

# Gate 1 Business Analysis Evaluation Criteria

## ITPOC Administrative Evaluation (Submittal Completeness Check)

<b>ITPOC Instructions:</b> The purpose of the completion check is to validate only that all information is provided and complete. The omission of any information that results in a "No" response is considered a deficiency that will need to be corrected by the submitter. Provide feedback on the deficiency back to the submitter via the Gate 1 Business Analysis Scorecard.	<b>Place an "x" in the box for yes or no</b>	
	Y	N

### General Information

Are the following fields completed? Agency/state entity name, Organization Code, Name of Proposal Name, and Proposed Start Date?		
Is the Submittal Information provided and complete? Submission Date, Contact First Name, Contact Last Name, Contact email, Contact Phone?		
Is the Business Sponsor and Key Stakeholder information provided and without any blank fields?		
If external Key Stakeholders are listed are the external stakeholder boxes checked?		
If an External Stakeholder has been indicated (box is checked), has it been validated as external from the Agency / state entity named in the General Information section of the State 1 Business Analysis section.		

1.1 Are one or more Business Driver(s) indicated?		
1.2 If statute or legislation is indicated, has this information been provided in the proper format example: Chapter 404, Statutes of 2010 (AB 2408) and verified? If NA on the submission is selected, skip to the next question.		
1.3 Is the Program Background and Context included?		
1.4 Is the Business Problem or Opportunity Summary included?		
1.5 Is the Business Problem or Opportunity and Objectives Table completed?		
1.6 Are the Strategic Business Alignment and Strategic Business Goals included?		

### Internal Notes

Click here to enter text.

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## ITPOC Content Evaluation

**ITPOC Instructions:** In this section of the evaluation the ITPOC Manager will review and evaluate the content of the Stage 1 Business Analysis. The omission of any information that results in a "No" response from the reviewer is considered a deficiency that will need to be corrected by the submitter. Provide feedback on the deficiency back to the submitter via the Gate 1 Business Analysis Scorecard. For all questions with a "No" response, copy and paste the question with the deficient response into the scorecard feedback section on this form, followed by detailed feedback about why the response is deficient. All feedback on deficiencies must be copied to Gate 1 Business Analysis Scorecard prior to being sent back to submitter for correction.

### Stage 1 Question 1.3.1: Have all the business programs impacted by this proposal been identified?

Evaluation Criteria		Y	N
1.	Does each business program described in this section align with each of the Business Sponsors and Key Stakeholders identified in the Business Sponsor and Key Stakeholder section?		
2.	Has a description of how both internal and external (if applicable) business partners participate in the business process been provided?		
3.	Based on the previous answers above and the Business Sponsorship and Key Stakeholders identified in the submittal, do the Business Programs identified appear to be complete?		

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### Stage 1 Question 1.3.2: Has an overview of each impacted business program area been provided?

Evaluation Criteria		Y	N
1.	Is there a description of each impacted business program including its function, strategic goals, and service objectives?		
2.	Was a description provided that indicates where the program fits in the submitter's organization?		
3.	Does the response identify business customers, both internal and/or external?		

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4.	Does the response contain a description of current activities and services including key stakeholders and clients?		
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## Stage 1 Question 1.4.1: How well has the business need, issue or problem that this proposal will address been defined?

Evaluation Criteria		Y	N
1.	Does the response contain or identify description of the business drivers for change such as efficiency, policy, demographics, resources, politics, economics, society, technology, innovation, potential law, environment of the business problem or opportunity?		
2.	Does the response describe what created the problem or opportunity?		
3.	Does the response contain a description of the magnitude of the problem or opportunity?		

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## Stage 1 Question 1.4.2: How well has the importance of this proposal been described, including why the proposal is being considered at this time?

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Evaluation Criteria		Y	N
1.	Does the response contain the business reasons why the proposal is important?		
2.	Does the response contain the reasons why it is being considered at this time?		

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## Stage 1 Question 1.4.3: Have the effects and/or impact of the statutes or mandates been identified? (if applicable)

Evaluation Criteria		Y	N
1.	If no Statutes, Mandates or changes to existing legislation have been identified, skip questions 2 and 3 and indicate "meets requirements" on Gate 1 Business Analysis Criteria Scorecard. Continue with content evaluation.		
2.	Does the response describe how the statute or mandate impacts the program?		
3.	Does the statute or mandate identified give the Agency or state entity the authority to address the business need?		

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## Stage 1 Question 1.4.4: Has the business impact of not executing the proposal been described?

Evaluation Criteria		Y	N
1.	Does the response contain at least one (1) business impact of not executing the proposal for each of the impacted business areas?		
2.	Does the response include the impact on all areas as described in question 1.3.2?		

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3.	Does the response contain a statement that addresses whether or not there is a potential for financial penalties?		
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## Stage 1 Question 1.4.5: Have information security and/or privacy considerations been described; such as confidentiality, integrity or availability?

Evaluation Criteria		Y	N
1.	Have security and/or privacy considerations been described?		
2.	Have security or privacy standards (e.g. NIST, HIPAA, PCI) been addressed?		
3.	Does the response address any potential security concerns?		

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## Stage 1 Question 1.5.1: Have the individual problems and opportunities that are expected to be met by this proposal been identified?

Evaluation Criteria		Y	N
1.	Are ALL of the business problems or opportunities listed in Section 1.4 of the response included in the table 1.5?		
2.	Does the response contain a description of the negative impact (problem) on the program (if applicable)?		
3.	Does the response contain a description of the positive outcome (opportunity) on the program (if applicable)?		

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**Stage 1 Question 1.5.2: Have expected objectives been identified? Is there one objective for each business problem or opportunity? Are they specific, measurable, achievable, realistic and time bound?**

Evaluation Criteria		Y	N
1.	Has at least one (1) objective for each business problem or opportunity been included?		
2.	Are the objectives Specific, Measurable, Achievable, Realistic, and Time bound?		
3.	Do the objectives align with the purpose of the business case identified?		
4.	Do the objectives support the correction of a stated business problem or correct a deficiency related to a business need?		

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**Stage 1 Question 1.5.3: Have measurements for each objective been provided? Will the measurements adequately provide the data necessary to determine if the objectives have been met?**

Evaluation Criteria		Y	N
1.	Does the response contain at least one measurement for each objective?		
2.	Does the metric align with the outcome of each objective?		
3.	Is the metric consistent with the measurement method?		

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## Stage 1 Question 1.6.1: Has an adequate description of how the proposal will help to achieve the strategic goals been provided?

Evaluation Criteria		Y	N
1.	Does the strategic business alignment provided in Section 1.6 align with the business problems or opportunities described in Section 1.4?		
2.	Does the business strategy contain the Agency or state entity's description of how the proposal results align to the Agency or state entity's strategic goals?		
3.	Does the response describe how solving the business problem(s) or gaining the opportunity via this proposal helps the Agency or state entity achieve its strategic business goals?		

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