



Gate 1 Business Analysis Criteria Scorecard

ITPOC Administrative Evaluation

Submittal Completeness

General Information

1.3 Program Background and Context

Business Sponsor and Key Stakeholders

1.4 Business Problem or Opportunity Summary

1.1 Business Drivers

1.5 Business Problem or Opportunity and Objectives Table

1.2 Statutes or Legislation

1.6 Strategic Business Alignment

Comments

ITPOC Content Evaluation

1.3 Program Background & Context

Assessment

Have all business programs impacted by this proposal been identified?

Meets Requirements
Deficiencies

Has an overview of each impacted business program area been provided?

Meets Requirements
Deficiencies

1.4 Business Problem or Opportunity Summary

Assessment

How well has the business need, issue or problem that this proposal will address been defined?

Meets Requirements
Deficiencies

How well has the importance of this proposal been described, including why the proposal is being considered at this time?

Meets Requirements
Deficiencies

Have the effects and/or impact of the statutes or mandates been identified? (if applicable)

Meets Requirements
Deficiencies

Has the business impact of not executing the proposal been described?

Meets Requirements
Deficiencies

Have information security and/or privacy considerations been described, such as confidentiality, integrity and availability? Meets Requirements
Deficiencies

1.5 Business Problem or Opportunity and Objectives Table	Assessment
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Have the individual problems and opportunities that are expected to be met by this proposal been identified? Meets Requirements
Deficiencies

Have expected short-term and long-term objectives been identified? Is there one objective for each business problem or opportunity? Are they specific, measurable, achievable, realistic, and time bound? Meets Requirements
Deficiencies

Have measurements for each objective been identified? Will the measurements adequately provide the data necessary to determine if the objectives have been met? Meets Requirements
Deficiencies

1.6 Strategic Business Alignment	Assessment
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Has an adequate description of how the proposal will help to achieve the strategic goals been provided? Meets Requirements
Deficiencies

Critical Partner Evaluation

Enterprise Architecture	Yes
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Can the Business Problem or Opportunity and Objectives be validated against the Business Strategy for alignment?

Is the proposal in accordance with the organization's target (future state) enterprise architecture and enterprise roadmap (if these artifacts are available)?

Are there any reference architectures, reusable assets, and/or shared business services in existing state-wide standards and guidance that can be included in Stage 2 Alternatives Analysis?

IT Project Oversight and Consulting Division	Yes
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Does the organization have capacity to take on more projects during the proposed time period of project initiation?

Does the organization and project management infrastructure have (or appear to have) experience with similar projects and a demonstrated capability of delivering the project successfully?

Does the proposal provide any opportunity for leveraging other existing initiatives or services in state?

What, if any, issues and/or risks do you see that would affect the Stage 2 Alternative Analysis?

Identify which of the following goals of the California IT Strategic Plan align with this proposal. Select all that apply:

- Accessible and Mobile Government
- Information is an Asset
- Leadership and Collaboration Yield Results
- Capable Information Technology Workforce
- Efficient, Consolidated, and Reliable Infrastructure and Services

California Information Security Office **Yes**

Are there any privacy or confidentiality laws or regulations which will require a Privacy Impact Assessment?

Have any information security and or privacy program requirements (SAM Section 5100, and SAM Chapter 5300) not been addressed, or require significant program remediation?

Customer Delivery Division **Yes**

Is there any opportunity to leverage Data Center Services?

Office of Geospatial Information Systems **Yes**

Is there any opportunity to leverage Geospatial Information Systems?

Is there an opportunity to leverage existing GIS infrastructure and services?

Gate 1 Exit Criteria

Criteria

Comment

Enterprise Architecture has reviewed

IT Project Oversight and Consulting Division has reviewed and approved

California Information Security Office has reviewed

Customer Delivery Division has reviewed

Office of Geospatial Information Systems has reviewed

Business Analysis deliverable is acceptable

Approval of the proposal(based on what is known at this stage) is highly probable

California Department of Technology Decision

Assessment

Approved

Not Approved

Approved with conditions

Withdrawn

Explanation