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USE APPROPRIATE LETTERHEAD**

MEMORANDUM FOR [ITRA APPROVAL AUTHORITY]

SUBJECT: Program Name Independent Technical Risk Assessment Executive Summary and Final Report

The [Organization conducting the ITRA] completed an Independent Technical Risk Assessments (ITRA) of the Program (ACRONYM) to inform the [Milestone X or Production decision]. The ITRA team conducted the ITRA consistent with current statute and policy.

The ITRA team assesses [low/moderate/high] technical risk in the areas of.... (Table 1). Do not get too detailed in this document. Concisely identify the top items for the Milestone Decision Authority’s consideration.

Discuss the overall schedule risk and any other DTRAM risk factors such as resources. For example: “Recent budget cuts have impacted the standup of new system integration labs, potentially delaying the integration of new technologies by XX months.”

Organize table 1 and the technical risk area discussions by impact to the program (e.g., discuss the highest risk area first). Address all eight DTRAM risk areas.

- Mission (Low/Moderate/High): Mission risk should be specifically addressed for all Milestones and Production decisions. State the ITRA team’s independent assessment of the system’s ability to perform the mission. Identify if the system is designed to adapt to the changing threat.
- Technology (Low/Moderate/High): Technology risk should be specifically addressed for all Milestones and Production decisions. **MANDATORY:** Ensure the language supports statutory reporting requirements. For example for Milestone A, “The program has [XX] technologies to mature prior to Milestone B.” For Milestone B, “The program [has/has not] demonstrated all critical technologies in a relevant environment.” Briefly describe key technology risks, issues, or opportunities. Identify what the program is doing to mitigate the risks and identify the expected risk closure date.
- Manufacturing (Low/Moderate/High): Manufacturing risk should be specifically addressed for all Milestones and Production decisions. **MANDATORY:** Ensure the language supports statutory reporting requirements. For example for Milestone A, “The program has [XX] manufacturing processes to mature prior to Milestone B related to [process1] and [process2].” For Milestone B, “The program [has/has not] demonstrated all manufacturing processes in a production relevant environment.”. Briefly describe key manufacturing risks, issues or opportunities. Identify what the program is doing to mitigate these risks and the expected risk closure date.

Table 1: Risk Assessment

Overall: Moderate Technical Risk	●
Overall: Moderate Schedule Risk	●
Mission	●
Technology	●
System Development	●
MOSA	●
Software	●
Security/Cybersecurity	●
Manufacturing	●
R&M / Supportability	●

- Modular Open Systems Approach (MOSA) (**Low/Moderate/High**): MOSA risk should be specifically addressed for Milestone B and if appropriate for all other decisions. Ensure the language supports statutory reporting requirements. For example, “*The program [is/is not] appropriately adopting a modular open system approach for XX and YY subsystems to enable ZZZZZ. This approach [will/will not] enable technology refresh.*”
- [**Moderate or high risk area**] (**Moderate/High**): Address other moderate or high-risk DTRAM areas as appropriate. Briefly describe key risks, issues or opportunities for this area. Identify what the program is doing to mitigate these risks and the expected risk closure date(s).
- Other (Low): Briefly recap the remaining DTRAM areas with either low-risk or areas where risks were not identified. The recap should clearly identify any areas that were not assessed and provide an appropriate rationale. For example “*The ITRA team assessed low technical risk in the areas of reliability, security and cybersecurity. The team did not assess software, in accordance with the approved ITRA plan, as this is a hardware only modification with limited impact to the system’s software.*”

Summarize the adequacy of the program’s risk and issue mitigation actions, and the ITRA team’s independent assessment of the key risk. For example “*The program office [has/has not] implemented appropriate mitigation actions to manage these technical risks. Our analysis, to include historical program performance, indicates the program is likely to need up to an additional XXX to complete the integration of the technologies, interdependent program subsystems and other components to produce prototypes ready for testing.*”

Make specific recommendations to address any risks or issues the ITRA team determines need additional action. Identify any opportunities the program has to accelerate schedule or reduce cost.

Attached is the detailed assessment. My point of contact for this matter is [Name],
xxx@xxx.xxx

Name
Title

Attachments:
As stated