Definitions

1. **Activity Lifecycle Phases.** Includes planning, development / modernization / enhancement, maintenance, operations, and decommissioning / disposition.

2. **Administrative Costs.** Any management, financial, and other expense which is incurred by or allocated to a business unit and which is for the general management and administration of the business unit as a whole. Examples of administrative costs types include the following: financial management; budget; acquisitions/financial assistance; general administrative, clerical, and office services; civil rights/equal employment opportunity; human resources; information resources (Information Management and Technology (IMT)); property; and public affairs group.

3. **Attribute Table.** A set of custom Reclamation tables created in the Financial and Business Management System (FBMS) that include certain required project attributes to meet legislative, contractual, regulatory, and customer requirements.

4. **Business Warehouse.** The FBMS repository for report generation and creation.

5. **Commitment Item.** Represent budget object codes and revenue source codes within FBMS. These are generally tied to a general ledger account and define how each transaction is to be updated in funds management.

6. **Contract Services.** IMT cost element or commitment items related to purchasing services from outside the government through agency procurement processes.

7. **Development / Modernization / Enhancement (DME).** An IMT activity lifecycle phase that refers to projects and activities leading to new IMT assets/systems, as well as projects and activities that change or modify existing IMT assets. These changes or modifications substantively improve capability or performance, implement legislative or regulatory requirements, or meet an agency leadership request. DME activity may occur at any time during an investment’s life cycle. As part of DME, capital costs can include hardware; software development and acquisition costs; commercial off-the-shelf acquisition costs; government labor costs; and contracted labor costs for planning, development, acquisition, system integration, direct project management and overhead support.

8. **Disposition / Decommissioning.** An IMT activity lifecycle phase that refers to the termination of an IMT system or investment due to it being replaced, no longer useful, or no longer functional.
9. **Government Travel.** IMT cost element or commitment items related to Federal personnel travel costs associated with an IMT investment.

10. **Information Management.** The term “information management” means the collection and management of information from one or more sources and distribution of that information to one or more audiences. This may involve persons who have a stake in, or a right to, that information. Management means the organization of and control over information activities, planning, structure, organization, controlling, processing, evaluating, and reporting in order to meet mission objectives and to enable organizations to function in the delivery of information.

11. **Information Management and Technology (IMT).** The term “information management and technology” includes the collective definitions articulated in numbers 10, 12, and 13.

12. **Information Technology (IT).** The term "information technology" means any services, equipment or interconnected system(s) or subsystem(s) of equipment, that are used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by Reclamation. For purposes of the preceding sentence, equipment is used by Reclamation if the equipment is used by Reclamation directly or is used by a contractor under a contract with Reclamation which (i) requires the use of such equipment, or (ii) requires the use, to a significant extent, of such equipment in the performance of a service or the furnishing of a product. The term "information technology" includes computers, ancillary equipment, software, firmware and similar procedures, services (including provisioned services such as cloud computing and support services that support any point of the lifecycle of the equipment or service), and related resources. The term “information technology” does not include any equipment that is acquired by a contractor incidental to a contract that does not require use of the equipment. This definition is based on the definition of IT in the Clinger-Cohen Act of 1996.

13. **Information Technology Resources.** The term “information technology resources” means all agency budgetary resources, personnel, equipment, facilities, or services that are primarily used in the management, operation, acquisition, disposition, and transformation, or other activity related to the lifecycle of IT, acquisition or interagency agreements that include IT, and the services or equipment provided by such acquisitions or interagency agreements. IT resources do not include grants to third parties, cooperative agreements, or Public Law 93-638 contracts, which establish or support IMT not operated by the Federal Government.

14. **Investment.** An IMT portfolio line item that could include one or more IMT systems or services. An investment will include all cost elements for all components.
15. **Labor / FTE (full time equivalent).** IMT cost element or commitment items for government labor and associated benefits.

16. **Maintenance.** An IMT activity lifecycle phase that refers to the activities necessary to keep an asset functioning as designed during the steady state phase of an investment. Maintenance activities may also include, but are not limited to, system upgrades, technology refreshes, and security patch implementations. Maintenance excludes activities aimed at expanding the capacity of an asset or otherwise upgrading it to serve needs different from or significantly greater than those originally intended.

17. **Master Data.** Common data elements (i.e., fund type, fund, functional area, work breakdown structure/funded program, funds center/cost center, and commitment item) that (a) enable FBMS users to share information across functional areas; and (b) are essential information needed for executing transactions in FBMS.

18. **Operations.** An IMT activity lifecycle phase that refers to the day-to-day management of an asset in which the asset is in operations production environment and produces the same product or provides a repetitive service. Operations include, but are not limited to, activities that operate data centers, help desks, operational centers, telecommunication centers, and end-user support services.

19. **Planning.** An IT activity lifecycle phase that refers to preparing, developing, or acquiring the information used to design the asset; assess the benefits, risks, and risk-adjusted costs of alternative solutions; and establish realistic cost, schedule, and performance goals for the selected alternative.

20. **Project.** A temporary endeavor undertaken to create a unique product, service or result. Projects have start and end dates and can be associated with development, modernization, enhancement, or maintenance efforts.

21. **Project Manager.** Person assigned by the performing organization to achieve project objectives within a program or investment.

22. **Rent / Utilities / Communications.** IMT cost element, budget object class, or commitment items of rent, utilities, and communications directly associated with an IT investment or system.

23. **Sub-Component.** A portion of the IMT investment that is distinguishable from the rest of the IT investment due to its particular nature, location, business purpose, or management. A sub-component could be a system or service.
24. **Work Breakdown Structure (WBS).** A structural element in the Controlling/Project Systems module and serves as a link to the FM object “funded program” for the purpose of allowing multiple sources of funds to fund a particular project. The WBS allows the tracking of expenses and revenues to a project. Reference FIN 04-20 Master Data and General Ledger of Accounts.