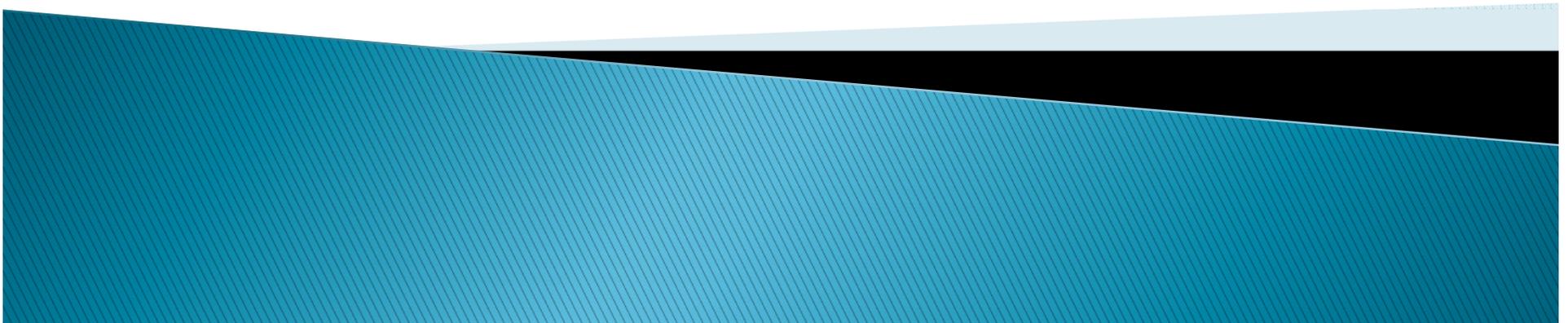


Implementation Advance Planning Document(IAPD) Process

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Advance Planning Document Definition

- ▶ An “APD” is an “Advance Planning Document” – meaning a document that demonstrates planning in advance of some activity
- ▶ Document that demonstrates that adequate planning has been done in advance of a state’s request to spend Federal money to get a MIS/EBT system



What is purpose of an IAPD?

- ▶ IAPD describes the outcomes of the planning activities, general design chosen and estimated budget and schedule; request for Federal funding



What does an IAPD tell FNS?

- ▶ What it is you want to automate and the benefit to FNS
- ▶ When you want to do this
- ▶ How you want to accomplish this
- ▶ How much is it going to cost
- ▶ Who pays for it
- ▶ Provides an analysis of your planning process
- ▶ Provides initial management plan for acquiring, developing, testing and implementing your selected alternative



What to Include in Your IAPD

- ▶ Transmittal Letter
- ▶ Executive Summary
- ▶ Functional Requirements
- ▶ Overview of the Feasibility Study
- ▶ Alternatives Analysis
- ▶ Cost Benefit Analysis



What to Include in Your IAPD (cont'd)

- ▶ General System Design
- ▶ Project Management Plan
- ▶ Resource Requirements
- ▶ Funding Request Table
- ▶ Schedule of Activities, Milestones and Deliverables
- ▶ Budget
- ▶ Security Plan
- ▶ Test Plan
- ▶ Training Plan



FNS Review Criteria

- ▶ Adequately identifies the objectives and needs of the system
- ▶ Provides an acceptable plan for proceeding
- ▶ Includes a detailed project plan of all activities
- ▶ Identifies adequate funds, resources, and skills
- ▶ Includes Line Item Budget by FFY and Quarters and the sources and amounts of Federal and non-Federal funding
- ▶ Submission of a Comprehensive Test Plan



Reminders

- ▶ FNS is allowed 60 days to review IAPD and provide substantive comments
- ▶ States are required to have an approved IAPD in order to receive funding



What happens after my IAPD is approved?

- ▶ States will be required to submit an annual IAPDU
- ▶ Annual IAPDU is due 90 days prior to approval date of last IAPD/IAPDU
- ▶ If there are significant changes to your IAPD/IAPDU such as changes to budget or timeline, State may be required to submit another IAPDU

