
[Link to Discovery Phase IAA \(FM\) Terms & Conditions](#)


[Link to Phase 3 Templates](#)


[Link to Discovery Dashboard](#)


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Federal Agency Migration Evaluation Quick Guides


Phase 3: Customer Agency & FSSP Discovery

Overview of the Phase

The purpose of this phase is to determine the compatibility of the customer agency’s requirements and the FSSP’s solution.


		Agency	FSSP	FIT	OMB
Major Process Steps	3.1 Execute Inter-Agency Agreement (IAA) for the Discovery Phase	C	L	A	
	3.2 Hold Discovery kick-off meeting	C	L	A	
	3.3 Conduct Discovery, including price drivers that influence the rough order of magnitude (ROM) estimates	C	L	A	
	3.4 Hold regular status meetings with FIT and OMB	C	C	L	
	3.5 Prepare & submit <i>Gap Analysis Register</i> to FIT	C	L		
	3.6 Prepare & submit <i>Discovery Report</i> to FIT	L	C		
	3.7 Prepare & submit <i>Lessons Learned</i> document to FIT	L	L		
	3.8 Complete <i>Implementation Readiness Checklist</i>	L	L	A	

L = Lead • C = Contribute • A = Advise

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Phase 3: Customer Agency & FSSP Discovery (continued)

		Agency	FSSP	FIT	OMB
Major Process Steps	3.9 Evaluate <i>Discovery Report (Gap Analysis Register, Implementation Readiness Checklist, Lessons Learned Report)</i> recommending compatibility between customer agency's requirements and FSSP's solution	A		L	
	3.10 Provide recommendation to OMB on implementation pairing			L	
	3.11 Provide concurrence/non-concurrence on implementation pairing based on FIT's recommendation			A	L
	3.12 Execute IAA for the Implementation Phase	C	L		

L = Lead • C = Contribute • A = Advise

Key Considerations

- The customer agency and FSSP are required to complete the *Discovery Dashboard* for the regular status meetings with FIT. (3.4)
- FIT will participate in the Discovery process (e.g., oversight, risk mitigation) and mediate dispute resolution (e.g., gap adjudication) between the customer agency and FSSP.
- If, at the end of the Discovery Phase, the customer agency or the FSSP do not express preference to proceed, or OMB does not concur with the implementation, the customer agency will return to Phase 2 of the FAME process.
- The Implementation Phase will not be initiated until all documents on the *Implementation Readiness Checklist* have firm completion dates. (3.12)