

**FSIS Enterprise Governance Board Proof of Concept Form**Directions:

Please complete this form to share and receive feedback on ideas or suggestions for improving program or policy efficiency or effectiveness. Submit the completed form to the FSIS email box for governance proposal submissions: [FSIS.EG.General@fsis.usda.gov](mailto:FSIS.EG.General@fsis.usda.gov)

**Section One: General Information**

1a. Project Title:

1b. Submitter's / POC  
Program Area:

Name:

E-mail Address:

Telephone Number:

1c. Supporting Program  
Areas/Offices:1d. Does this initiative/program require funding above and beyond your program area baseline? ☐ Yes ☐ No1e. Does this proposal affect any IT systems or require additional technology (including tools, applications, equipment, data, and services)?  
(If yes, submitter must work with OCIO to assess IT needs) ☐ Yes ☐ No1f. Is this a new or existing project? ☐ New ☐ Existing

1g. Please have your AA sign and date the form:

AA Signature:

Date:

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**Section Two: Background**

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**2a. Project Description:**

- Please provide a brief description of what this project does and why it is important to the FSIS Mission.
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**2b. Problem Statement:**

- What problem/issue is your project designed to solve/address?
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**2c. Were alternatives to the proposed project explored?**

- Please describe the work conducted thus far.
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**2d. Does the execution of this project rely on other systems, programs, departments, etc. to be successful?**

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**2e. Expected Outcome:**

- What are the potential outcomes and/or benefits that could be realized? Examples could include cost savings, efficiencies, automation, modernization, compliance, etc. (rough estimates acceptable).
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**2f. If known at this time, describe the risks of not moving forward with this initiative.**

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**2g. Timeline:**

- Potential date for project initiation:
  - Estimated project duration:
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**2h. If applicable, provide a rough order of magnitude cost range for this project:**

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