

<b>CALIFORNIA DEPARTMENT OF TECHNOLOGY</b> <b>TECHNOLOGY LETTER</b>	NUMBER: <b>TL 13-05</b>	DATE ISSUED: <b>SEPTEMBER 2013</b>
SUBJECT: <b>SIMM SECTION 57, INFORMATION TECHNOLOGY CAPITAL PLAN (ITCP) INSTRUCTIONS</b>	REFERENCES: Government Code Sections 11545, 11546 State Administrative Manual (SAM) Sections 4904, 4925 Statewide Information Management Manual (SIMM) Sections 57, 19, 19A, and 05A Technology Letter 13-02	

## BACKGROUND

Government Code Section 11545 states that the California Department of Technology (Department of Technology) must develop an annual California IT Strategic Plan which guides the acquisition, management, and use of Information Technology (IT). To achieve the required integration of multi-agency business and strategic technology planning, each Agency/state entity<sup>1</sup> is required to develop a five-year IT Capital Plan (ITCP) that must be submitted to the Department of Technology. This planning process was implemented in 2008 and is updated annually.

The Department of Technology uses the information submitted by Agencies/state entities to build the annual Statewide IT Capital Plan, thus achieving the required integration of multi-agency business and strategic technology planning. The Statewide IT Capital Plan represents the state's plan for strategic IT investments and supports the Governor's Budget and the California IT Strategic Plan.

In September 2013, the Department of Technology released Technology Letter (TL) 13-02 which introduced the new IT Project Approval Lifecycle (SIMM Section 19) and the Stage 1 Business Analysis (SIMM Section 19A). Agencies/state entities are required to submit a Stage 1 Business Analysis for all proposals prior to conducting a feasibility study, regardless of their delegated project cost thresholds, as part of the annual ITCP process.

ITCP requirements are defined in SAM Section 4904. SIMM Section 57 provides instructions to Agencies/state entities on the specifics of how to develop and submit annual ITCPs respectively.

## PURPOSE

The purpose of this TL is to announce:

- That the Stage 1 Business Analyses replaces the IT Concept Statement and is used to generate the annual Statewide IT Capital Plan.
- Changes to SIMM Section 57 for the preparation and submittal of the ITCPs.
- The replacement of the Segment 1 and Segment 2 Reports with an IT Portfolio Report.
- The addition of a required signature by the state entity's Enterprise Architect on the State Entity Executive Approval Transmittal.
- The elimination of the required signature by the state entity's Budget Officer on the State Entity Executive Approval Transmittal.
- That Agencies/state entities must receive approval of their Stage 1 Business Analysis by the Department of Technology prior to starting work on their feasibility studies.

<sup>1</sup> **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.

- This TL supersedes TL 12-13, Information Technology Policy Letter (ITPL) 11-06, ITPL 10-11, ITPL 09-02, and Management Memo 08-07.
- For calendar year 2013 only, the submission deadline for ITCP and Stage 1 Business Analysis(es) to the Department of Technology is extended to November 18, 2013.

The link to SIMM sections is as follows: [http://www.cio.ca.gov/Government/IT\\_Policy/SIMM.html](http://www.cio.ca.gov/Government/IT_Policy/SIMM.html).

ITCPs are to be submitted electronically to: [CIOPMOSubmission@state.ca.gov](mailto:CIOPMOSubmission@state.ca.gov) with a cc to the assigned Department of Technology Information Technology Project Oversight and Consulting Manager.

ITCP and Stage 1 Business Analysis submissions to the Department of Technology need to be completed per the instructions in SIMM Sections 57 and 19A or they will be returned. Submission deadlines are listed in SIMM Section 05A.

### QUESTIONS

Questions should be directed to your Department of Technology, Information Technology Project Oversight and Consulting (ITPOC) Manager; assignments can be found at: [http://www.cio.ca.gov/Contact\\_Us/staff\\_assignments.html](http://www.cio.ca.gov/Contact_Us/staff_assignments.html)

### SIGNATURE

                     /s/  
Carlos Ramos, Director  
California Department of Technology