

CPIC Stage Gate Review Process
Initiation and Concept Phases of the IHS Enterprise Performance Life Cycle

Initiating an Information Technology (IT) system project in the Indian Health Service (IHS) begins with a Business Needs Statement, as shown in the Figure on the next page.

The Business Needs Statement

The *IHS Business Needs Statement* is developed by the Project Sponsor or a major functional stake holder and provides a brief description of the proposed IT project's purpose, goals, and scope as well as rough order of magnitude estimates for the cost and schedule, and an indication of potential risks. It serves as a written request to the IHS Chief Information Officer (CIO) for approval to expend IT funds to develop a business case to justify the development of an IT system.

The *IHS Business Needs Statement* is submitted to the Investment Manager (IM) for review. IHS currently has three IT investments: the Resource Patient Management System (RPMS), the National Information Patient Reporting System (NIPRS), and the Information Technology Infrastructure (ITI) Contributing.

The *IHS Business Needs Statement* will undergo further review and approval by the IHS Enterprise Architect (EA). The EA has a checklist that he/she will use to determine if the proposed project is consistent with the IHS and Department of Health and Human Services (HHS) Enterprise Architecture. The results of these reviews will then be submitted to the CIO for approval to proceed. Approval of the *IHS Business Needs Statement* constitutes successful completion of the Project Initiation Stage Gate Review of the IHS Enterprise Performance Life Cycle (EPLC) and permission to develop a full business case and other supporting documentation in the Project Concept Phase.

The IT Business Case

The project sponsor or project manager, in conjunction with the IM, will complete the *IHS IT Business Case*. The *IHS IT Business Case* summarizes the justification for development of the IT project. There are supporting project planning and project management documents that should be developed in conjunction with the business case, and that are summarized in the *IHS IT Business Case*, such as: a risk assessment and risk management plan; a project plan that should identify agreed-upon performance measures that demonstrate the benefits of the IT project and the contribution of the project to the IHS mission; and, in most cases, an analysis of alternatives and benefit/cost analysis.

The completed *IHS IT Business Case* is submitted to the CIO for review and approval. The *IHS IT Business Case* is first reviewed by the IHS CPIC manager for completeness and soundness. The *IHS IT Business Case* is sent to the Information Systems Advisory Council (ISAC) for informational purposes and is scored by the Technical Review Board (TRB). The TRB recommendations are provided to the IHS CIO. The *IHS IT Business Case* requires the approval of the CIO for moderate projects (projects with a five-year life-cycle estimated cost of \$500K or less) or the IHS IT Investment Review Board (ITIRB) for large projects (projects with a five-year life-cycle estimated cost of greater than \$500K) for the project to continue.

Approval of the *IHS Business Case* constitutes successful completion of the Project Concept Stage Gate Review of the IHS EPLC and permission to develop project management documents and Project Baseline in the Project Planning Phase.

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An electronic copy of the current complete *IHS Business Needs Statement* template and the *IHS IT Business Case* template and instructions can be found at the IHS IT Capital Planning and Investment Control (CPIC) web site, using the link in the blue box at <http://www.ihs.gov/cio/cpic/index.cfm>. Assistance in completing this process is available from the IHS CPIC Manager, Mr. Carl Gervais, (505) 248-4197 or Carl.Gervais@ihs.gov

