

IHS Capital Planning and Investment Control (CPIC) and IT Category Approver Linkages

The CPIC Pre-select Phase is completed two years prior to the acquisition Budget Year.

A. Pre-Select Phase

1. Identify Business Need
2. Determine cost
 - a. If the cost <\$25K no BNS or BC is required, end of process
 - b. If the cost > \$25K, continue with Section A Pre-Select phase step 3
3. Initiate preliminary market research
4. Develop Business Need Statement (BNS)
5. Submit BNS for IT Governance review
 - a. If the BNS is approved, go to the [Section B Select Phase](#)
 - b. If the BNS is denied, the IT purchase has been denied, end of Section A Pre-Select Phase
 - c. If the BNS is disapproved, the Program must update the BNS and resubmit to address deficiencies

The CPIC Select Phase is completed one year prior to the acquisition Budget Year.

B. Select Phase

1. Evaluate Cost
 - a. If the cost <100K, go to [Section C IT Category Approver](#)
 - b. If the cost >100K, continue with Select Phase step 2
2. Finalize market research and analysis of alternatives
3. Develop Business Case
4. Submit BC to Capital Planning and Investment Control (CPIC)
5. CPIC Evaluates Cost
 - a. If the cost is >\$500K, CPIC coordinates the Technical Review Board (TRB) and IT Investment Review Board (ITIRB) meetings
 - i. If the BC is approve by both boards, go to [Section C IT Category Approver](#)
 - ii. If the BC is denied, the IT purchase has been denied, end of Section B Select Phase
 - b. If the cost is <\$500K, CPIC coordinates the Technical Review Board (TRB) and submits the BC to the IHS Chief Information Officer (CIO)
 - i. If the TRB denies or approves with conditions, the submitter addresses outstanding issues and submits to CIO
 - ii. If the CIO approves, go to [Section C IT Category Approver](#)
 - iii. If the CIO denies, the IT purchase has been denied, end of Section B Select Phase

C. IT Category Approver

1. CIO Governance ID is documented on the Agency Procurement Request (APR) form
2. Program Creates the Requisition and Attaches the APR form in Unified Financial Management System (UFMS)
3. Is the Requisition Approved?
 - a. If the requisition is approved, end of Section C IT Category Approver

- b. If the requisition is denied, the requisition is returned back to the Program