

FY 17 Draft ICANN Operating Plan & Budget Document Summary

The purpose of this summary is two-fold: 1) to assist those who are not very familiar with ICANN's budgeting process and 2) to initiate the task for developing comments in response to the ICANN request for public comments on the FY 17 Draft ICANN Operating Plan & Budget.

The request for public comments for the Draft ICANN FY17 Operating Plan & Budget and Five-Year Operating Plan Update can be found at <https://www.icann.org/public-comments/op-budget-fy17-five-year-2016-03-05-en>. There are links to five main documents in Section III:

1. Draft Five-Year Operating Plan & Financial Model Update for FY17
 - a. "This is the first annual update to the Five-Year Operating Plan, which was adopted by the Board on 28 April 2015." It provides a good connection between the FY17 Operating Plan & Budget as well as a good background of the overall planning process.
 - b. This document is available in both PDF and Microsoft Word versions.
 - c. Notes from Chuck:
 - i. I encourage anyone who is not familiar with the overall planning process to at least review the following two sections:
 - 'Reference & Notes' on page 4 (An understanding of the Portfolio Management System that is described on this page will be helpful.)
 - 'Planning – Community Roles and Responsibilities' on pages 5-11.
 - ii. Comments are welcome on this document and should be made, especially if there are any disconnects between the Strategic Plan and the Operating Plan & Budget. But the Strategic Plan is at such a high level that the most meaningful impact comes from comments about the details in the Operating Plan & Budget. It might be helpful if someone looked at this in more detail and flagged any issues or questions that arise. My focus will be on the Operating Plan & Budget.
2. Draft FY17 Operating Plan & Budget
 - a. This is the main document to be reviewed.
 - b. This document is available in both PDF and Microsoft Word versions; I attached a Word version with my notes that I encourage others to use so that you can add your notes. I hope that, if all of us combine our notes in this version, it will facilitate us develop joint comments.
 - c. Notes from Chuck:
 - i. In my opinion, once one understands from item 1 above the overall approach to the budget development process and the basic structure of the Portfolio Management System that the ICANN Finance Team uses, it is time to start reviewing this document.
 - ii. This document is quite large and has a lot of detail so some may find it helpful to first do a quick high level review of how it is structured.

- iii. As already stated, I have attached a Microsoft Word version of this document with my comments inserted to try to help get discussion started. Please feel free to add your comments in response to mine and to add comments or questions of your own to other areas of the document.
- iv. My comments focused primarily on items that may be of concern to the RySG or the CWG Stewardship. Items of particular interest to the CWG are highlighted in blue. I also highlighted a few items in yellow that I thought might be helpful to call attention to.
- v. I am more than happy to participate in phone calls to answer questions and ensure that everyone is comfortable with the information contained in the document. It probably would be best to hold separate calls for RySG interested parties and CWG interested parties.

3. FY17 Draft Budget by Portfolio and Project

- a. This is a PDF file that contains a table for each of ICANN's five Strategic Objectives plus a table for unallocated expenses; note that each table has a different background color to make it easy to distinguish them.
- b. Each table is broken down as follows:
 - i. Goals are listed in the first column.
 - ii. For each goal, portfolios are listed in the second column.
 - iii. For each portfolio, Project IDs, Project Names & brief Project Descriptions are shown in the 3rd, 4th & 5th columns.
 - iv. For each project:
 - The Full-Time Equivalent head count is shown in the 6th column if applicable.
 - The next five columns show the FY17 budgeted amount of expenses in millions of U.S. dollars for each of the following expense categories:
 - 1) Personnel
 - 2) Travel & Meetings
 - 3) Professional Services
 - 4) Administration
 - 5) Capital
 - The last column provides a Total of all planned expenses for the project.
 - v. Note that there are Portfolio Total expense rows at the end of each set of projects for each Portfolio.

- c. This document provides added detail to expenses shown in Section 7 (FY17 Operating Plan & Budget) in the main document in item 2 above.
 - i. The main budget document only shows expenses at the Portfolio level.
 - ii. Especially for larger portfolios, it is critical to be able to see a breakdown of expenses as the project level.
 - iii. For larger projects, it is also essential to see a further breakdown of project costs; the Finance Team plans to provide that added detail for projects of \$1.5M and higher by the end of March.
 - d. This document provides the same detail at the project level that is provided in the spreadsheet in item 5 below.
 - e. Note from Chuck: In the comments that I inserted in the attached Word version of the main document in 2 above, note that I frequently say “refer to project cost spreadsheet”; by that I mean either this document or the spreadsheet in item 5 below.
4. FY17 Draft Budget By Portfolio
- a. This is a PDF file that summarizes expenses by expense category for each Portfolio.
 - b. This file contains one table that provides a fairly concise view of expenses down to the Portfolio level.
 - i. The same budget detail is contained in the main document in 2 above, but in the main document the portfolio expenses are interspersed with explanations, notes, etc.
 - ii. The table is organized similarly to the tables in item 3 above with color coding of Strategic Objectives and the same expense categories.
5. FY17 Budget by Portfolio & by Project
- a. This is essentially a Microsoft Excel spreadsheet version of item 3 above.
 - b. Note from Chuck: In the comments that I inserted in the attached Word version of the main document in 2 above, note that I frequently say “refer to project cost spreadsheet”; by that I mean either this document or the PDF file in item 3 above.