



Supplemental Documentation/ Artifact Checklist

OMB Circular No. A-11 (REVISED 95% SOLUTION – APRIL 2010) 300.7 What must I report on exhibit 300 and when? Page 8, section 300: "It is important to understand, all information necessary to complete an exhibit 300 already exists as part of the agency's overall Capital Planning activities and within project specific documentation. The materials used to populate the exhibit 300 should be readily available to OMB upon request".

Your project or program will have a significant portion of the following artifacts if considered to be a compliant investment:

- Alternatives Analysis (Including an alternative for multi-agency collaboration, cloud computing. Not more than 3 years old, with a Benefit-Cost Analysis)
- Earned Value Management Reports (containing appropriate variances and indexes, FAR/ ANSI Standard 748 Compliant. Often Quarterly. For Development/Modernization/ Enhancement efforts in IT, and for non-IT Capital Assets)
- Project Management Plan
- Work Breakdown Structure (WBS level 3/ sub-project level)
- Risk Management Plan (Risk Assessment, Risk Register, Risk Inventory)
- Risk-Adjusted Life Cycle Cost Estimates, (minimum of 19 categories of risk for IT)
- Operational Analysis (For investments with an Operations & Maintenance Component in IT, in Mixed Life Cycle, and for non-IT assets)
- Acquisition Plan
- FAC-P/PM Certification (appropriate to level of investment, also documented in ACMIS system on FAI.gov)
- Quality Assurance Plan
- Security & Privacy Plans (FISMA System Inventory, C&A –not Interim Authority to Operate "IATO", Privacy Impact Assessments with Companion Systems of Record Notices *must be no older than most recent D/M/E efforts for IT)
- Life Cycle Cost Estimate (including risk adjustment, all direct & indirect costs)
- Capital Plan/ IT Capital Plan/ Spend Plan
- IRM Plan
- Disaster Recovery/ Business Continuity/ Continuity of Operations/ Contingency Plan/ Incident Response Plan
- Section 508 Compliance Plan (must be no older than most recent D/M/E efforts for IT)
- Records Management Compliance Documents
- Human Resources Plan
- Strategic sustainability performance plan (with a POC named as a Senior Sustainability Officer, Compliance Assessment for Executive Order 13514- Appointing a Senior Sustainability Officer)
- Compliance Assessment for Executive Order 13423- (Energy Efficiency)