For instructions on using this template, please see Notes to Author/Template Instructions on page 25. Notes on accessibility: This template has been tested and is best accessible with JAWS 11.0 or higher. For questions about using this template and To request changes to the template, please contact [CMS IT Governance](mailto:IT_Governance@cms.hhs.gov) ([IT\_Governance@cms.hhs.gov](mailto:IT_Governance@cms.hhs.gov)).

|  | Centers for Medicare & Medicaid Services |
| --- | --- |

<Project Name / Acronym>

Financial Management Plan

Version X.X

MM/DD/YYYY

**Document Number:** <document’s configuration item control number>

**Contract Number:** <current contract number of company maintaining document>

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# Introduction

Instructions: Summarize the purpose of the document, the scope of activities that resulted in its development, the intended audience for the document, and expected evolution of the document. Also describe any security or privacy considerations associated with use of this document.

The purpose of the Financial Management Plan (FMP) is to:

* Document the Financial Measurement Baseline (FMB) for the <Project Name (Acronym)> and define how it will be tracked;
* Define the reviews that will be established for reporting on the financial health of the project; and
* Define the invoicing requirements and timelines for the project.

# Overview

Instructions: Provide a high-level overview of the project. Focus on the financial aspects of the project including contract type, major milestones, cost elements (e.g., hardware, software, travel, other direct costs (ODCs), etc.), and stakeholders.

# Assumptions/Constraints/Risks

## Assumptions

Instructions: Describe any assumptions or dependencies regarding the financial management approach for the project. These may concern such issues as: financial status reporting requirements, invoicing requirements, etc.

## Constraints

Instructions: Describe any limitations or constraints that may have a significant impact on the financial management approach.

## Risks

Instructions: Describe any risks associated with financial management of the project and proposed mitigation strategies.

# Financial Measurement Baseline

Instructions: Document the Financial Measurement Baseline (FMB). The level of detail included in this section will depend on the project. For example, a project contracted under a cost-plus agreement would show all costs, while a fixed-price project may only reflect the breakout of total price by billing cycle. The FMB will usually be documented with a series of tables that breakout the project financial baseline by appropriate categories (e.g., hardware, software, travel, and ODCs). If multiple task orders are being managed, the FMB will usually be shown for each task order. For complex projects, the FMB may be documented in spreadsheets that are referenced in this section.

# Financial Management Approach

## Methods & Tools

Instructions: Describe the overall approach for financial management of the project, including how costs will be categorized, tracked, and reported. Describe the methods, processes, tools and techniques that will be used for financial management, and how they will integrate with other project processes (e.g., contract management, subcontractor management, project monitoring and control, risk management, etc.). As appropriate, refer to the Project Management Plan (PMP) and/or any applicable subordinate plans that may exist (e.g., Subcontractor Management Plan, Risk Management Plan, etc.). If the project is using an Earned Value Management System (EVMS), a description of that process should be included.

Table 1: Financial Management Processes

| Process | Tools & Techniques |
| --- | --- |
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## Roles & Responsibilities

Instructions: Identify key personnel responsible for financial management. Describe their responsibilities for activities such as invoicing, financial management tracking, etc. If appropriate, include an organizational chart depicting the structure for the financial management organization.

Table 2: Roles & Responsibilities

| Name | Role | Responsibility |
| --- | --- | --- |
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## Training Requirements

Instructions: Describe any training required to ensure the FMP is appropriately implemented. This may include distribution of a project travel policy to new project team members, yearly training on government rules regarding time entry, etc.

# Financial Status Reporting

Instructions: Describe the requirements and procedures for financial status reporting. This should include specific requirements for format of financial status reports, distribution, security, frequency, reviews, etc. Contractor and CMS requirements should be included. The process for handling exceptions that CMS may have regarding a Financial Status Report should also be described.

# Invoicing

Instructions: Describe the requirements and procedures for invoicing. This should include specific requirements for format of invoices, distribution, security, frequency, quality assurance, etc. Contractor and CMS requirements should be included. The date requirements should also be documented (e.g., when an invoice is due to CMS, when payment is due, etc.). The process for handling exceptions that CMS may have regarding an invoice should also be described.

1. Record of Changes

*Instructions: Provide information on how the development and distribution of the Financial Management Plan will be controlled and tracked. Use the table below to provide the version number, the date of the version, the author/owner of the version, and a brief description of the reason for creating the revised version.*

Table : Record of Changes

| Version  Number | Date | Author/Owner | Description of Change |
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1. Acronyms

Instructions: Provide a list of acronyms and associated literal translations used within the document. List the acronyms in alphabetical order using a tabular format as depicted below.

Table : Acronyms

| Acronym | Literal Translation |
| --- | --- |
| **CMS** | Centers for Medicare & Medicaid Services |
| **EVM** | Earned Value Management |
| **EVMS** | Earned Value Management System |
| **FMB** | Financial Measurement Baseline |
| **FMP** | Financial Management Plan |
| **ODC** | Other Direct Cost |
| **PMP** | Project Management Plan |
| **PPA** | Project Process Agreement |
| **SDMP** | System Development Management Plan |
| **SOW** | Statement of Work |

1. Glossary

Instructions: Provide clear and concise definitions for terms used in this document that may be unfamiliar to readers of the document. Terms are to be listed in alphabetical order.

Table : Glossary

| Term | Definition |
| --- | --- |
| Other Direct Cost (ODC) | A charge in direct support of a service; generally a commercial item. |
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1. Referenced Documents

Instructions: Summarize the relationship of this document to other relevant documents. Provide identifying information for all documents used to arrive at and/or referenced within this document (e.g., related and/or companion documents, prerequisite documents, relevant technical documentation, etc.).

Table : Referenced Documents

| Document Name | Document Location and/or URL | Issuance Date |
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1. Approvals

The undersigned acknowledge that they have reviewed the Financial Management Plan and agree with the information presented within this document. Changes to this Financial Management Planwill be coordinated with, and approved by, the undersigned, or their designated representatives.

*Instructions: List the individuals whose signatures are desired. Examples of such individuals are Business Owner, Project Manager (if identified), and any appropriate stakeholders. Add additional lines for signature as necessary.*

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1. Notes to the Author / Template Instructions

This document is a template for creating a Financial Management Plan for a given investment or project. The final document should be delivered in an electronically searchable format. The Financial Management Plan should stand on its own with all elements explained and acronyms spelled out for reader/reviewers, including reviewers outside CMS who may not be familiar with CMS projects and investments.

This template includes instructions, boilerplate text, and fields. The developer should note that:

* *Each section provides instructions or describes the intent, assumptions, and context for content included in that section. Instructional text appears in blue italicized font throughout this template.*
* *Instructional text in each section should be replaced with information specific to the particular investment.*
* *Some text and tables are provided as boilerplate examples of wording and formats that may be used or modified as appropriate.*

When using this template, follow these steps:

1. *Table captions and descriptions are to be placed centered, above the table.*
2. *Modify any boilerplate text, as appropriate, to your specific investment.*
3. *Do not delete any headings. If the heading is not applicable to the investment, enter “Not Applicable” under the heading.*
4. *All documents must be compliant with Section 508 requirements.*
5. *Figure captions and descriptions are to be placed centered, below the figure. All figures must have an associated tag providing appropriate alternative text for Section 508 compliance.*
6. *Delete this “Notes to the Author / Template Instructions” page and all instructions to the author before finalizing the initial draft of the document.*
7. Template Revision History

The following table records information regarding changes made to the template over time. To provide information about the controlling and tracking of this artifact, please refer to the Record of Changes section of this document.

Table : Template Revision History

| Version  Number | Date | Author/Owner | Description of Change |
| --- | --- | --- | --- |
| 1.0 | 07/29/2020 | Alex Smith  CMS/OIT/ICPG/DIIMP | Baseline document. |
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1. Additional Appendices

Instructions: Utilize additional appendices to facilitate ease of use and maintenance of the document.