In those cases where contract support is utilized, the Project Owner/Manager may also serve as the [Government Task Leader \(GTL\)](#) and/or the [Project Officer](#), or otherwise provide support to the assigned GTL and Project Officer for the contract.

Project Sponsor:

The Project Sponsor is the CMS individual who has the ultimate responsibility for the project on behalf of the [Sponsoring Component](#). In those cases where the Sponsoring Component is also the [Lead Component](#), then the Project Sponsor is generally the same individual who is identified as the [Project Leader](#). This individual is generally at the Director or Deputy Director level.

Sponsoring Component:

The Sponsoring Component is the CMS Center or Office that is the primary advocate or has the principal need for the project and that requests funding for the project. Often this is the same as the [Lead Component](#), but may not be in all cases. For example, the Center for Medicare Management (CMM) may sponsor a project that is being implemented by the Office of Information Services (OIS). The CMS individual who has the ultimate responsibility for the project on behalf of the Sponsoring Component is referred to as the [Project Sponsor](#).

System Developer:

The System Developer is an individual or a group of individuals from within CMS, another Federal agency and/or a contractor who have the responsibility for the design, development, testing, and implementation of a system based upon its documented requirements. A System Developer may or may not also serve as the [System Maintainer](#) for a given project.

System Maintainer:

The System Maintainer is an individual or a group of individuals from within CMS, another Federal agency and/or a contractor who have the responsibility for continued maintenance (e.g., bug fixing, minor modifications/enhancements, performance tuning, and/or customer service) of an implemented system. A System Maintainer may or may not also serve as the [System Developer](#) for a given project.

System Owner/Manager:

The System Owner/Manager is the individual at CMS who serves as the primary point of contact for the system being developed or maintained. The System Owner/Manager has true ownership and fiduciary responsibility for the system, especially from both a Privacy Act and System Security standpoint, and is therefore generally at the Director or Deputy Director level. For many projects, the [Sponsoring Component](#) and the [Lead Component](#) are the same, and as a result, the [Project Leader](#) also serves as the System Owner/Manager. However, in those cases where the Sponsoring Component is not the same as the Lead Component, then the System Owner/Manager would likely be the [Project Sponsor](#) and not the Project Leader.