

# **Stage 1 Project Reportability Assessment**

California Department of Technology, SIMM 19A.2 (Ver. 3.0.2, 02/01/2022)

## General Information

1. **Agency or State Entity Name:** Choose an item.

If Agency/State entity is not in list, enter here with [organization code](https://dof.ca.gov/Accounting/Policies_and_Procedures/Uniform_Codes_Manual/Organization_Codes/).

Click or tap here to enter text.

1. **Proposal Name and Acronym:** Click or tap here to enter text.
2. **Proposed Project Execution Start Date:** Click or tap to enter a date.
3. **PRA Version Number:** Choose an item.

## Contact Information

**Contact Information**

Contact Name: Click or tap here to enter text.

Contact Email: Click or tap here to enter text.

Contact Phone Number: Click or tap here to enter text.

## Reportability Assessment

1. Does the Agency/state entity’s proposal meet the definition of an IT Project found in the [State Administrative Manual (SAM) Section 4819.2](https://www.dgs.ca.gov/Resources/SAM/TOC)?

**Answer:** Choose Yes or No.

If No, this proposal is not an IT project and is not required to complete the Project Approval Lifecycle. ([Reportable Project Decision Tree (RPDT) Reference Guide](https://cdt.ca.gov/wp-content/uploads/2019/07/Reportable_Project_Decision_Tree_Reference_Guide.pdf), Reference R1.)

1. Does the activity meet the definition of Maintenance or Operations found in [SAM Section 4819.2](https://www.dgs.ca.gov/Resources/SAM/TOC)?

**Answer:** Choose Yes or No.

If Yes, the Project Approval Lifecycle process is not required. Please report this workload on the Agency Portfolio Report.

1. Has the project/effort been previously approved and considered an ongoing IT activity identified in [SAM Section 4819.2](https://www.dgs.ca.gov/Resources/SAM/TOC), [4819.40](https://www.dgs.ca.gov/Resources/SAM/TOC)? **NOTE**: Requires a Post Implementation Evaluation Report (PIER) submitted to the California Department of Technology (CDT).

**Answer:** Choose Yes or No.

If Yes, this proposal is not required to complete the Project Approval Lifecycle. Please report this workload on the Agency Portfolio Report.

Please provide the PIER submission date: Click or tap to enter a date.

1. Is the project directly associated with any of the following as defined by [SAM Section 4819.32](https://www.dgs.ca.gov/Resources/SAM/TOC)? Includes single-function process-control systems; analog data collection devices and/or telemetry systems; telecommunications equipment used exclusively for voice communications; Voice-Over Internal Protocol (VOIP) phone systems; acquisition of printers, scanners and/or copiers.

**Answer:** Choose Yes or No.

If Yes, this proposal is not required to complete the Project Approval Lifecycle. Please report this workload on the Agency Portfolio Report.

1. Is the primary objective of the project to acquire desktop and mobile computing commodities as defined by [SAM Section 4819.34](https://www.dgs.ca.gov/Resources/SAM/TOC), [4989](https://www.dgs.ca.gov/Resources/SAM/TOC) ([RPDT Reference Guide](https://cdt.ca.gov/wp-content/uploads/2019/07/Reportable_Project_Decision_Tree_Reference_Guide.pdf), References R8)?

**Answer:** Choose Yes or No.

If Yes, this proposal is a delegated project. Approval of the Project Approval Lifecycle is delegated to the head of the state entity. Submit a copy of the completed, approved Stage 1 Business Analysis to the CDT and track the proposal on the Agency Portfolio Report.

1. Does the Project meet all of the criteria for Commercial-off-the-Shelf (COTS) Software and Cloud Software-as-a-Service (SaaS) delegation as defined in [SAM Section 4819.34](https://www.dgs.ca.gov/Resources/SAM/TOC), [4989.2](https://www.dgs.ca.gov/Resources/SAM/TOC), and [SIMM Section 22](https://cdt.ca.gov/policy/simm/)? ([RPDT Reference Guide](https://cdt.ca.gov/wp-content/uploads/2019/07/Reportable_Project_Decision_Tree_Reference_Guide.pdf), Reference R9.)

**Answer:** Choose Yes or No.

If Yes, this proposal is a delegated project. Approval of the Project Approval Lifecycle is delegated to the head of the state entity; however, submit an approved SIMM Section 22 COTS/SaaS Acquisition Information Form to the CDT.

1. Will the project require or has the project previously required a Budget Action to be completed?

**Answer:** Choose Yes or No.

If Yes and *not* [Scenario E on the job aid](https://cdt.ca.gov/wp-content/uploads/2019/07/Job-Aide-IT-PO-Sample-Scenarios.pdf), this effort will require a Stage 1 to be submitted through your Agency to CDT.

1. Is it anticipated that the project will exceed the project cost delegation assigned by CDT as identified in [SIMM Section 15 Departmental Project Cost Delegation](https://cdt.ca.gov/project-approvals-and-oversight-contact/)?

**Answer:** Choose Yes or No.

If Yes, this proposal will require a Stage 1 to be submitted through your Agency to CDT.

1. Are there any previously imposed conditions placed on the state entity or this project by the CDT (e.g., Corrective Action Plan)?

**Answer:** Choose Yes or No.

If Yes, provide the details regarding the conditions below: Click or tap here to enter text.

1. Is the system specifically mandated by legislation?

**Answer:** Choose Yes or No.

1. If this effort does not meet the definitions of a reportable project, does your Agency Information Officer request that this project go forward through the CDT’s Project Approval Lifecycle process?

**Answer:** Choose Yes or No.

**If this effort is deemed delegated, please update your** [**Agency Portfolio Report**](https://cdt.ca.gov/wp-content/uploads/2019/07/A.5-Agency-State-Entity-Portfolio-Report.xlsm#a11y=)**.**