**Product Service Code Change Business Case**

|  |  |
| --- | --- |
| **PSC Number:** | [Enter PSC number] |
| **PSC Title:** | [Enter PSC Title] |
| **Version:** | [Enter version] |
| **Date:** | [Enter Date of Submission] |

|  |
| --- |
| **Subject Matter Expert/Presenter** |
| * Name (First, Last): * Agency: * Email: * Category Represented: * PSC change request was initially proposed by the following:   + Requestor’s Name:   + Agency/Organization:   + Email:   + Submission Date: |

|  |
| --- |
| **Approvals** |
| This document requires approval of the PCE to approve proposed changes to the Product Services Codes.   The signed document is the official Business Requirements Document for implementing changes to Product Service Codes in IAE’s suite of systems.  Following the approval of this document, any required system changes will be governed by the appropriate system’s change management process, including impact analysis, appropriate reviews and approvals. Approvals are provided as follows: |

|  |
| --- |
| **SME’s Signature** |
| X |
| SME Presenter Name  Title  Organization Date Signed |

|  |
| --- |
| **PCE Approval** |
| X |
| PCE Co-Chair Name  Title  Organization Date Signed |
| X |
| PCE Co-Chair Name  Title  Organization Date Signed |

|  |  |
| --- | --- |
|  | **Approval** |
| X |  |
| IAE PSC Coordinator Name  Title  IAE | Date Signed |
| X |  |
| IAE Deputy Commissioner Name  Title  IAE | Date Signed |

Table of Contents

[Recommended Solution 3](#_Toc510011757)

[Constraints/Impacts 3](#_Toc510011758)

[Benefits 4](#_Toc510011759)

[Reporting 4](#_Toc510011760)

[Burden 4](#_Toc510011761)

\*\*Please be brief with your responses when addressing the questions in the applicable sections.

|  |
| --- |
| **Background** |
| [This section should provide general information on the issues surrounding the need to change the Product Service Code. Please provide a brief statement of the problem covered in the presentation), background information. At a minimum, this section should answer the following questions:]   * Why is there a need to revise, add, or delete the PSC?   + (Insert information from the initial proposal) * What is the problem that needs to be solved?   + (Insert information from the initial proposal) * What is the proposed or existing PSC?   + If there are multiple PSCs being evaluated, please separate the multiple descriptions and their respective PSCs from other PSCs with a comma.   + PSC Number   + Title   + Description   Attach and list any documentation you believe is relevant to the proposed change to the PSC. |

|  |
| --- |
| Recommended Solution |
| [This section summarizes the approach for how the PSC change will address the business problem. This section should also describe how desirable results will be achieved by changing the PSC. At a minimum, this section should answer the following questions:]   * What is the proposed or recommended solution?   + (Insert information from the initial proposal) * Why do you concur? * How would the proposed solution be implemented? |

|  |
| --- |
| Constraints/Impacts |
| [This section summarizes provides details of any constraints (i.e. resources, policy, and operational) or impacts which may adversely affect the ability of the solution to produce the desired results”. At a minimum, this section should answer the following questions:]   * What are the impacts on operations? * What are the impacts on contract writing systems or other business systems? * What constraints would hinder or stop the implementation of the proposed solution? * How would this change impact the other Category Managers? |

|  |
| --- |
| Benefits |
| [This section summarizes the outcome of an action or decision that contributes towards meeting business objectives. At a minimum, this section should answer the following questions:]   * What are the benefits of the proposed changes?   + (Insert information from the initial proposal) * Who will benefit from the proposed changes? |

|  |
| --- |
| Reporting |
| [This section details how the proposed changes will change the reporting. At a minimum, this section should answer the following questions:]   * What are the impacts on reporting? |

|  |
| --- |
| Burden |
| [This section summarizes how the proposed change will reduce cost and effort. At a minimum, this section should answer the following questions:]   * What are the costs to agencies to make such a change? * How would this change reduce burden on the acquisition staff? * Would this change require additional workforce training? |