

*<Application Name>*

Annual Operational Analysis

Version *<1.0>*

*<mm/dd/yyyy>*

VERSION HISTORY

[Provide information on how the development and distribution of the Annual Operational Analysis was controlled and tracked. Use the table below to provide the version number, the author implementing the version, the date of the version, the name of the person approving the version, the date that particular version was approved, and a brief description of the reason for creating the revised version.]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Version #** | **Implemented**  **By** | **Revision**  **Date** | **Approved**  **By** | **Approval**  **Date** | **Reason** |
| 1.0 | *<Author name>* | *<mm/dd/yy>* | *<name>* | *<mm/dd/yy>* | *<reason>* |
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***Note to the Author***

[This document is a template of an **Annual Operational Analysis** document for an application. The template includes instructions to the author, boilerplate text, and fields that should be replaced with the values specific to the application.

Blue italicized text enclosed in square brackets ([text]) provides instructions to the document author, or describes the intent, assumptions and context for content included in this document.

Blue italicized text enclosed in angle brackets (<text>) indicates a field that should be replaced with information specific to a particular application.

Text and tables in black are provided as boilerplate examples of wording and formats that may be used or modified as appropriate to a specific application. These are offered only as suggestions to assist in developing application documents; they are not mandatory formats.

When using this template for your application document, it is recommended that you follow these steps:

Replace all text enclosed in angle brackets (e.g., <Application Name>) with the correct field values. These angle brackets appear in both the body of the document and in headers and footers. To customize fields in Microsoft Word (which display a gray background when selected):

* 1. Select File>Properties>Summary and fill in the Title field with the Document Name and the Subject field with the Application Name.
  2. Select File>Properties>Custom and fill in the Last Modified, Status, and Version fields with the appropriate information for this document.
  3. After you click OK to close the dialog box, update the fields throughout the document with these values by selecting Edit>Select All (or Ctrl-A) and pressing F9. Or you can update an individual field by clicking on it and pressing F9. This must be done separately for Headers and Footers.

1. Modify boilerplate text as appropriate to the specific application.
2. To add any new sections to the document, ensure that the appropriate header and body text styles are maintained. Styles used for the Section Headings are Heading 1, Heading 2 and Heading 3. Style used for boilerplate text is Body Text.
3. To update the Table of Contents, right-click and select “Update field” and choose the option- “Update entire table”
4. Before submission of the first draft of this document, delete this “Notes to the Author” page and all instructions to the author, which appear throughout the document as blue italicized text enclosed in square brackets.]

TABLE OF CONTENTS

[1. Investment Overview 5](#_Toc206998157)

[2. STrategic and business Results 5](#_Toc206998158)

[3. USER/CUSTOMER Assessment 5](#_Toc206998159)

[4. Performance Assessment 6](#_Toc206998160)

[5. Financial Performance 6](#_Toc206998161)

[6. Innovation 7](#_Toc206998162)

[7. Enterprise Architecture 7](#_Toc206998163)

[8. Security and Privacy 7](#_Toc206998164)

[9. Recommendations 7](#_Toc206998165)

[APPENDIX A: KEY TERMS 8](#_Toc206998166)

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# 1. Investment Overview

|  |  |
| --- | --- |
| Name of System or Application |  |
| Agency/Office |  |
| Program/Business Function Supported by this Investment |  |
| Criticality of System | *<Low, Medium, High>* |
| Date of Operational Analysis |  |
| System Owner(s) | *<Name, Title, Phone, e-Mail>* |
| System Administrator | *<Name, Title, Phone, e-Mail>* |
| Key Personnel Participating in this Review (IPT-Stakeholders) |  |
| Date of Review |  |
| System Owner Signature/Title |  |
| 2. STrategic and business Results | |
| [Provide a brief summary describing the asset and a description of the business processes that the investment supports. Description should include an explanation of how the investment is continuing to meet each Agency mission or strategic goals.] | |
| 3. USER/CUSTOMER Assessment | |
| [Briefly describe the investment's users and the process (e.g., surveys, user group meetings, customer focus groups, etc.) used to assess user or customer satisfaction. Summarize the results of surveys or other user or customer inputs, and usage trends. Is the existing application providing customers the needed functionality and performance? Based on your user or customer inputs, is actual performance consistent with user or customer expectations, or do the current performance goals reflect current user or customer functional or performance requirements? Has the investment exceeded expectations, and the performance measures need to be re-baselined? Discuss how your application addresses the following operational indicators: efficiency, effectiveness, maintainability, productivity, security, availability, reliability, energy usage.] | |
|  | |
| 4. Performance Assessment | |
| [For the prior and current fiscal year, provide the Performance Goals and Measures table(s) with prior year actual results and current year interim results, if known. If the application collects, manages or reports to other performance goals and measures, add rows to record those goals and measures.] | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Fiscal Year** | **Measurement Area** | **Measurement Category** | **Measurement Grouping** | **Measurement Indicator** | **Baseline** | **Planned Improvements to the Baseline** | **Actual Results** | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | |
| 5. Financial Performance | |
| [A. Describe specific periodic budget reviews including who participates, the process for how, how frequently, etc.  B. What is your total annual operating budget, what were your actual operating costs? Describe any planned increases to your operating budget and justification for the increase.] | |
| 6. Strategic Planning | |
| [Describe any new innovation or initiatives planned for this application. Also, discuss the Disposition Plan for this investment if applicable.] | |
| 7. Enterprise Architecture | |
| [In this section, describe the Enterprise Architecture for this application. Include information about “As-Is” and “To-Be” architecture.] | |
| 8. Security and Privacy | |
| [In this section, describe how this investment pursues the remediation and resolution of known system issues.] | |
| 9. Recommendations | |
| [Justify if the existing system should continue in operation as is, be enhanced, or terminated. If the system is to be enhanced or terminated, summarize the actions to be taken this fiscal year]  **Investment Manager Recommendations**  Investment [is \_\_\_ is not \_\_] meeting its performance goals as identified within the scope of the operational analysis  \_\_\_ Investment should remain in steady state or mixed life cycle for foreseeable future  \_\_\_ Investment team should commence planning for DME (Development, Modernization, & Enhancement) in order to ensure continued investment viability  \_\_\_ Operational Analysis results suggest that investment should be discussed at IT-Investment Review Board  \_\_\_ Operational Analysis results suggest that IT-Investment Review Board does not need to discuss this investment | |
| **Business Owner Recommendation and Signature:**   |  |  |  |  | | --- | --- | --- | --- | | **Signature:** |  | **Date:** |  | | **Print Name:** |  |  |  | | **Title:** |  |  |  | | **Role:** |  |  |  | | |

# APPENDIX A: KEY TERMS

*[Insert terms and definitions used in this document. Add rows to the table as necessary.*

The following table provides definitions for terms relevant to this document.

|  |  |
| --- | --- |
| **Term** | **Definition** |
| *[Insert Term]* | *[Provide definition of the term used in this document.]* |
| *[Insert Term]* | *[Provide definition of the term used in this document.]* |
| *[Insert Term]* | *[Provide definition of the term used in this document.]* |