

**Summary of Changes to the Statewide Information Management Manual (SIMM)
May 2010**

SIMM Section	Action Type	Changes
SIMM Section 05A – Required IT Reports and Activities Changes	Change	<p>Updated to revise and standardize reporting due dates for the following:</p> <ul style="list-style-type: none"> • Feasibility Study Report (FSR) • Special Project Report • FSR-Reporting Exemption Request • Independent Project Oversight Report • Project Status Report • Information Technology Capital Plan • Information Management Costs • Information Technology Acquisition Plan • Enterprise Architecture Inventory <p>Budget-Related Documents – Moved to the narrative section within SIMM 05A.</p>
SIMM Section 17A, CA-PMM Reference Manual	Change	Updated to include changes to the Project Status Report (see below, SIMM Section 17D.2) in 4.3 of the Manual.
SIMM Section 17D.2, CA-PMM Project Status Report	Change	<p>Updated to include templates for the following four sections within the PSR:</p> <ul style="list-style-type: none"> • Team Member to Project Manager – This is for internal use by the reporting agency or department, and does not need to be completed for transmittal to the OCIO. • Executive Project Status Report – This is a new template that combines and reorders the “Project Manager to Project Sponsor” and “Project Sponsor to Steering Committee” templates into a single section. <ul style="list-style-type: none"> ○ The “Variances” section has been revised and now requires the actual percentage of variance rather than an x or a check. ○ The “Monitoring Vital Signs Scorecard” has been revised to increase the weight of the score for certain vital signs. Additionally, for Question 6,

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		<p>“Unresolved Issues,” identify all significant outstanding issues in the Score Justification cell.</p> <ul style="list-style-type: none"> • Cost Tracking – This is a new template used to report cumulative actual project cost. • Milestone Tracking – This is a new template used to report project milestones that was previously reported in the “Project Manager to Project Sponsor” template.
SIMM Section 58A, Enterprise Architecture Developers Guide	Change	Updates to the Enterprise Architecture (EA) Developers Guide to include templates for collecting and reporting Service Component Reference Model (SRM) information.