

# M3 Playbook Guidance

## Phase 0: Assessment

In conjunction with the [M3 Playbook](#), this guidance is intended for use by organizations to confirm and validate that their plans are comprehensive and have adequate level of detail for proper migration planning. The guidance highlights key considerations for organizations in their planning process for activities that are critical to the migration and where typical risks occur during the migration process. Agencies have the discretion to develop these outputs using agency-specific guidelines as long as the overall objective of each M3 activity is fulfilled. Where specific guidance is not provided for an activity below, agencies should refer to the M3 Playbook activities for instructions. For sample documentation from previous modernizations and migrations, please go to the [M3 Artifact Samples MAX Page](#). If you need access to the M3 Artifacts Samples page, please email your request to [ussm.m3@gsa.gov](mailto:ussm.m3@gsa.gov).

### 0.1 Define Vision

#### *Vision, Goals, Purpose, and Current or Expected Benefits*

##### **Overview:**

Define Vision and determine the purpose and benefits of a modernization or migration towards a common solution.

##### **Guidance:**

Host a Visioning session with key stakeholders to determine the Vision Statement and Objectives.

During the session define:

- Vision Statement and Objectives
- Identify which service areas will be migrated to a common solution (i.e. Financial Management, Human Capital, Procurement, Grants Management, Travel)
- Identify functions available through the FIBF, links are below for each service area:
  - [Financial Management](#)
  - [Human Capital](#)
  - [Procurement](#)
  - [Grants Management](#)
  - [Travel](#)
- Expected Benefits from the Service and/or System being acquired
- High Level Timelines

Below are documents to help prepare and facilitate a visioning session. Contact [ussm.m3@gsa.gov](mailto:ussm.m3@gsa.gov) for support in facilitating a visioning session.

- Define Vision: Search on [pic.gov](http://pic.gov) and review “Establish or Update your Vision Statement”
- Create Goals: Leverage the [Goal Playbook](#) for guidance setting goals and search on [pic.gov](http://pic.gov) to review “Set or Revise Goals”
- Determine purpose, benefits of a modernization or migration, and operational end state. Search on [pic.gov](http://pic.gov) and use the “Outcomes Matrix” to help define the end state

For a cloud migration, consider contacting GSA’s Data Center Optimization Initiative [DCOI](#) at [dcoi@gsa.gov](mailto:dcoi@gsa.gov) and reviewing the below resources in [MAX](#):

- “Cloud Readiness: Preparing Your Agency for Migration”
- “Key Cost Considerations for Agencies Planning Cloud Migration”
- “DCOI PMO IaaS Considerations for the Data Center Community”



## 0.2 Develop Major IT Business Case

*Request budget through CPIC process, to include: Preliminary Cost/Savings Table, Barriers to Implementation, Mitigation Plan and Program Plan*

### **Overview:**

During Phase 0 the IT Business Case will be submitted for approval and request for funding.

### **Guidance:**

- Navigate to the CPIC guidance, examples of CPIC requirements that USSM may review during Phase 0 are:
  - Unique Investment Identifier for Each Investment  
Purpose, Goals, and Current or Anticipated Benefits (Quantitative and/or Qualitative)
  - Preliminary Costs/Savings Table (Implementation Costs; Annual Operations Cost; Operations Savings; IT Savings; Other Cost Avoidance; Value; Return on Investment (ROI); Aggregate Customer Savings)
  - Breakeven Year
  - Barriers to Implementation
  - Mitigation Plans
  - Program Plan
  - Evaluation of Alternatives
- If your organization has found through the visioning session that a modernization or migration is not feasible, consider an Exception Business Case. An example can be found on [MAX](#) via the M3 Sample Artifacts pages.

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