

U.S. DEPARTMENT OF ENERGY

# ENTERPRISE SYSTEM PROPOSAL

Instructions for Completing Form 203.1-1

## **SECTION 1: General Information**

**Contact Information (Organization, Phone, E-Mail, and Mail Stop):** Provide sufficient information for the Enterprise Architecture (EA) Team to be able to contact the individual if more information is needed.

**Proposal Title:** Give a short, descriptive title for the proposal such as "Visitor Control System Upgrades" or "Feasibility Study for Learning Management System".

**Describe the information need or problem:** Focus on the issue, problem, or the need and not on a specific solution.

Example:

Correct: "A need exists for a database to track incoming visitors to the NETL site for tracking and reporting purposes. DOE Headquarters now requires monthly reporting of visitors broken down by type of visit, country of origin of the visitor, and length of visit. The present tracking system is an Excel spreadsheet which cannot meet the reporting requirements."

Incorrect: "NETL needs to purchase Visitor Tracking System (VTS) manufactured by Company XYZ."

By focusing on the need, the EA Team can better assess the priority of the need and determine whether an existing system can meet the need.

The proposer may provide sources of solutions such as software or companies that have products that may meet the need. This information can be used by the EA Team to investigate and evaluate potential solutions.

## **SECTION 2: Benefits**

**Describe the specific tangible and intangible benefits of this proposal:** Explain how the proposal will reduce cost; increase productivity; decrease cycle time; improve service quality; provide faster, more efficient decision-making; improve data accuracy or security; reduce stakeholder burden; increase organizational knowledge; and better use NETL resources (time, materials, resources).

Example:

"Implementing an improved visitor tracking system will ensure that NETL meets DOE security directive requirements, provide tracking/trending data regarding visitors that can be used by program/project offices, and increase efficiency of reporting the visitor information to HQ.

The expected increase in efficiency is about 30 minutes per month versus 4 hours per month, the time now needed to assemble the reports. This is a cost savings of 3.5 hours/month or \$1,680/year.

An intangible benefit is the ability to provide visitor information to project/program offices for their use in creating contact lists for technology transfer functions such as conferences."

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### **SECTION 3: Organizational Impact**

**Describe how this proposal impacts the NETL organization:** Estimate the number of NETL personnel who would benefit from implementation of this proposal and which Offices/Divisions are impacted by the proposal.

Example:

“By implementing a learning management system at NETL, all employees and supervisors will be positively impacted by providing more accurate and timely information regarding all training needs, not just ES&H training needs. Particularly, the Human Resources Division will be positively impacted because it will be able to better track employee training information and provide this information to supervisors at their desktop to ensure that they have the information they need to manage their employees.”

Note: These instruction pages may be removed before the proposal is submitted. To do this electronically in Adobe Acrobat:

1. Save the file and open it using Adobe Acrobat
2. Click on the Select Tool to activate the cursor
3. Place the cursor on the first page
4. Choose Document>Delete Pages>Delete
5. In the From Box, put 1; in the To Box, put 2
6. Click OK

The first and second pages of the form will be deleted. Save the document and submit it electronically to EAPROJECTS and attach any other pertinent information related to the proposal.

## ENTERPRISE SYSTEM PROPOSAL

**Definition:** An Enterprise System is a collection of information technology elements (e.g., hardware, software, services) brought together with the intent to facilitate an organization's business processes (administrative or project).

Please submit proposals via e-mail to EAPROJECTS.

### **SECTION 1: General Information**

**Contact Information (Organization, Phone, E-Mail, and Mail Stop):**

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**Proposal Title:** \_\_\_\_\_

**Describe the information needed or the problem:**

## ENTERPRISE SYSTEM PROPOSAL

### **SECTION 2: Benefits**

Describe the specific tangible and intangible benefits of this proposal:

### **SECTION 3: Organizational Impact**

Describe how this proposal impacts the NETL organization: