

## Frequently Asked Questions

The IT Capital Plan Instructions and Templates for 2011-12 IT Policy Letter 11-06 provides updated information regarding the preparation of 2011-12 IT Capital Plans, as specified in SAM Section 4819.31.

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**1. Q: In the initial draft version of the 2011 Information Technology Capital Plan Preparation Instructions released for vetting in July 2011, Page 2 of the draft Instructions stated that delegated, non-reportable IT projects must be approved by the Technology Agency. This appeared to be in conflict with the definition of a delegated project.**

**A:** The ITPL and the Preparation Instructions have been revised to remove the approval requirement for IT Project Concepts that are anticipated to be non-reportable projects.

However, IT Project Concept must be submitted to the Technology Agency prior to the development of an FSR. The Technology Agency does not consider efforts within the IT Project Concept phase to be reportable, delegated, or non-reportable. Rather, reporting requirements are determined during progressive elaboration as the FSR is being developed.

In general, Technology Agency approval is not required in order to prepare an FSR for IT Project Concepts that are anticipated to be non-reportable projects. However, the Technology Agency may provide direction to the department if an IT Project Concept anticipated to become a non-reportable project appears to exhibit one or more of the following aspects:

- Conflicts with state enterprise direction, e.g. consolidation, architecture, or security.
- Duplicates existing systems/functionality or otherwise presents a logical opportunity to collaborate with other organizations.
- Exceeds the organizational capacity to successfully complete the project in the time frames planned.
- Understates the scope, schedule, and/or costs needed to successfully complete the project.

**2. Q: Must departments wait until the IT Capital Plan review process is complete before developing plans for a delegated, non-reportable project?**

**How do departments handle IT Project Concept proposals for efforts that are not in synch with the annual IT Capital Plan submittal process in October?**

**A:** To the maximum extent possible, departments should attempt to adhere to the IT Capital Plan submittal timeframes; however, instances may arise that warrant off-cycle reporting. In these instances, departments should contact their Technology Agency Program Management Office (PMO) Principal or Manager for guidance and assistance

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with submitting an amended IT Capital Plan. The Technology Agency will review the amended IT Capital Plan and provide a response to the department as quickly as possible.

**3. Q: How can a department remove a previously-approved IT Project Concept from the 2011-12 IT Capital Plan?**

**A:** For Existing Concepts that were approved by the Technology Agency, departments may indicate the withdrawal of an IT Project Concept by selecting “Withdrawn” from the drop-down menu arrow within the IT Project Concept’s corresponding Column F cell.

If departments wish to withdraw an IT Project Concept outside of the established IT Capital Plan submittal timeframes, they should contact their Technology Agency Program Management Office (PMO) Principal or Manager for assistance with this effort.

Please refer to page 6 of the 2011 Information Technology Capital Plan Preparation Instructions for further information on this topic.

**4. Q: Is there any opportunity to update the published department-specific information for Concepts (Segment One) or Projects (Segment Two)?**

**A:** The Segment One and Segment Two worksheets have been pre-populated with department IT Project Concept and IT Project information as of August 24, 2011. Departments may change Concept and Project information within any field that has not been grayed-out. If there is information within a grayed-out field that you believe should be changed, contact your Technology Agency Program Management Office Principal or Manager.

**5. Q: In Segment Two, Column H, Total Cost, the field is grayed out and the instructions state that the information must not be altered or changed. What if a Department identifies new information on an approved Project that would change the costs?**

**A:** If there are changes to an approved project’s cost, those approvals would be captured through the Special Project Report (SPR) process. The requirements for SPRs, including the circumstances in which SPRs must be approved by the Technology Agency, are described in policy statements contained in State Administrative Manual (SAM) Sections 4920 through 4945.2. If the increases are approved, the Technology Agency will post those increases on the [IT Project Tracking](#) website.

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**6. Q: How does an IT Project Concept move from the Segment One, Proposed IT Project Concepts to the Segment Two, Approved IT Projects template?**

**Who is responsible for moving it?**

**A:** The Technology Agency is responsible for moving project IT Project Concept from the Segment One template to the Segment Two template.

**7. 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 is the date when the project is scheduled to begin—not the date when FSR preparation begins.

**8. Q: Is the cost generated by the California Project Management Methodology (CA-PMM) Toolkit only for one time project costs? The Toolkit can be found at: [SIMM 17B - CA-PMM Concept Statement Toolkit for IT Project Proposals](#).**

**A:** Yes, the toolkit captures the estimated one-time cost associated with the procurement, requirements analysis, design, development, test, implementation, and transition to M&O. Please refer to State Information Management Manual (SIMM) Section 20 (Economic Analysis Workbook Package) for further one-time cost explanations. This information can be found at: [SIMM 20C and 30C EAW Workbook Package Instructions](#).