

TECHNOLOGY LETTER

NUMBER:

TL 17-04

DATE ISSUED:

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SUBJECT:

Updated IT Project Oversight Framework

REFERENCES:

Government Code Sections 11545 & 11546

Statewide Information Management Manual (SIMM) Sections 17, 30A, 45 and 45A

State Administrative Manual (SAM) Sections 4819.2, 4819.36, 4940, 4940.1, 4940.2, 4940.3, 4941, 4944 and 4947

BACKGROUND

Pursuant to Government Code Sections 11545 and 11546, the California Department of Technology (CDT) has the responsibility and authority to establish and enforce state Information Technology (IT) policies regarding the approval and oversight of IT projects. CDT created the IT Project Oversight Framework, SIMM Section 45, to establish statewide standards and requirements for IT project management and oversight. In May 2016, CDT released the California Project Management Framework (CA-PMF), SIMM Section 17, to provide further guidance on project management and project delivery practices, including resources, tools and templates.

As innovation continues to evolve the way IT projects are delivered, the state's oversight practices must advance to ensure successful project outcomes. Consequently, the IT Project Oversight Framework has been updated to align with current oversight requirements with emphasis on risk identification and reporting. Additionally, with the establishment of the CA-PMF, many oversight related instructions and templates were integrated into the IT Project Oversight Framework to better align project management and oversight functions.

PURPOSE

The purpose of this Technology Letter (TL) is to announce:

- Revised SAM Section 4819.36 to align with current oversight practices, including clarification that Independent Project Oversight Reports (IPOR) will be developed monthly for projects classified by CDT as medium or high criticality. Project Status Reports must be developed monthly for projects classified by CDT as medium or high criticality and quarterly for low criticality.
- Revised SAM Section 4940 to clarify that IT Project Oversight is required to begin on the project start date and continue through the duration of the project.
- Added SAM Section 4940.1 to identify Independent Project Oversight Report requirements.
- Added SAM Section 4940.2 to identify Corrective Action Plan requirements.
- Added SAM Section 4940.3 to identify Independent Verification and Validation (IV&V) definition and requirements.
- Retired SAM Sections 4941 and 4944, the information contained in these sections have been consolidated into SAM Section 4940.
- Revised SAM Section 4947 to consolidate all requirements for completing a Post-Implementation Evaluation Report into a single section.
- Revised SIMM Section 30A, Special Project Report Executive Approval Transmittal, to include language for Agencies/state entities to certify that they have considered the cost benefits analysis associated with proposed project changes.

- Revised SIMM Section 45, IT Project Oversight Framework, to align with current oversight practices, include escalation protocols, align with the CA-PMF and clarify project status reporting requirements.
- Added SIMM Section 45A, IV&V Statement of Work (SOW) Template, to standardize the level of service provided by IV&V vendors.

QUESTIONS

Questions should be directed to your CDT IT Project Oversight Manager; assignments can be found at: http://www.cio.ca.gov/Contact_Us/staff_assignments.asp

SIGNATURE

/s/

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