

[insert customer agency logo here]

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[Name of Customer Agency]

# Discovery Report

[DATE]

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**Purpose:** The purpose of the *Discovery Report* document is to describe the results of Discovery and the rationale behind whether or not the customer agency and FSSP agree to proceed to Implementation. When completing this report, the customer agency should incorporate the perspectives and input of the FSSP.

### 1. Executive Summary

Summarize the conclusions of the *Discovery Report*. Specifically, include the following information:

- Migration justification (see *Financial Systems Strategy Justification* from FAME Phase 1)
- Overview of the Discovery process conducted
- Strategy to resolve the outstanding gaps between the customer agency and the FSSP
- Preference of whether or not to proceed with implementation.

### 2. Scope

Describe the scope of the Discovery process and the scope of the proposed migration. Include the activities that were conducted during Discovery and the services evaluated. In Table 1, state the financial management and mixed services (if applicable) proposed for the implementation, including the applicable component(s).

FM Service	Component
<i>e.g., Oracle Federal Financials – general ledger, budget execution, accounts payable, accounts receivable, purchasing, fixed assets, advanced collection, inventory</i>	<i>e.g, Bureau A, Bureau B</i>
<i>e.g., Oracle Federal Contract Lifecycle Management – sourcing, iProcurement</i>	<i>e.g., Bureau B</i>

**Table 1: Scope**

### 3. Gap Analysis Summary

Describe the results of the gap analysis conducted. Provide an overview of the total number of gaps identified from beginning to end and the approach used to close them. For all unresolved gaps/gaps resolved outside of the standard FSSP solution, include the legislative or regulatory requirement and proposed resolution (where applicable).

Use Table 2 to summarize the total number of gaps identified, how many have been resolved, how many remain unresolved, and whether they require business process or system changes.

	Total No. of Initial Gaps	No. of Resolved Gaps	No. of Unresolved Gaps
Business Process Changes			
System Changes			
Other			

**Table 2: Gap Analysis Summary**

#### 4. Risks/Issues/Challenges<sup>1</sup>

Using the table below, update open risks, issues, and challenges identified in the *Financial Systems Strategy Justification* and identify major new risks, issues, and challenges uncovered during the Discovery process by both the customer agency and the FSSP. If internal documents, such as a risk register or issue log already exist, or if there is not enough space in the table provided, attachments are acceptable. If a different risk register is used, it needs to include, at a minimum, the information requested below. Unless otherwise noted, it will be assumed that the impact and probability scales included in this section are being used.

Risk / Issue / Challenge	Risk / Issue / Challenge Description	Potential Mitigation Strategy	Impact on Implementation (Low, Medium, High)	Probability of Occurrence (Low, Medium, High)
<b>EXAMPLE:</b> Risk	If data is not cleansed prior to migration and is still migrated, then the quality of data in the shared environment could compromise the integrity of the shared platform and result in possible audit issues.	Engage a contractor to develop data cleansing strategy, and schedule tasks early in the implementation.	High	Medium

**Table 3: Risks/Issues/Challenges and Mitigation Plans**

<sup>1</sup> The impact and probability scales noted below are based on the FIPS Publication 199, Table 1. The definitions have been revised to be applicable to the FAME guidance.

Impact Scale		
Low	Medium	High
<p>Limited adverse effect – insignificant or minor</p> <p>Example: Data is cleansed prior to the migration to the new solution</p>	<p>Serious adverse effect – moderate</p> <p>Example: Data is not fully cleansed prior to migration and additional data cleansing is required following the migration to the new solution</p>	<p>Severe or catastrophic adverse effect – major or extreme</p> <p>Example: Data is not cleansed prior to migration and is still migrated, resulting in possible audit issues.</p>
Probability Scale		
Low	Medium	High
<p>Likelihood of occurrence is rare or unlikely</p> <p>Example: Data cleansing strategy is developed and tasks are being executed</p>	<p>Likelihood of occurrence is possible</p> <p>Example: Resources to develop a data cleansing strategy are in the process of being hired</p>	<p>Likelihood of occurrence is likely or almost certain</p> <p>Example: Implementation is underway and a data cleansing strategy is not developed</p>

## 5. Budget

Provide the implementation and initial operations and maintenance (O&M) prices based on information collected during Discovery. The budget must be broken out by Fiscal Year and component (where applicable). Specifically include the following:

- All costs the customer agency expects to incur to support the implementation
- Summary of all price drivers
- Rationale for any differences between the original implementation and O&M ROM and the final implementation price.

## 6. Schedule

Describe the planned schedule for implementation. Specifically include the following:

- Implementation start date
- Implementation kick-off meeting
- Implementation go live date(s)

## 7. Preference

State the customer agency and FSSP preference on proceeding to Implementation. Sample language has been included below.

*Based on this Discovery process, [Customer Agency name] and [FSSP] would like to proceed/not proceed] with implementation.*

## 8. Signatures<sup>2</sup>

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Customer Department/Agency Program Manager Date

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Customer Department/Agency CIO Date

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Customer Department/Agency CFO or Acting CFO Date

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Director of FSSP Date

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<sup>2</sup> Given that signatory authorities may vary at customer agencies, the title of the official may be modified as long as it is of equivalent or higher rank and authority.

## Appendix:

### Gap Analysis Register

The FSSP should complete the embedded *Gap Analysis Register* and submit it with the *Discovery Report*. The completed document will detail all initial gaps between the customer agency requirements and the FSSP solution, and the proposed resolutions (The customer agency and FSSP will discuss the specifics of the gap identification and resolution process one-on-one.). If an internal document already exists, or if there is not enough space in the table contained within the register, attachments are acceptable. If a different gap analysis register is used, it needs to include, at a minimum, the information requested below.



Final Gap Analysis  
Register v1.0.pdf

(See *attachments* in Adobe Acrobat if document fails to launch.)

### Implementation Readiness Checklist

The customer agency and FSSP should complete of the embedded *Implementation Readiness Checklist* and submit it with the *Discovery Report*. While all documents will not be complete at the time the *Implementation Readiness Checklist* is submitted (e.g., Integrated Project Schedule), the start date of Implementation is contingent upon having a plan, inclusive of proposed dates, to complete all of the documents.



Final FAME  
Implementation Read

(See *attachments* in Adobe Acrobat if document fails to launch.)

### Lessons Learned Report

The customer agency and FSSP should complete the embedded *Lessons Learned Report* and submit it with the *Discovery Report*.



Final FAME Lessons  
Learned Report Temp

(See *attachments* in Adobe Acrobat if document fails to launch.)