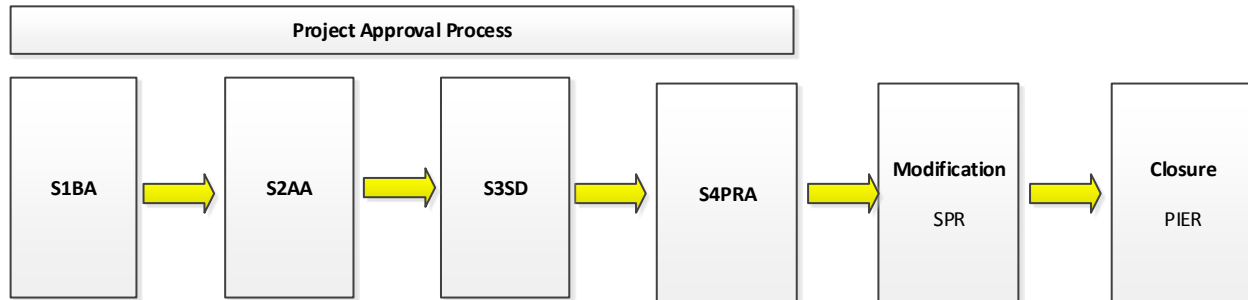


# CALIFORNIA DEPARTMENT OF TECHNOLOGY DOCUMENT DESCRIPTION AND PROCESS FLOW

## Process Flow



*Budget funding requests are frequently associated with these documents.*

## Document Descriptions

1. **Stage 1 Business Analysis (S1BA)** — An S1BA documents the first stage of the Project Approval Lifecycle and 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. In order to evaluate a S1BA, the Department of Technology must fully understand the business investment justification. Therefore, each proposal must describe in detail the business driver(s), statutes or legislation, program background and context, business problems or opportunities, strategic business alignment, organizational readiness, and business and stakeholder impact. Approval of the S1BA by the California Department of Technology (Department of Technology) or delegated approval authority must be obtained prior to conducting a Stage 2 Alternatives Analysis. See Statewide Information Management Manual (SIMM) Section 19A.
2. **Stage 2 Alternatives Analysis (S2AA)** — An S2AA documents the second stage of the Project Approval Lifecycle and provides a basis for how the proposal's business objectives will be achieved, the evaluation of multiple alternative solutions, determines which alternative will yield the highest probability of success, and to develop an acquisition strategy/plan for procuring services. In order to evaluate a S2AA, the Department of Technology must fully understand how the selected alternative will best achieve the proposed project's business objectives. Each proposal must provide sufficient detail to describe the baseline processes, mid-level solution requirements, alternative solutions, recommended solution, procurement strategy and staffing considerations. This deliverable must also include a financial analysis of the life cycle costs, benefits and source of funding of the proposed project and the costs and benefits of the current method of operation during the life cycle of the project. See Statewide Information Management Manual (SIMM) Section 19B.

3. **Stage 3 Solution Development (S3SD):** An S3SD documents the third stage of the Project Approval Lifecycle and provides a basis for how the project will mature mid-level solution requirements into clearly defined and detailed solution requirements, develop solicitations to acquire solutions that best meet business objectives and yield the highest probability of success. In order to evaluate a S3SD, the Department of Technology must fully understand the procurement methodology, approach and selection criteria to obtain a value effective solution. Each proposal must provide sufficient detail to describe the procurement profile, solution requirements, statement of work, evaluation criteria, cost and payment model, negotiation strategy, and staffing plan. See Statewide Information Management Manual (SIMM) Section 19C.
4. **Stage 4 Project Readiness and Approval (S4PRA):** An S4PRA documents the fourth and final stage of the Project Approval Lifecycle and provides a basis for how the intended awardee will contribute towards the successful achievement of the project's business objectives and yield the highest probability of success, ensure the Agency/state entity's readiness to execute the project and establish realistic schedule and cost baselines. In order to evaluate a Stage 4 Project Readiness and Approval, each proposal must provide sufficient detail to describe the solicitation results, contract management strategy, organizational/project readiness and project baselines (scope, schedule, cost and resources). This deliverable must also include an updated financial analysis which will support the final approval of project funding requests. See Statewide Information Management Manual (SIMM) Section 19D.
5. **Special Project Report (SPR)** — An SPR is a detailed project change proposal. An SPR is required any time a project changes in costs, benefits or schedule by ten percent or more (or other amount as determined by the Department of Technology), or if a significant change occurs in the project's scope or methodology. Approval of an SPR constitutes a new approval agreement between the Agency/state entity and the Department of Technology. See SIMM Section 30.
6. **Post Implementation Evaluation Report (PIER)** — A PIER is developed after the project has been completed and has been in production a sufficient period of time to assess its functionality and productivity (typically one year or one business cycle). Objectives, costs and benefits are compared against the estimates presented in the last approved Project Approval Lifecycle Stage/Gate deliverables (S1BA, S2AA, S3SD, FSR or SPR). A PIER is the final reporting requirement for a project. Once the PIER is approved, the project is officially complete and the system is considered a production system (application). See SIMM Section 50.