

## **Frequently Asked Questions**

**1. Q. What is different from last year to this year?**

- A. The California Department of Technology (Department of Technology) introduced the new IT Project Approval Lifecycle (SIMM Section 19) and the Stage 1 Business Analysis (SIMM Section 19A) in September 2013. Stage 1 Business Analysis replaces the IT Concept Statement. The Stage 1 Business Analysis provides a basis for project management, program management, executive management, and state-level control agencies to understand and agree on business problems or opportunities, and the objectives to address them. The focus of the Stage 1 Business Analysis is on building a strong business case and will not collect cost, proposed solution, or proposed end date. Like the IT Concept Statement, information provided in the Stage 1 Business Analysis will be used to build the annual Statewide IT Capital Plan, thus achieving the required integration of multi-agency business and strategic technology planning.

**2. Q. What happened to Segment 1 and Segment 2?**

- A. The contents from Segment 1 and Segment 2 were consolidated into one report, referred to as the IT Portfolio Report.

**3. Q. Why does the Department of Technology include information in the Statewide Information Technology Capital Plan that is perceived to be “non-reportable?” This appears to be in conflict with the definition of a delegated project.**

- A. The Stage 1 Business Analysis serves as the basis for the Statewide IT Capital Plan which represents the Administration's plan for strategic information technology (IT) investments and supports the Governor's Budget, the State's Information Technology Strategic Plan, Budget Change Proposals, and Feasibility Study Reports (FSR). The Department of Technology does not consider efforts within the Stage 1 Business Analysis to be reportable, delegated, or non-reportable. The Statewide IT Capital Plan is the planning mechanism used to ensure that the state's information technology investments are aligned with business priorities in a manner consistent with the state technology direction. Rather, reporting requirements are determined during progressive elaboration as alternatives are analyzed and the FSR developed.

**4. Q. What does the term “delegation” mean?**

- A. Per State Administrative Manual (SAM) Section 4800, the Department of Technology assigns each Agency/state entity a minimum total project development cost threshold for reporting purposes. The Department of Technology delegates to the Agency/state entity the resource approval authority for any project with an estimated total development cost equal to or less than the Agency/state entity's assigned cost threshold, provided the project does not meet any other established reporting criteria as defined in Section 4819.37.

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The total development cost is synonymous with one-time cost and is defined as all estimated or projected costs associated with the analysis, design, programming, verification and validation services, staff training, data conversion, acquisition, and implementation of an information technology investment. Excluded from development costs are estimated costs of continued operations and maintenance.

Although approval authority may be delegated, the Department of Technology still expects Agency/State entities to perform due diligence in vetting delegated projects. Agency/state entities must perform detailed business analysis on all project proposals to clearly outline business problems or opportunities and identify clear objectives to address them. Agency/state entities must also ensure delegated projects are in alignment with the Agency/State entity's Strategic Plan and the California Information Technology Strategic Plan. Additionally, delegated projects must comply with all statewide policies and standards.

**5. Q: Must Agencies/state entities wait until the Stage 1 Business Analysis review process is complete before developing FSRs for projects, including delegated projects?**

A. Yes, Department of Technology approval of the Stage 1 Business Analysis is required prior to starting work on a feasibility study. Additional information regarding the Stage 1 Business Analysis can be found in SIMM 19A.

**6. Q: How can Agencies/state entities remove previously approved Stage 1 Business Analysis(es) from the ITCP?**

A. After obtaining written agreement from your Agency Information Officer, please contact your Department of Technology assigned Information Technology Project Oversight and Consulting (ITPOC) Manager for guidance and assistance. A list of assignments can be found at [http://www.cio.ca.gov/Contact\\_Us/staff\\_assignments.html](http://www.cio.ca.gov/Contact_Us/staff_assignments.html).

**7. Q: Are Agencies/state entities able to update the published information on the IT Portfolio Report?**

A: Please refer to the SIMM 57 ITCP Preparation Instructions for assistance with updating previously published information.

**8. Q: Is the Start Date referring to when we are beginning preparation of the FSR or is it the project start date?**

A: The Start Date refers to the proposed start date of the project. Please refer to the SIMM 19A Preparation Instructions for further details.