

**Budget Division - Office of the Director**  
**Project Management Office (PMO) Staff**  
**Assignment of Functions**

1. The Project Management Office (PMO) facilitates the collection, analysis, documentation, maintenance and dissemination of a wide variety of data that enables FSA users to make sound decisions. The PMO provides project management, documentation development, systems support, tracking, and reporting capabilities in support of FSA programs.

2. PMO leads the Agency in reengineering the Line of Business (LoB) to performance based, results oriented process. In coordination with senior staff, establishes and maintains a capital programming process that links FSA/CCC mission needs and capital assets in an effective and efficient manner.

3. The PMO serves as Executive Review committee, in ensuring the proper coordination and expertise to facilitate the integration of FSA's capital investments; strategic and performance plans prepared pursuant to the Government Performance and Results Act of 1993; financial management plans prepared pursuant to the Chief Financial Officer Act of 1990 ; information resource management plans prepared pursuant to the Clinger-Cohen Act; method for performance-based acquisition management under the Federal Acquisition Streaming Act of 1994; Title V; and budget formulation and execution processes.

4. The PMO ensures long-range planning and a disciplined budget decision-making process is developed and maintained as the basis for managing a portfolio of assets to achieve performance goals and objectives with minimal risk, lowest life-cycle costs, and greatest benefits to the Agency's business.

5. The PMO serves as the focal point for the development of capital programming process which will define how the Agency will select capital investments for funding each year; how capital investments, once initiated, will be controlled to achieve intended cost, schedule, and performance outcomes; and how once the asset is operational the agency will continue to evaluate asset performance to maintain a positive return on investment.

6. The PMO leads the Agency through the capital programming process by ensuring the following three phases are carried out:

### Planning Phase:

Lead contractors, financial and budget specialist, and program experts to develop a financial system and concept of operation that is flexible enough to accommodate the diverse and dynamic requirements of the Agency and central budget processes.

Lead various Project Leaders in their respective area of expertise to align performance plans with budget justifications in order to measure the Agency's productivity and solicit and defend future requests for additional resource allocations to the long term improvement of operational effectiveness and efficiency.

Communicates and coordinates daily operations with all Budget and Performance Management System (BPMS) team members, the Information Technology Project Leader, the Strategic Performance and Evaluation Staff, and other Project Leaders with specific business area expertise inside and outside the organization.

Designs the capital investment budget which includes acquiring the information needed to develop a capital investment budget plan that will assess the benefits, risks, and risk-adjusted life-cycle costs of alternative solutions.

### Acquisition Phase:

Improve the integration and standardized exchange of budget formulation, execution, planning, performance measurement, and financial management information and activities across the Agency and Department.

Build an environment that fosters the creativity and motivation for Project Leads to develop systems capability and accounting methodology to achieve alignment of strategic plans, budgets, resources, and accounting data for all FSA programs and activities and to justify and defend current and future needs to senior management officials.

### Operational/Steady State Phase:

Serve as the Financial Manager and expert in matters related to business management, designing, development, testing, implementation and steady state operation of BPMS.

Oversee periodic review of operational capital assets to determine how mission requirements might have changed, and whether the asset continues to fulfill ongoing and anticipated mission requirements, deliver intended benefits to the Agency and customers, and meet user requirements.