HP Project and Portfolio Management Center

Software Version: 9.10

CPIC Version: 9.10 FY2011

HP Capital Planning and Investment Control (CPIC) Accelerator Guide

Document Release Date: November 2010

Software Release Date: November 2010

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This manual's title page contains the following identifying information:

- Software version number, which indicates the software version
- Document release date, which changes each time the document is updated
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Why version number 9.10?

PPM Center is an integrated part of the HP BTO Operations version 9 portfolio. Using this version number aligns PPM Center with other products that are releasing in the same time frame. PPM Center 9.10 builds on PPM Center 8.0x and is an extension of that product version family. Product releases within the HP BTO Operations version 9 portfolio will feature shared technology, common platforms, integrations, solutions, upgrade tools, and professional services offerings.

Support

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HP Software Support Online provides an efficient way to access interactive technical support tools. As a valued support customer, you can benefit by using the support site to:

- Search for knowledge documents of interest
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Contents

1 Introduction

Overview

HP Project and Portfolio Management Center (PPM Center) is enhanced by the HP Capital Planning and Investment Control Accelerator (CPIC Accelerator), which governs the selection, management (control), and evaluation of information technology (IT) investments in accordance with Office of Management and Budget (OMB) requirements as defined in A-11 Part 7. For more information, see the following page on the OMB Web site:

http://www.whitehouse.gov/omb/circulars_a11_current_year_a11_toc

OMB Forms and CPIC

CPIC Accelerator helps agencies achieve OMB A-11 compliance in the funding of IT capital investments as defined by OMB or agency policies, by providing the following entities:

- Forms ("requests" in PPM Center). See *OMB Form Request Types Provided by CPIC Accelerator* on page 8.
- Reports to submit to OMB. See *OMB Form Reports Provided by CPIC Accelerator* on page 8.
- Sample processes ("workflows" in PPM Center). See *Workflows* on page 16.

In addition to the requests, reports, and workflows provided by CPIC Accelerator, a menu option allows you to import XML data from a file you specify into an OMB Exhibit 300 - FY2011 request. See *Importing XML Data into an OMB Exhibit 300 - FY2011 Request* on page 18.

OMB Form Request Types Provided by CPIC Accelerator

CPIC Accelerator provides the following request types to meet OMB form requirements:

- **OMB Exhibit 300 - FY2011** request type is used for each major investment within your IT portfolio. You can run a report on the investment and export the required report data in a variety of formats.
- **OMB IT Financial Request - FY2011** request type is used to capture data for all investments (major and non-major) in your IT portfolio. You can run a report that will fulfill the OMB Exhibit 53 requirements.

HP Professional Services can help consolidate and enhance these request types and their associated reports as may be appropriate for particular agencies.

OMB Form Reports Provided by CPIC Accelerator

CPIC Accelerator provides the following OMB reports you can run:

- **OMB Exhibit 53 Report - FY2011** captures data on all IT investments (major or non-major) and enables you to export the data (in HTML format) to an Excel spreadsheet. This report, also known as the IT Investment Portfolio, shows all IT investments for higher organizational levels such as Cabinet departments, as required by OMB A-11.
- **OMB Exhibit 300 Report FY2011 (XML) - Full Business Case** captures and exports OMB Exhibit 300 data (all fields) to XML format. This report is not used for OMB submittal. It is used to provide an XML file to third-party applications.
- **OMB Exhibit 300 Report FY2011 (XML) - OMB Submission** exports OMB Exhibit 300 data (required fields) to XML format for OMB submittal.

- **OMB Exhibit 300 Report FY2011 (HTML)** exports OMB Exhibit 300 data (required fields) to HTML format. This format enables you, for example, to open the document in a browser or revise and post it to a Web site.

You can modify any of these reports to show only data that has been approved.

For more information about running reports, see *Using the CPIC Accelerator* on page 17 and the *Reports Guide and Reference*.

Prior Fiscal Year Forms

Most Federal agencies must track prior year, current year, and budget year OMB 300 forms. To facilitate this requirement and to load an agency's initial IT Investment portfolio, you can import OMB data from prior fiscal years FY2008, FY2009, and FY2010 into OMB 300 forms in PPM Center. To do so, you must install the XML schema and the CPIC reporting objects for those years.

For information about loading OMB 300 and OMB 53 form data from prior fiscal years, contact HP Professional Services.

Related Documents

The following PPM Center documents are related to this guide:

- *A Guide to PPM Center Documentation*
- *Getting Started*
- *HP Demand Management User's Guide*
- *Reports Guide and Reference*
- *Security Model Guide and Reference*

To access these documents, see the HP Software Manuals Web site:

http://h20230.www2.hp.com/selfsolve/manuals

System Requirements

To use the CPIC Accelerator for PPM Center version 9.10 and fiscal year FY2011, version 9.10 service pack SP1 or later must be installed and you must install the CPIC “bundle” (installation file) as described in Chapter 2, *Installing and Configuring the CPIC Accelerator,* on page 11.

The CPIC Accelerator for PPM Center version 9.10 and FY2011 described in this document cannot be used for any earlier version of PPM Center or for any earlier fiscal year.

For information about requirements and supported operating systems for PPM Center, see the *System Requirements and Compatibility Matrix.*

For information about configuring PPM Center as required by CPIC Accelerator, see *Configuring PPM Center for Use With CPIC Accelerator* on page 13.

2 Installing and Configuring the CPIC Accelerator

Before you install the CPIC Accelerator, make sure the PPM Center version and service pack are as described in *System Requirements* on page 10.

You can install the CPIC Accelerator by using the available scripts and following the on-screen prompts, as described in this chapter.

Installing the CPIC Accelerator

To install CPIC Accelerator:

1. Stop and restart the PPM Server in restricted mode:

   a. Stop the PPM Server.

   b. Run the script:

   ```
   sh setServerMode.sh RESTRICTED
   ```

   For more information about this script, see the *Installation and Administration Guide.*

   c. Start the PPM Server.

2. Make sure you have downloaded the correct bundle:

   ```
   mitg-910-CPICFY11.jar
   ```

3. Copy the `mitg-910-CPICFY11.jar` file to the `<PPM_Home>/bin` directory.

   You do not need to unpack the installation file. The installation process automatically unpacks it.

4. Navigate to the `<PPM_Home>/bin` directory.

5. Run the script:

   ```
   sh kDeploy.sh -i CPICFY11
   ```

6. Follow the script's on-screen prompts to complete the installation. When the installation script is complete, the following message appears:

   ```
   Deployment CPICFY11 has been successfully installed.
   ```

7. Use a Web browser to check the deployment logs, which are located at:

   ```
   <PPM_Home>/logs/deploy/910/CPICFY11/
   ```

   If necessary, correct any errors, and then repeat the installation process.

8. Stop and restart the PPM Server in normal mode:

   a. Stop the PPM Server.

   b. Run the script:

      ```
      sh setServerMode.sh NORMAL
      ```

      For more information, see the *Installation and Administration Guide*.

   c. Start the PPM Server.

Configuring PPM Center for Use With CPIC Accelerator

HP strongly recommends that you meet with HP Professional Services to discuss configuration options. Every agency has unique UPI codes that contain the agency code and other agency-unique data. The UPI codes have corresponding PPM Center field validations that must be configured correctly so that information is uploaded to OMB correctly.

Required License and Access Grants

To use CPIC Accelerator, a user must have the Demand Management license and the Demand Mgmt: Edit Requests access grant.

To submit an OMB Exhibit 300 report, a user must have the System: Submit Reports access grant.

For information about how to assign access grants, see the *Security Model Guide and Reference*.

Security Groups

To simplify the development of portlets (see *Portlets* on page 15) and to ensure that they display only the appropriate OMB 300 and OMB 53 requests to each user based on, for example, the user's organization or business function, CPIC Accelerator provides CPIC-specific security groups. Users who are in the CPIC - Administrator security group can assign OMB 53 and OMB 300 requests (investments) to users who are in the other CPIC-specific security groups. The OMB request types can be configured in the PPM Workbench to allow (or not allow) users in particular security groups to create, view, edit, cancel, and/or delete OMB requests of one or both types.

CPIC Accelerator adds the following security groups to PPM Center:

- CPIC - Administrator
- CPIC - EA Users
- CPIC - Manager

- CPIC - OCIO Staff
- CPIC - POC's
- CPIC - Program Group
- CPIC - Project Manager
- CPIC - Steering Committee

For more information about security groups, see the *Security Model Guide and Reference*. For more information about configuring request types, see the *HP Demand Management Configuration Guide.*

Request Type Fields

Over the years, OMB has changed the OMB 300 and OMB 53 forms, and some fields that were previously required are no longer required. Nevertheless, the request types provided by CPIC Accelerator retain those fields so that they can continue to be used as needed. With assistance from HP Professional Services, request fields can be reconfigured or hidden as needed.

A best practice is to allow only the system administrator to complete certain critical fields in requests. Examples of potentially critical fields are the Agency Code, UPI number, role/group assignments, and other security attributes. Typically a workflow step can be configured to allow users to create a major investment or IT financial request that only has a description, name, and other data. The investment is then sent to the administrator to review and assign a UPI as well as other key data elements such as the investment lifecycle stage. This prevents unauthorized investments or duplicate investments from showing up in the portfolio. It also helps control security and access.

Change to Maximum Length of Short Text Fields in Request Types

You can add values to the CPIC-related fields in CPIC Accelerator request types. For the fields defined as `shortTextString` within OMB's XML schema, the maximum length of several short text fields was changed from 250 (allowed for fiscal years prior to FY2011) to 200 in FY2011.

This change prevents potential errors when loading XML data into the CPIC Accelerator from unknown source applications. OMB uses `shortTextString` fields to capture brief text such as the project title, phone numbers, and milestone descriptions. Medium text strings and large text strings align with the maximum lengths defined within the OMB schema.

Portlets

On the PPM Dashboard, PPM Center can display portlets that show OMB request data for major and non-major investments. The data can be organized by fiscal year, organization, program, and other parameters. For information about creating portlets, see the document *Creating Portlets and Modules*.

To control who can see which OMB requests in portlets, the CPIC-specific security groups and the OMB request types can be configured in the PPM Workbench (see *Security Groups* on page 13). For more information, contact your PPM Center administrator or HP Professional Services, or see the *Security Model Guide and Reference* and the *HP Demand Management Configuration Guide.*

Validations

Because of the unique attributes and codes that the U.S. Department of the Treasury and OMB have established for each agency, the CPIC Accelerator must be configured properly. Specific elements on the OMB 300 and OMB 53 forms are unique for each agency.

For example, the codes for agency and bureau must align with the specific values assigned to them. The XML export reports retrieve the Agency/Bureau codes as the first three characters of the validation descriptions. For example, in the OMB XML schema an agency code of “018” is generated from an Agency validation description of “018 – Department of Education.” In this example, if the first three characters in the validation description are not 018, the resulting XML file will not have the correct values.

Default values for these agency-unique field validations must be assigned. For larger agencies that may have multiple codes for users to select from, validation lists can be configured for all subagencies/partners.

UPI Codes

Validations can be configured to create a unique UPI code for each agency, but this field is best left blank or read-only by everyone other than the CPIC system administrator.

Workflows

The CPIC Accelerator provides the following sample workflows:

- OMB 300 Request - PFM
- OMB Financial Request Process

Each agency can modify these workflows to reflect current or changing CPIC processes, while controlling the security and visibility of fields as appropriate.

Specifically, after investments have been presented and baselined by an investment review board and approved, elements of the OMB 300 request can be made read-only. A baseline change request process can be configured to track and approve change requests before investments are allowed to be updated.

3 Using the CPIC Accelerator

Creating Exhibit Requests by Using CPIC

The CPIC Accelerator request types enable you to specify the fields of specific OMB Exhibit forms electronically. The fields of these request types are familiar to users of the forms. The request types can be used in conjunction with PPM Center workflows (see *Workflows* on page 16). CPIC Accelerator provides the following request types:

- OMB IT Financial Request - FY2011
- OMB Exhibit 300 - FY2011

After you have created requests for individual IT investments, you can run reports on those investments. For more information about CPIC reports, see *Running and Exporting CPIC Accelerator Reports* on page 19.

Create an OMB IT Financial Request - FY2011 Request

To create an OMB IT Financial Request - FY2011 request:

1. Log on to PPM Center.
2. From the menu bar, select **Create > Request.**

   The Create New Request window opens.

3. In the **Request Type** field, select **OMB IT Financial Request - FY2011**, and then click **Create.**

   The Create New OMB IT Financial Request window opens.

4. Complete the fields of the request type, and then click **Submit.**

Create an OMB Exhibit 300 - FY2011 Request

To create an OMB Exhibit 300 - FY2011 request:

1. Log on to PPM Center.
2. From the menu bar, select **Create > Request.**

   The Create New Request window opens.
3. In the **Request Type** field, select **OMB Exhibit 300 - FY2011**, and then click **Create.**

   The Create New OMB Exhibit 300 - FY2011 window opens.
4. Complete the fields of the request type, and then click **Submit.**

Importing XML Data into an OMB Exhibit 300 - FY2011 Request

When you import XML data from a file you specify, you can create or update an OMB Exhibit 300 - FY2011 request and populate some or all of its fields.

To create or update an OMB Exhibit 300 - FY2011 request and import XML data:

1. Log on to PPM Center.
2. From the menu bar, select **Open > CPIC > Import OMB Exhibit 300 XML.**

   The Import XML - Create/Update Request window opens.
3. In the **Request type to use** field, select **OMB Exhibit 300 - FY2011.**
4. In the **XML file to import** field, specify the XML file to use to populate fields in the OMB Exhibit 300 - FY2011 request. (Browse to the XML file as necessary.)
5. If you want to import XML data into an existing request, specify that request in the **ID of Request to update** field.
6. Click **Import.**

Running and Exporting CPIC Accelerator Reports

CPIC Accelerator provides report types that you can use to capture and export financial reporting data in a variety of formats to meet OMB reporting requirements for your investments. You can run the following reports:

- **OMB Exhibit 53 Report - FY2011** to save request data to an Excel spreadsheet. For more information, see *OMB Exhibit 53 Report - FY2011 Report* on page 20.
- **OMB Exhibit 300 Report FY2011 (XML) - Full Business Case** to export in XML format all data fields. For more information, see *Run an OMB Exhibit 300 Report FY2011 (XML) Report* on page 21.
- **OMB Exhibit 300 Report - FY2011 (XML) - OMB Submission** to export in XML format only the fields that are required for OMB submittal. For more information, see *Run an OMB Exhibit 300 Report FY2011 (XML) Report* on page 21.
- **OMB Exhibit 300 Report FY2011 (HTML)** to export in HTML format selected data fields. For more information, see *Run an OMB Exhibit 300 Report FY2011 (HTML) Report* on page 22.

OMB Exhibit 53 Report - FY2011 Report

You can run a report that captures data from all major and non-major investments. Then you can export that data to an Excel spreadsheet that you can use to meet OMB Exhibit 53 reporting requirements.

To run an OMB Exhibit 53 Report - FY2011 report and export its request data to an Excel spreadsheet:

1. Log on to PPM Center.
2. From the menu bar, select **Create > Report.**

   The Submit New Report window opens.
3. In the **Report Category** field, select **Demand Management.**

   A list of report types appears.
4. From the list of report types, select **OMB Exhibit 53 Report - FY2011**.
5. Click **Submit.**

   HTML data is generated and displayed in the browser window.
6. Click **Export to Excel**.
7. Save the file in an appropriate location.

OMB Exhibit 300 Report FY2011 Reports

You can export data to XML by using either of the following report types (see *Run an OMB Exhibit 300 Report FY2011 (XML) Report* on page 21):

- **OMB Exhibit 300 Report FY2011 (XML) - Full Business Case** report type, which exports all data fields contained in an OMB Exhibit 300 - FY2011 request
- **OMB Exhibit 300 Report FY2011 (XML) - OMB Submission** report type, which exports only the required data fields contained in an OMB Exhibit 300 - FY2011 request.

You can also export OMB Exhibit 300 data in HTML format (see *Run an OMB Exhibit 300 Report FY2011 (HTML) Report* on page 22).

Run an OMB Exhibit 300 Report FY2011 (XML) Report

You can export data to XML files at any time after an investment is created. However, before you attempt to submit an XML file to OMB's ITWeb application, it is best practice to validate that all required fields are completed correctly so that you can avoid OMB validation errors and warnings.

You can check for OMB validation errors by first running the standard HTML OMB 300 report (see *Run an OMB Exhibit 300 Report FY2011 (HTML) Report* on page 22). Missing fields that OMB requires are displayed in red with comments.

To run an OMB Exhibit 300 Report FY2011 (XML) report:

1. Log on to PPM Center.
2. From the menu bar, select **Create > Report.**

   The Submit New Report window opens.
3. In the **Report Category** field, select **Demand Management.**

   A list of report types appears.
4. From the list of report types, select one of the following:
   - **OMB Exhibit 300 Report FY2011 (XML) - Full Business Case** (includes all fields)
   - **OMB Exhibit 300 Report FY2011 (XML) - OMB Submission** (includes only the fields required for OMB submission)
5. In the **OMB Exhibit 300 Request ID** field, specify the number of the OMB Exhibit 300 request for which data is to be exported to XML. To select the investment from an auto-complete list, click the icon to the right of the field.
6. Click **Submit.**

   XML data is generated and displayed in the browser window.
7. Save the contents of the browser window into an XML file in an appropriate location.

Run an OMB Exhibit 300 Report FY2011 (HTML) Report

You can use the OMB Exhibit 300 Report FY2011 (HTML) report to check for OMB validation errors. Missing fields that OMB requires are displayed in red with comments.

To run an OMB Exhibit 300 Report FY2011 (HTML) report:

1. Log on to PPM Center.
2. From the menu bar, select **Create > Report.**

   The Submit New Report window opens.
3. In the **Report Category** field, select **Demand Management.**

   A list of report types appears.
4. From the list of report types, select **OMB Exhibit 300 Report FY2011 (HTML).**
5. In the **OMB Exhibit 300 Request ID** field, specify the number of the OMB Exhibit 300 request for which data is to be exported. To select the investment from an auto-complete list, click the icon to the right of the field.
6. Click **Submit.**

   HTML data is generated and displayed in the browser window.

   Missing fields that OMB requires are displayed in red to help ensure that the required fields are completed before you create an XML file to submit to OMB.

   To access reports after they have run, click the **Open > Reports > My Reports** menu option.
7. Save the contents of the browser window into an HTML file in an appropriate location. This enables you to view the file in a browser or in Microsoft Word.