

HP Project and Portfolio Management Center

Software Version: 8.00

CPIC Version: 8.00 FY2011

HP Capital Planning and Investment Control (CPIC) Accelerator Guide

Document Release Date: April 2010

Software Release Date: April 2010



Legal Notices

Warranty

The only warranties for HP products and services are set forth in the express warranty statements accompanying such products and services. Nothing herein should be construed as constituting an additional warranty. HP shall not be liable for technical or editorial errors or omissions contained herein.

The information contained herein is subject to change without notice.

Restricted Rights Legend

Confidential computer software. Valid license from HP required for possession, use or copying. Consistent with FAR 12.211 and 12.212, Commercial Computer Software, Computer Software Documentation, and Technical Data for Commercial Items are licensed to the U.S. Government under vendor's standard commercial license.

Copyright Notices

© Copyright 1997-2010 Hewlett-Packard Development Company, L.P.

Trademark Notices

Adobe® is a trademark of Adobe Systems Incorporated.

Intel®, Intel® Itanium®, Intel® Xeon™, and Pentium® are trademarks or registered trademarks of Intel Corporation or its subsidiaries in the United States and other countries.

Java™ is a U.S. trademark of Sun Microsystems, Inc.

Microsoft®, Windows®, and Windows® XP are U.S. registered trademarks of Microsoft Corporation.

Microsoft Vista® is either a registered trademark or trademark of Microsoft Corporation in the United States and/or other countries.

Oracle® is a registered U.S. trademark of Oracle Corporation, Redwood City, California.

UNIX® is a registered trademark of The Open Group.

Documentation Updates

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
- Software release date, which indicates the release date of this version of the software

To check for recent updates, or to verify that you are using the most recent edition of a document, go to:

h20230.www2.hp.com/selfsolve/manuals

You will also receive updated or new editions if you subscribe to the appropriate product support service. Contact your HP sales representative for details.

Support

You can visit the HP Software Support Web site at:

hp.com/go/hpsoftwaresupport

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
- Submit and track support cases and enhancement requests
- Download software patches
- Manage support contracts
- Look up HP support contacts
- Review information about available services
- Enter into discussions with other software customers
- Research and register for software training

Most of the support areas require that you register as an HP Passport user and sign in. Many also require a support contract.

To find more information about access levels, go to:

h20230.www2.hp.com/new_access_levels.jsp

To register for an HP Passport ID, go to:

h20229.www2.hp.com/passport-registration.html

Contents

1	Introduction	7
	Overview	7
	OMB Forms and CPIC	8
	OMB Form Request Types and CPIC Accelerator	8
	OMB Form Reports and CPIC Accelerator	9
	Prior Fiscal Year Forms	9
	CPIC Accelerator Documentation	10
	In This Document	10
	Who Should Read This Document	10
	Related Documents	11
	System Requirements	11
2	Installing and Configuring the CPIC Accelerator	13
	Installing the CPIC Accelerator	13
	Configuring PPM Center for Use With CPIC Accelerator	16
	Access Grants for CPIC Accelerator Requests and Reports	16
	Security Groups for CPIC Accelerator	17
	Field Lengths for Request Types	18
	Configuring Request Creation	18
	Configuring Web Portlets	18
	Configuring Validations	19
	Configuring Workflows	20
3	Using the CPIC Accelerator	21
	Creating Exhibit Requests by Using CPIC	21
	Create an OMB IT Financial Request - FY2011	22
	Create an OMB Exhibit 300 - FY 2011 Request	22
	Creating and Exporting CPIC Accelerator Reports	23
	OMB Exhibit 53 - FY 2011 Reports	24

Create an OMB Exhibit 53 Report - FY 2011	24
OMB Exhibit 300 - FY 2011 Reports	25
Import XML Data into an OMB Exhibit 300 - FY 2011 Request.	25
Create an OMB Exhibit 300 - FY 2011 Report by Exporting Data to XML	26
Create an OMB Exhibit 300 - FY 2011 Report by Exporting Data to HTML	27

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, and evaluation of information technology investments.

OMB Forms and CPIC

To receive funding for major capital investments, as one of the first steps in the CPIC process for selection, management, and evaluation of IT investments, agencies of the U.S. Federal government must complete the Office of Management and Budget's (OMB) Exhibit 300 and submit it in XML format.

To further facilitate the CPIC process, a detailed report of all IT investments is provided for higher organizational levels such as Cabinet departments in a report called OMB Exhibit 53, also known as the IT Investment Portfolio.

OMB Form Request Types and CPIC Accelerator

By using PPM Center and CPIC Accelerator, you can perform the following OMB form requirements by request type:

- **OMB Exhibit 300 – FY2011** request type is used for each major investment within your IT portfolio. You can then create 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 then create a report that will fulfill the OMB Exhibit 53 requirements.

OMB Form Reports and CPIC Accelerator

By using PPM Center and CPIC Accelerator, you can perform the following OMB form reports:

- **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.
- **OMB Exhibit 300 Report - FY2011 (XML) - Full Business Case:** captures and exports OMB Exhibit 300 (all fields) data to XML format. This report type produces an XML file that you can save, and then import into another system.
- **OMB Exhibit 300 Report - FY2011 (XML) - OMB Submission:** exports OMB Exhibit 300 (required fields) to XML format for submission to OMB.
- **OMB Exhibit 300 Report - FY2011 (HTML):** exports OMB Exhibit 300 (required fields) to HTML format. This format enables you to open the document in a browser or in Microsoft Word.

For more information, see [Using the CPIC Accelerator on page 21](#).

Prior Fiscal Year Forms

You can export OMB XML from prior fiscal years 2008, 2009, or 2010 into the respective OMB 300 or OMB 53 versions for that year, provided that the corresponding CPIC Accelerator version is installed. This means that if your agency wants to load several years of information, it can do so after installing the CPIC Accelerator versions corresponding to each of the desired fiscal years, in order to obtain the request types, validations, and XML schema files.

For more information about how to load OMB 300 and OMB 53 form data from prior fiscal years, contact your HP CPIC Accelerator support team.

CPIC Accelerator Documentation

To install and use CPIC Accelerator in conjunction with PPM Center, read this document as well as the documents listed in *Related Documents* on page 11.

In This Document

This document contains the following chapters:

- Chapter 1, *Introduction*, on page 7
Includes an overview of CPIC Accelerator and details the document's intended audience and related documentation.
- Chapter 2, *Installing and Configuring the CPIC Accelerator*, on page 13
Provides procedures for installing CPIC Accelerator and configuring PPM Center to ensure that CPIC Accelerator functions correctly.
- Chapter 3, *Using the CPIC Accelerator*, on page 21
Provides guidance on how to use CPIC Accelerator functionality.

Who Should Read This Document

This book is for the following audience types:

- End users
- System administrators

For more information about audience types, see the *HP Project and Portfolio Management Center Guide to Documentation*.

Related Documents

The following PPM Center documents are related to this guide:

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

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

h20230.www2.hp.com/selfsolve/manuals

System Requirements

To use CPIC Accelerator, you must have an installed version of PPM Center 8.00 as well as the most recent service pack release.

- 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 16.

2 Installing and Configuring the CPIC Accelerator



HP recommends that you make sure that the latest PPM Center Service Pack (8.00.01) is installed prior to installing the CPIC Accelerator.

You can install the CPIC Accelerator by using the available scripts and following the on-screen prompts.

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-800-CPICFY11.jar
```

3. Copy the `mitg-800-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 logs, which are located at:

Deployment logs:

```
<PPM_Home>/logs/deploy/800/CPICFY11/
```

Import logs:

```
<PPM_Home>/logs/import
```

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

8. Install the first patch file:

- a. Unzip the `CPIC_800_Patch01.zip` file to the following directory:

```
<PPM_Home>/server/<PPM_Server>
```

- b. In a cluster environment, repeat this step for each server.

9. Install the second patch file:

- a. Unzip the `CPIC_800_Patch02.zip` file. The zip file contains one file only: `kcrt_request_util.plb`

- b. Connect to the PPM Oracle database as a PPM application user and run:

```
SQL*Plus>@kcrt_request_util.plb
```

10. 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



To avoid database errors, the maximum length of field values for short text fields is 200, rather than 250 in previous fiscal year versions. For more information on fields allowing longer values, see *Field Lengths for Request Types* on page 18.

HP strongly recommends that you meet with your CPIC Accelerator support team to discuss configuration options. Every agency has unique field validations that must be set up correctly in order for information to upload to OMB.

When you configure PPM Center for use with CPIC Accelerator, make sure that the required access grants and security groups are assigned.

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

Access Grants for CPIC Accelerator Requests and Reports

To use CPIC Accelerator to create requests and to import or export XML-formatted OMB Exhibit 300 data (see *Chapter 3, Using the CPIC Accelerator*, on page 21), a user must have the following license and access grants:

- Demand Management license
- Demand Mgmt: Edit Requests access grant
- Demand Mgmt: Manage Requests access grant
- To submit an OMB Exhibit 300 report, a user must have the System: Submit Report access grant.

Security Groups for CPIC Accelerator

Several default security groups are configured within the CPIC Accelerator. These groups are designed to ease the development of user portlets that can be quickly developed to display only the OMB 300 and 53 items to which a user has access.

Assignments can be made by simply selecting users defined within the CPIC Accelerator user groups within the OMB 300 header summary section. Security can be easily controlled by referencing the preconfigured fields within the header. For example, members for the OCIO can read all investments but cannot edit. Investment owners can view and edit. A CPIC Accelerator system administrator role has been configured that allows the CPIC administrator to assign OMB 300 investments to various user roles.

CPIC Accelerator adds the following security groups to PPM Center:

- CPIC - Administrator
- CPIC - EA Users
- CPIC - FSA: The group of FSA CPIC users that have access to the entire program office's portfolio.
- CPIC - OCIO Staff: Member of the OCIO Staff
- CPIC - POC's: Members are owners of an ED POC
- CPIC - Project Manager
- CPIC - Steering Committee
- CPIC Administrator

Field Lengths for Request Types

CPIC Accelerator request types enable you to add values for CPIC-related fields. For the fields defined as `shortTextString` within OMB's XML schema, the maximum field length has been changed from 250 to 200 to avoid potential errors when loading XML into the CPIC Accelerator from unknown source applications. OMB uses the `shortTextString` 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.

Configuring Request Creation

A best practice is to restrict several critical fields to only be completed by the system administrator role. Examples of critical fields might include the Agency Code, UPI number, role/group assignments, and other security attributes. Typically a workflow step can be configured that allows 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.

Configuring Web Portlets

Simple Web portlets can be configured to show prior year OMB 300s in read-only format as well as current year and budget year. IT Financial request can also be configured to show within a portal. Dashboards that mimic what executives will see on OMB's IT Dashboards can also be configured.

Configuring Validations

Due to 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 are unique for each agency, for example, codes for agency and bureau must align with specific values assigned. For these values, the XML export reports pull the Agency/Bureau codes from the first three characters of the validation value description. For example, an Agency name “018 – Department of Education,” would generate the correct “018” as the agency code within the OMB XML schema. If the “018” was not listed as the first three characters, the XML file produced would not validate.

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

Other agency-specific validations must be configured, for example EA Segments and Funding Sources. These are also unique for each agency and must be set up correctly and align with the ‘assign’ EA segments that have been approved by OMB for the agency, or the funding sources provided by the U.S. Department of the Treasury.

UPI Codes

Validations can be configured to create a unique UPI code for each agency, however, this field is best left blank or read-only by all roles except the CPIC system administrator.

Configuring Workflows

A sample workflow has been configured, however, agencies can modify this workflow and control 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 can be made read-only. A baseline change request process can be configured to track and approve change request before investments are allowed to be updated. Many other business processes can be configured and promulgated as required from the OMB, such as an IT Project with key milestone and description data once an investment is submitted to OMB.

3 Using the CPIC Accelerator



Maximum length of field values for short text fields is 200, rather than 250 in previous fiscal year versions. For more information on fields allowing longer values, see [Field Lengths for Request Types](#) on page 18.

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. The following request types are available:

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

After you have created requests for individual IT investments, you can create reports on those investments. For more information on CPIC reports, see [Creating and Exporting CPIC Accelerator Reports](#) on page 23.

Create an OMB IT Financial Request - FY2011

To create an OMB IT Financial Request - FY2011:

1. Log on to PPM Center.
2. From the menu bar, select **Create > Request**. The Create New Request window opens.
3. Select a Request Type of **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 - FY 2011 Request

To create an OMB Exhibit 300 - FY 2011 request:

1. Log on to PPM Center.
2. From the menu bar, select **Create > Request**. The Create New Request window opens.
3. Select a Request Type of **OMB Exhibit 300 - FY 2011**, and click **Create**. The Create New OMB Exhibit 300 - FY 2011 window opens.
4. Complete the fields of the request type, and then click **Submit**.

Creating 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 create the following reports:

- **OMB Exhibit 53 Report - FY2011** to save data to an Excel spreadsheet. For more information, see *OMB Exhibit 53 - FY 2011 Reports* on page 24.
- **OMB Exhibit 300 Report - FY2011 (XML) - Full Business Case** to export in XML format all data fields. For more information, see *Create an OMB Exhibit 300 - FY 2011 Report by Exporting Data to XML* on page 26.
- **OMB Exhibit 300 Report - FY2011 (XML) - OMB Submission** to export in XML format only the fields that are required for OMB submission. For more information, see *Create an OMB Exhibit 300 - FY 2011 Report by Exporting Data to XML* on page 26.
- **OMB Exhibit 300 Report FY2011 (HTML)** to export in HTML format selected data fields. For more information, see *Create an OMB Exhibit 300 - FY 2011 Report by Exporting Data to HTML* on page 27.

OMB Exhibit 53 - FY 2011 Reports

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

Create an OMB Exhibit 53 Report - FY 2011

To export OMB Exhibit 53 Report - FY 2011 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 - FY 2011 Reports

By importing XML data from a file you specify, you can create or update an OMB Exhibit 300 - FY 2011 request and simultaneously populate some or all of its fields. You can export data to XML by using either of the two report types: the **OMB Exhibit 300 Report - FY2011 (XML) - Full Business Case** report type, which exports all data fields contained in an OMB Exhibit 300 - FY 2011 request, or the **OMB Exhibit 300 Report - FY2011 (XML) - OMB Submission** report type, which exports only the required data fields contained in an OMB Exhibit 300 - FY 2011 request. You can also export OMB Exhibit 300 data in HTML format.



For information on exporting OMB Exhibit 300 data in HTML format, see *Create an OMB Exhibit 300 - FY 2011 Report by Exporting Data to HTML* on page 27.

Import XML Data into an OMB Exhibit 300 - FY 2011 Request

To create or update an OMB Exhibit 300 - FY 2011 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 - FY 2011**.
4. In the XML file to import field, specify the XML file to use to populate fields in the OMB Exhibit 300 - FY 2011 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**.

Create an OMB Exhibit 300 - FY 2011 Report by Exporting Data to XML

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

You can check for validation errors by first running the standard HTML OMB 300 report (see [Create an OMB Exhibit 300 - FY 2011 Report by Exporting Data to HTML on page 27](#)). Any missing required fields are displayed in red with comments.

To create an OMB Exhibit 300 - FY 2011 report by exporting request data to XML:

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 either of the following:
 - a. **OMB Exhibit 300 Report - FY2011 (XML) - Full Business Case** (includes all fields), or
 - b. **OMB Exhibit 300 Report - FY2011 (XML) - OMB Submission** (includes required fields only)
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. You can also select the investment from the list.
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.

Create an OMB Exhibit 300 - FY 2011 Report by Exporting Data to HTML

To create an OMB Exhibit 300 - FY 2011 report by exporting request data to HTML:

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 HTML.
6. Click **Submit**. HTML data is generated and displayed in the browser window.



Depending on PPM Center settings, the report will either display as HTML or if it is a long report, you may need to check the My Reports report results area to view the HTML.

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.



OMB required fields that are missing are displayed in red to assist you in ensuring that required fields are completed before you create an XML file to submit to OMB.