

<p>CALIFORNIA DEPARTMENT OF TECHNOLOGY</p> <h1>TECHNOLOGY LETTER</h1>	<p>NUMBER: TL 15-04</p>	<p>DATE ISSUED: OCTOBER 2015</p>
<p>SUBJECT: CONCEPTUALLY APPROVED INFORMATION TECHNOLOGY (IT) PROJECT PROPOSALS REPORT; RETIRE STATEWIDE INFORMATION MANAGEMENT MANUAL 57</p>	<p>REFERENCES: Government Code Sections 11545 and 11546 State Administrative Manual (SAM) Sections 4904, 4925 and 4928 Statewide Information Management Manual (SIMM) Sections 57, 19, 19A, and 05A Technology Letters 14-05 and 15-02</p>	

BACKGROUND

Since 2008, the California Department of Technology (Department of Technology) required each Agency/state entity¹ to develop and submit a five-year IT Capital Plan (ITCP) annually. The annual ITCPs, along with the corresponding Stage 1 Business Analysis proposals, were used to achieve multi-agency business and strategic technology planning. Supported proposals were integrated into the Statewide ITCP to represent the state's plan for strategic IT investments and support the Governor's Budget. This information was also used to develop an annual California IT Strategic Plan, which guides the acquisition, management, and use of IT as required by Government Code Section 11545.

SIMM Section 19A contains the Stage 1 Business Analysis which is the first stage of the Project Approval Lifecycle process and is used to generate the annual Statewide ITCP. 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 improvements to the Project Approval Lifecycle have resulted in greater emphasis on project planning and organizational readiness. These enhancements have incorporated much of the investment prioritization, business planning and strategic integration that the annual ITCP was intended to achieve at the Agency/state entity level. Changes to the ITCP policies are necessary to better align this process with the new Project Approval Lifecycle.

PURPOSE

The purpose of this TL is to announce that:

- Agency/state entities are no longer required to submit an ITCP annually to the Department of Technology.
- The Department of Technology will publish, quarterly, an updated Conceptually Approved IT Project Proposals report which will incorporate all approved Stage 1 Business Analyses as of the quarter end.
- Stage 1 Business Analyses may be submitted any time of the year.
- Stage 1 Business Analysis submissions to the Department of Technology must be completed per the instructions in SIMM Section 19A or they will be returned. The link to SIMM is as follows: <https://cdt.ca.gov/policy/simm/>

¹ **State entity:** Includes every state office, officer, department, division, bureau, board, and commission, including Constitutional Officers. "State entity" does not include the University of California, California State University, the State Compensation Insurance Fund, the Legislature, or the Legislative Data Center in the Legislative Counsel Bureau.

