Project Name:	**DOM – American Recovery and Reinvestment Act (ARRA)**	**Change request**	**ARRA-001-2009**

Urgency: **HIGH**

Project Sponsor: **Teresa McMahon, Performance Results Division Administrator**

Originator:	**Deb McDaniel – DAS-ITE**	**Requested by:**	**Deb McDaniel**

Date requested: **11/04/2009**

Justification

Description of Change Requested: Additional Planning/Scope Phase funds

Reason for Change: Original estimate for Planning/Scope funding did not include enough funding to cover updates and changes required by the Federal government.

Proposed Approach to Resolve: Request additional planning/scope funding of $175,000.00

Impact

Impact on Scope:	The original planning/scope was not known at the onset of the project. Complexity of the project has grown to include an additional on line application – e.g. the collaboration application, in addition to the reporting application, the reporting website and the application to report the awards and reports to the Federal government. While it was known at the onset that we would need an application to report the awards and reports to the Federal government, the complexity and functionality were not known. Additionally, as the complexity and functionality grew, so did the number of DAS-ITE resources that were committed to the project. Whereas it was known there would be at least 2 (two) coding resources needed, 1 (one) additional DAS-ITE resource was needed to work on the project almost full time and 2 (two) additional testers were needed to assist in the completion of the initial submission process.
Impact on Scope Risk:	The complexity and functionality of the reporting application grew as information was received from the Federal government. The added functionality was needed to increase the usability of the application for the reporting agencies. Also, the functionality was needed to allow for increased transparency of the awards by the public.

As it is critical that the data being reported to the Federal government was correct and was reported within the timeframe set forth by Federal guidelines, additional time was spent working with the submitting agencies reviewing and validating the data. |
Impact on Schedule:	We anticipate we will need DAS-ITE resources to spend an additional 1,200 – 1,500 hours to prepare for the second reporting period. We will need to have all awards and reports submitted to the Federal government by January 10, 2010.
Impact on Staffing Effort:	We anticipate we will continue to keep 3 coding resources committed to this project almost exclusively for the next 2 ½ months. As before, we will also need to be prepared to bring in additional testing resources, database administrators, and system administrators as needed.
Impact on Spending:	Additional $175,000.00 is needed to prepare for the next reporting of awards and reports to the Federal government.

Approval

Originator/Date	Project Leader/Date	Sponsor/Date	Customer/Date

Reason for change:

When we originally requested funding, it was not known nor could it have been known the complexity required to complete the reporting application. We could only estimate that we needed to have a reporting application and a website, knowing we would need to include additional functionality to the reporting application as the information became known to us. This functionality was necessary to be included as required by the Federal government.