

# STAGE 1 BUSINESS ANALYSIS SCORECARD

Overview: The following questions are the used by the California Department of Technology in the review for approval of the Stage 1 Business Analysis.

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## PROPOSAL

1. Is the planning start date before the planning completion date and project start and completion dates?
2. Is the allotment of time for planning indicated in the planning start and completion dates realistic given the scope of the work to be planned?
3. Does the name and acronym accurately reflect the business need or scope of the project?
4. Does the program background identify the business functions performed by the organization?
5. Does the program background provide sufficient information to understand how the business need aligns to the organization?
6. Does the program background provide sufficient information to align to the dynamics identified on the visibility tab?
7. Does the program background clearly identify organizational partnerships and stakeholder relationships?

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## BUSINESS NEED

1. The business need identifies the magnitude of the problem/opportunity.
2. The business need identifies the frequency of the problem/opportunity.
3. The business need identifies stakeholder/personas that are impacted by the problem/opportunity.
4. The business objective aligns to the business need.
5. The business objective reasonably identifies how the business problem/opportunity will be address by the project.
6. The objective metric is in the same type of measure as the objective statement.
7. The objective metric is in the same type of measure as the objective baseline.

8. The objective metric is in the same type of measure as the objective target.
9. The timeline to achieve the objective target is reasonable given the proposed planning and project dates.
10. The objective is specific.
11. The objective can be measured.
12. The objective is achievable.
13. The objective is realistic.
14. The objective is time-bound.
15. The objective measurement method is likely available incrementally.
16. The product owner is in an area that is directly impacted by the business need.
17. The product owner is in an area that is directly impacted by the business need.
18. The objective priorities identify one objective per priority. I.E. Only one priority #1.
19. Lookup any provided legislation, does the legislation clearly mandate a system? (Reportability Purposes).
20. Are there one or more objectives that address the needs identified in the legislation?

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## VISIBILITY

1. The forms of visibility align to the dynamics identified in the program background statement.
2. If there is a financial penalty, there is a business objective that addresses this business need.

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## AIO SUPPLEMENT

1. Supporting information validates this proposal aligns to the Strategic Plan.
2. Supporting information validates this proposal value.
3. Supporting information validates the alignment to the Statewide IT strategic plan.

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## PROJECT APPROACH

1. The identified epics align to business functions.
2. The identified epics have been reasonably separated.
3. The identified epics align to one or more of the business objectives.
4. The identified epics timeline aligns with the stated objective priorities.
5. The identified deliverables are described as actual functionality.
6. The attached roadmap aligns in content to the entered epics, milestones and dates.

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## STAKEHOLDER MANAGEMENT

1. The stakeholders identified in the text align to the stakeholders identified in the Business Need tabs.
2. The stakeholder engagement strategy is reasonable given where the group/persona is involved in the process
3. The stakeholder management strategy clearly articulates how each stakeholder group will be Responsible, Accountable, Consulted or Informed throughout the project.

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## RISK ASSESSMENT

1. Based on the information provided in the Stage 1, complete the SIMM 45.C business complexity. Compare the results to the results provided by the proposing organization. Is the complexity realistic?
2. Does the business complexity align to the geographic considerations of the intended users?
3. Is the response regarding the reportable projects, validated by CDT resources?
4. Is the response regarding outstanding conditions validated by CDT resources?

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## READINESS

1. Does the readiness level for Stage 2 realistic given the timeline proposed for PAL completion?

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## FUNDING

1. Does the funding availability dates align with the proposed planning and project dates?
2. Does the proposed funding sources align to funding sources available to the organization?

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## EXECUTIVE TRANSMITTAL

1. The executive transmittal includes all required signature authorities.