

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

SIMM Section	Action Type	Changes
SIMM Section 05A	Change	<p><b>Required IT Reports and Activities</b> – Updated to standardize the submittal date for Individual Plans to the third Monday in October. In addition, SIMM 05A has been updated to clarify two requirements that were included in ITPL 10-07:</p> <p><b>a) Microsoft Project Schedule</b> – Project schedules in Microsoft Project format for Low Criticality/Risk Projects should not be submitted with the Project Status Report unless requested by the OCIO-PMO.</p> <p><b>b) Information Technology Acquisition Plan</b> – Actual Acquisition Costs should not be submitted with the quarterly ITAPs at this time. The instructions for reporting Actual Acquisition Costs will be provided in a separate transmittal. Agencies should continue to report Planned Acquisition Costs in accordance with the instructions provided in ITPL 09-06 and the timeframes provided in SIMM 05A.</p>
SIMM Sections 20C and 30C	Change	<p><b>Economic Analysis Worksheet Package (Instructions and EAW Templates)</b> – Updated to include a section to enter Funding Source information within the Funding Plan worksheet of the EAWs.</p> <p><b>Note:</b> When ITPL 10-10 was released on July 26, 2010, updates to SIMM Sections 20A and 30A, Instructions for the FSR and SPR, and SIMM Sections 20B and 30B, Project Summary Package, included references to the funding source changes.</p>
SIMM Section 57	Change	<p><b>Information Technology Capital Plan (ITCP) Preparation Instructions</b> – Updated to reduce the number of segments from four to two along with supplemental components as follows:</p> <p><b>a) Segment One, Proposed IT Project Concepts</b> – Provides updated information concerning Project Concept Proposals approved by the OCIO (i.e., Existing Concepts), along with information regarding new Project Concept Proposals (i.e., New Concepts).</p> <p><b>b) Segment Two, Approved IT Projects</b> – Provides information concerning IT Projects approved by the OCIO pursuant to SAM Section 4819.37, as well as IT projects delegated to agencies for</p>

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		<p>approval pursuant to SAM Sections 4819.39.</p> <p><b>c) Supplemental Reference Material and Transmittals – Consists of:</b></p> <ul style="list-style-type: none"> <li>• Strategic Plan Concepts from the California IT Strategic Plan.</li> <li>• Business Reference Model, Technical Reference Model, and Service Reference Model information.</li> <li>• Agency and Department Executive Transmittal forms.</li> <li>• Secure File Submittal Instructions.</li> </ul>