

Section I

Document Information			
Intake Form Created By	<i>[Organization Code]</i>	Form Creation Date	<i>[MM/DD/YYYY]</i>
	<i>[Full Name]</i>	Form Submit Date	<i>[MM/DD/YYYY]</i>
	<i>[FAA E-Mail Address]</i>	OGB Secretariat Acceptance Date	<i>[MM/DD/YYYY]</i>

Investment Information			
Investment Name	<i>[Investment's Name]</i>	Customer Need Date	<i>[MM/DD/YYYY]</i>
Investment Acronym	<i>[Investment's Acronym]</i>	Projected Award Date	<i>[MM/DD/YYYY]</i>
Investment Status	Pre-development <input type="checkbox"/> In development <input type="checkbox"/>		
Category	Tier 1 Custom Application <input type="checkbox"/> Infrastructure <input type="checkbox"/> Security <input type="checkbox"/> Tier 2 Software <input type="checkbox"/> Hardware <input type="checkbox"/> Services <input type="checkbox"/> Other <input type="checkbox"/> If Other, specify: _____		
	Organization	Name	Phone Number
Customer/Business Owner POC	<i>[Organization Code]</i>	<i>[Full Name]</i>	<i>[(XXX)-XXX-XXXX & ext.]</i> <i>[FAA E-Mail Address]</i>
IT Project Manager	<i>[Organization Code]</i>	<i>[Full Name]</i>	<i>[(XXX)-XXX-XXXX & ext.]</i> <i>[FAA E-Mail Address]</i>
IT Business Partnership Manager (BPM)	<i>[Organization Code]</i>	<i>[Full Name]</i>	<i>[(XXX)-XXX-XXXX & ext.]</i> <i>[FAA E-Mail Address]</i>

Business Information	
Describe The Proposed Investment	
Is there an existing contract for the proposed investment? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, what is the contracting vehicle? _____
<p><i>Provide a general overview of the investment's functionality and the benefits. Include how the investment will address a current business need. Identify the user base and the size of the user base for the investment.</i></p> <p>FOR EXAMPLE: <i>The system captures work assignments (timekeeping (OM) and scheduling (SM)). The system provides the following benefits:</i></p> <ul style="list-style-type: none"> • <i>Replaces a legacy system;</i> • <i>Provides managers and supervisors with real-time dashboards - staff assignments and maps work activities to payroll and financial budgeting. Customizable by facility or location;</i> • <i>Integrates key systems - reporting, payroll, and Labor & Distribution Reporting (LDR);</i> • <i>Shared project sponsorship between LOB-A / LOB-B; and</i> • <i>Affects all technicians, supervisors, and timekeeping staff (contract towers not included).</i> • <i>Improves existing business process and/or system efficiency through increased speed, throughput, effectiveness, accuracy, or decreased cost</i> 	

Section II

Business Drivers			
	Business Driver	Response	Additional Information
A	Mandate	M: Signed law or authorization <input type="checkbox"/>	<i>[Describe the mandate(s) and/or agency commitment(s) and how the investment will address the mandate or commitment.]</i>
	Is the investment driven by any of the following mandates (M) or agency commitments (AC)?	M: Presidential Executive Order <input type="checkbox"/>	
		AC: DOT/OMB Systems <input type="checkbox"/>	
		AC: OMB directive <input type="checkbox"/>	
		AC: DOT OIG response <input type="checkbox"/>	
		AC: Bargaining Unit Agreement <input type="checkbox"/>	
		AC: NTSB Response <input type="checkbox"/>	
		AC: GAO Response <input type="checkbox"/>	
		AC: Agency Order <input type="checkbox"/>	
		Other Agency Commitment <input type="checkbox"/>	
None of the above <input type="checkbox"/>			
B	Technology Obsolescence	Existing system has reached the end of lifecycle <input type="checkbox"/>	<i>[Describe how the current technology is obsolete and the impact.]</i>
	Is the investment required to replace or modernize an existing mission critical system?	Existing system projected to reach end of lifecycle in 1 year <input type="checkbox"/>	
		Existing system projected to reach end of lifecycle in 2 years <input type="checkbox"/>	
		Existing system projected to reach end of lifecycle in 3 years <input type="checkbox"/>	
		Existing system's technology is unsustainable <input type="checkbox"/>	
		Department-wide technology update <input type="checkbox"/>	
		None of the above <input type="checkbox"/>	
C		Impact on FAA Workforce	Impacts two or more LOBs or Staff Offices (SOs) <input type="checkbox"/>
	Does the investment impact a large number of FAA employees or multiple Lines of Business (LOB)?	Please indicate the estimated size of the user community: _____ users	
		None of the above <input type="checkbox"/>	
D		Public Facing	Informational usage <input type="checkbox"/>
	Will the investment be used by non-FAA employees, contractors, and/or citizens?	Transactional usage <input type="checkbox"/>	
		None of the above <input type="checkbox"/>	
E		Industry Facing	Informational usage for safety-related business decisions <input type="checkbox"/>
	Will the investment be used by commercial or government industry entities?	Informational usage for non-safety-related business decisions <input type="checkbox"/>	
		Transactional usage <input type="checkbox"/>	
		None of the above <input type="checkbox"/>	

Section III

Investment Complexity			
	Investment Complexity	Response	Additional Information
A	Voluntary Usage Does the investment have voluntary acceptance/usage and/or policy impact?	Voluntary acceptance/usage <input type="checkbox"/>	<i>[Describe the voluntary components of the investment and/or the impact on policy.]</i>
		Requires new policy <input type="checkbox"/>	
		Requires updates to existing policy <input type="checkbox"/>	
		None of the above <input type="checkbox"/>	
B	Stakeholder Relationships Will the investment require acceptance from multiple business units or have multiple business unit ownership?	Ownership by more than one business unit <input type="checkbox"/>	<i>[List the business units that have ownership or acceptance requirements for the investment.]</i>
		Acceptance required by more than one business unit <input type="checkbox"/>	
		None of the above <input type="checkbox"/>	
C	Data Ownership Does the investment create any of the following cross-organizational data relationships?	Cross-organizational data ownership <input type="checkbox"/>	<i>[Describe how the investment will impact cross-organizational data.]</i>
		Cross-organizational sharing of data <input type="checkbox"/>	
		Other <input type="checkbox"/>	
		None of the above <input type="checkbox"/>	
D	Systems Impact Does the investment impact or interface with existing systems, including NAS systems, throughout the enterprise?	More than one system <input type="checkbox"/>	<i>[Describe how the investment will impact/interface with multiple systems and/or NAS systems.]</i>
		NAS systems <input type="checkbox"/>	
		None of the above <input type="checkbox"/>	
E	Investment Planning Have any of the required OGB investment planning artifacts been developed?	Scaled Business Case including cost estimate <input type="checkbox"/>	<i>[Describe the investment planning activities taken for investment procurement. If selected Other, please explain in detail the planning activity.]</i>
		Functional Requirements <input type="checkbox"/>	
		Market Analysis <input type="checkbox"/>	
		Acquisition Strategy <input type="checkbox"/>	
		Investment Management Plan <input type="checkbox"/>	
None of the above <input type="checkbox"/>			

Section IV

High-Level Functional and Performance Requirements

Identify key functional and performance requirements the solution must achieve to fulfill the business need. (How will success be defined?)

Portfolio View

Identify related investments that currently exist. Identify Ops-funded and F&E-funded capital investments that currently perform similar functions as the proposed investment. Explain why this investment is also needed.

End-User View

Identify and describe the target user community. Describe the targeted user community and the approach to engaging them in the development and acceptance of the system. Your description should include the types, numbers and locations of the users and whether new policies will be required or existing policies will need to be revised in order to implement the solution.

Funding Amounts (\$)

What appropriation year is the investment funding from?: FY_____

	Prior FY	Current FY	Current FY + 1	Current FY + 2	Current FY + 3
Development					
Funding Requested					
Funding Received					
Operations and Maintenance (O&M)					
Funding Requested					
Funding Received					