AMS/FAST CHANGE REQUEST (CR) COVERSHEET

Change Request Number: 23-73

Date Received: April 5, 2023

Title: Acquisition Program Baseline (APB) and Execution Plan (EP) Templates

---

Initiator Name: Jessica Navarrete/ Kristine Brown

Initiator Organization Name / Routing Code:
Capital Program Formulation Branch/ ABP-310

Initiator Phone: 202-267-7115

**ASAG Member Name*:* Jordan Mechanic

**ASAG Member Phone*:* 202-267-0133

Policy and Guidance: (Please check only one box)

☐ Policy   ☐ Procurement Tools and Resources

☐ Guidance   ☐ Real Property Templates and Samples

☐ Procurement Samples   ☐ Procurement Clauses

☐ Procurement Templates   ☐ Real Property Clauses

☐ Procurement Forms   ☒ Other Tools and Resources

☐ Procurement Checklists

Summary of Change:
The changes include consolidation of the Acquisition Program Baseline (APB) templates (New Investment and Tech Refresh), consolidation of the Execution Plan (EP) templates (Variable Quantity, Facility, Tech Refresh Portfolio), update of the purpose and description of the template, clarification of the APB template program description section, broaden the EP template portfolio/program/project description section, updated guidance in the cost, schedule and performance section, updated table formats, updated terms and definitions, and improved readability.

Reason for Change:
The change consolidates guidance and templates for all APB types into one document and all EPs into one document. It also provides updated direction for completion of the APB and EP Templates, as well as updates the APB and EP Templates to align with the present formats, terms and definitions being used.

Development, Review, and Concurrence:

The APB and EP templates that were modified in this document were developed, reviewed and concurred with ABP-3 and AFI.

Target Audience: Acquisition Program Offices and investment analysis stakeholders

Briefing Planned: Yes. April 18.

ASAG Responsibilities: Review and comment.

Section / Text Location:
On https://fast.faa.gov/AMSBB_Acquisition_Planning_ControlDocs.cfm, update the Toolkit section.

The redline version must be a comparison with the current published FAST version.
   ◉ I confirm I used the latest published version to create this change / redline
or
   ○ This is new content

Links: https://fast.faa.gov/AMSBB_Acquisition_Planning_ControlDocs.cfm

Attachments:
1. Acquisition Program Baseline Template_2.2023_clean.doc, Acquisition Program Baseline Template_2.2023_track changes.doc
2. Execution Plan Template_2.2023_clean.doc, Execution Plan Template_2.2023_track changes.doc

Other Files: N/A.