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DEPARTMENT OF THE NAVY



**Problem Statement  
for:**

*< Specify the IT Proposal Here >*

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<Submittal Date >

< Version >

< Organization >

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**[IT Proposal]**

**Problem Statement**

**Approval and Change Summary**

Ver. No.	Version Date	Change Purpose	Change Authority	Disposition	Reference
PS X.XX.XX	DD-MMM-YY	[Initial approval; certification in the amount of XX; annual review; close-out review; decision authority directed change; governance board directed change; minor update; administrative change; new major version; other]	[Decision authority; governance board; integrated product team; project lead; other]  <<Provide name and title>>	[Approved; approved with conditions; disapproved; cancel; other]	[MDA decision memorandum; IRB or DBSMC memorandum or meeting minutes; integrated product team or project lead or program manager email/ memorandum]  <<Provide link to document or document location.>>

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## **FOREWORD**

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A Department of the Navy (DON) Problem Statement (PS) is mandatory for DON information technology business system investments valued at over \$1 million if they are new (not previously certified) or are pursuing a new direction not covered by previous certifications. Decision authorities (e.g., Information Enterprise Governance Board) may require a PS as a precursor to developing a business case.

A PS must provide the following information: a particular business or mission-related need, gap, inefficiency or problem to be solved; the benefits of correcting it; root causes; context; and boundaries and constraints. It must also discuss potential impacts within doctrine, organization, training, materiel, leadership, personnel and facilities; process improvements; and a general approach to addressing the problem.

A PS provides leadership with such benefits as: awareness of a problem that may not have been known; an opportunity to provide course corrections early, before significant resources are invested in developing a full business case; and an understanding of root causes of the problem. A PS also initiates socialization and change management processes by enabling “buy-in” from key stakeholders.

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# 1. PROBLEM STATEMENT

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## 1.1 Purpose

<< Summarize the capability that is needed and explain the purpose of this document (who will use this information and why). Include any specific decisions/actions required of leadership.>> For example:

*This problem statement identifies current weaknesses in the Department of the Navy's (DON's) ability to [state capability], which... [explain the negative business or operational impacts]. It is being submitted to the [Investment Review Board (IRB) name] for consideration. If approved, a more detailed business case that includes a cost benefit analysis, an analysis of alternatives and recommendation will be developed and submitted for approval to execute in the [month/year] timeframe.*

## 1.2 Problem Statement

<<Summarize the observed problem(s) and identify root causes and contributors. Explain the mission/business impacts. Provide the magnitude of the gap/problem(s) in measurable terms (baseline value) and explain which mission/functional areas, people, organizations, processes, etc. are affected. Explain why correcting this problem is a priority (e.g., alignment to strategic/mission area or functional priorities). Describe the general characteristics of the solution necessary to address the problem(s) without going into specifics.>>

*NOTE: this problem description should be succinct and the wording the same or consistent with problem statement wording in other data sources (e.g., DITPR, DITPR-DON,<sup>1</sup> Enterprise Transition Plan (ETP) and/or IRB dashboards).*

## 1.3 Background and Context

<<Provide additional context (e.g., policy, process, environmental factors, etc.) to explain what created or sustains the current problem and provides insight into how to address it. Include relevant research and information on industry or market conditions as appropriate. Keep the focus strategic.>>

## 1.4 Project Requirement(s)

<<Provide a short, high level description of the materiel (i.e., information technology (IT)) and non-materiel requirements (e.g., doctrine/policy, organization, training, leadership, personnel, facilities)<sup>2</sup> needed to address the problem. Generally summarize what mission needs, mandates, policies, compliance requirements, process reengineering improvements<sup>3</sup>, etc., it must satisfy. >>

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<sup>1</sup> DITPR is the Department of Defense IT Portfolio and Repository. A DON variant of this system is called DITPR-DON

<sup>2</sup> The concepts have been borrowed from the CJCSI 3170.01G Joint Capabilities Integration and Development System of 7 Mar 2011, which requires, military planners to perform an analysis of needs associated with doctrine, organizational changes, training, materiel requirements, leadership and education, personnel and/or facilities – referred to as a DOTMLPF analysis -- before authorizing a new course of action.

<sup>3</sup> Section 1072 of the National Defense Authorization Act (NDAA) for Fiscal Year 2010 stipulated that defense business system modernizations may not be certified to obligate funds in excess of \$1 million without a determination having been made whether or not appropriate Business Process Reengineering (BPR) had been completed to ensure that the business process to be supported by the modernization will be as streamlined and efficient as practicable; and the need to tailor commercial-off-the-shelf systems to meet unique requirements or incorporate unique interfaces has been eliminated or reduced to the maximum extent practicable. This requirement was integrated into the Department's Investment Review Board (IRB) and Defense Business System Management Committee (DBSMC) governance framework. BPR determinations are made by the Department of Defense (DoD) Deputy Chief Management Officer (DCMO) or one of the Military Department Chief Management Officers (CMO) depending on which Component's business processes the defense business system modernization supports.

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**UNCLASSIFIED****1.5 Benefits and Performance Measures**

<<Describe the savings and expected outcomes, benefits, and efficiencies of implementing this program in measureable terms if possible (these will later be refined into program measures). A bulletized format is recommended. >>

**1.6 Scope**

<<Define the project/initiative's boundaries (e.g., technology, organizations, users, processes, functions, etc.).>>

**1.7 Key Risks, Assumptions/Constraints and Potential Impacts**

<<Briefly explain key assumptions and constraints used in developing this problem statement. Identify major risks that could affect project/program success (e.g., dependencies on other programs, availability of funding and other resources, cost drivers, etc.).>>

**1.8 Funding Sources**

<<Explain how this project/program, if approved, will be funded. Ideally it can be funded through off-sets, savings and/or reprogramming actions.>>

**1.9 Points of Contact**

<<Include contact information for: the person(s) and organization(s) leading this effort; the program's resource sponsor and functional and technical experts; the milestone decision authority and program manager (if designated); and others involved in writing this document.>>

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## **Instructions Regarding Problem Statement (PS) Classification Marking:**

**UNCLASSIFIED:** If the final PS does not contain sensitive or classified information, mark the front and back covers "UNCLASSIFIED" (as shown on this template).

**FOUO:** A "For Official Use Only" (FOUO) designation applies to unclassified information sensitive in nature and exempt from public release under the Freedom of Information Act. If the PS contains such information, "FOUO" must appear on the front and back covers (where UNCLASSIFIED now appears) and on the page(s) on which the sensitive information exists.

**CLASSIFIED:** PSs containing any CLASSIFIED information are to be handled through separate channels, in accordance with the submitting organization's CLASSIFIED handling process and all applicable security policy procedures.



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