

# Stage 3 Solution Analysis

 California Department of Technology, SIMM 19C.2 (Rev. 3.0.6, 2/28/2022)

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

If Agency/entity is not in the list, then enter here. Click or tap here to enter text.

1. Proposal Name: Click or tap here to enter text.
2. Department of Technology Project Number (0000-000): Click or tap here to enter text.
3. S3SD Version Number: Choose an item.
4. CDT Billing Case Number: Click or tap here to enter text.

 Don’t have a Case Number? [Click here to get one.](https://services.cdt.ca.gov/csm)

* 1. Submittal Information
		1. Contact Information

Contact Name: Click or tap here to enter text.

Contact Email: Click or tap here to enter text.

Contact Phone: Click or tap here to enter text.

1. Submission Type: Choose an item.

If Withdraw, select Reason: Choose an item.

 If Other, specify reason here: Click or tap here to enter text.

**Sections Changed if an update or resubmission:** (List all the sections that changed.)

Click or tap here to enter text.

**Summary of Changes:** (Summarize updates made.)

Click or tap here to enter text.

1. Attach [Project Approval Executive Transmittal](https://cdt.ca.gov/policy/simm-19/) to your email submission.
2. Attach updated [Procurement Assessment Form](https://cdt.ca.gov/policy/simm-19/) with Stage 3 information to your email submission.
3. Conditions from Stage 2 Approval (Enter any conditions from the Stage 2 Alternatives Analysis approval letter issued by CDT):

Click or tap here to enter text.

* 1. Detailed Solution Requirements and Outcomes
1. Attach detailed Requirements and Outcomes documents including traceability matrix to the email submission. Include any changed or updated requirements.
2. Stage 2 Requirements and Outcomes Changes

Since approval of the Stage 2 Alternatives Analysis, has the agency/state entity developed or modified any requirements and/or outcomes that were not represented in Stage 2? Choose an item.

If “Yes,” explain:

Click or tap here to enter text.

If “Yes,” please describe the nature and scope of the change(s) and how the requirements and/or outcomes align with the business objectives established in the Stage 1 Business Analysis:

Click or tap here to enter text.

1. Attach the updated To-Be Workflow(s) to your email submission.

If To-Be business process workflow(s) is not attached, explain why:

Click or tap here to enter text.

1. Attach the Statement of Work to your email submission.
	1. Project and Procurements Roadmap

Attach a Project and Procurements Roadmap or Summary to the submission.

The roadmap or summary should include both the primary and all ancillary procurements.

* 1. Project Planning

Are the following Project Management Plans or artifacts completed to the required level, approved by the designated agency/state entity authority, and available for the Department of Technology to review? **Choose**: ‘Yes,’ ‘No,’ or ‘Not Applicable.’ If ‘No’ or ‘Not Applicable,’ provide the artifact status in the space provided.

[Project Management Plan (Draft):](http://capmf.cio.ca.gov/files/CA-PMF_Planning_Templates_with_Instructions/Project_Management_Plan_PMP_Template_with_Instructions.docx#a11y=) Choose an item.

Status: Click or tap here to enter text.

[[Risk Management Plan (Approved):](http://capmf.cio.ca.gov/files/CA-PMF_Planning_Templates_with_Instructions/Change_Control_Management_Plan_Template_with_Instructions.docx%22%20%5Cl%20%22a11y%3D)](http://capmf.cio.ca.gov/files/CA-PMF_Planning_Templates_with_Instructions/Risk_Management_Plan_Template_with_Instructions.docx#a11y=) [Choose an item.](http://capmf.cio.ca.gov/files/CA-PMF_Planning_Templates_with_Instructions/Change_Control_Management_Plan_Template_with_Instructions.docx%22%20%5Cl%20%22a11y%3D)

[Status: Click or tap here to enter text.](http://capmf.cio.ca.gov/files/CA-PMF_Planning_Templates_with_Instructions/Change_Control_Management_Plan_Template_with_Instructions.docx%22%20%5Cl%20%22a11y%3D)

[[Issue and Action Item Management Plan (Approved):](http://capmf.cio.ca.gov/files/CA-PMF_Planning_Templates_with_Instructions/Change_Control_Management_Plan_Template_with_Instructions.docx%22%20%5Cl%20%22a11y%3D)](http://capmf.cio.ca.gov/files/CA-PMF_Planning_Templates_with_Instructions/Risk_Management_Plan_Template_with_Instructions.docx#a11y=) [Choose an item.](http://capmf.cio.ca.gov/files/CA-PMF_Planning_Templates_with_Instructions/Change_Control_Management_Plan_Template_with_Instructions.docx%22%20%5Cl%20%22a11y%3D)

[Status: Click or tap here to enter text.](http://capmf.cio.ca.gov/files/CA-PMF_Planning_Templates_with_Instructions/Change_Control_Management_Plan_Template_with_Instructions.docx%22%20%5Cl%20%22a11y%3D)

[Change Control Management Plan (Approved):](http://capmf.cio.ca.gov/files/CA-PMF_Planning_Templates_with_Instructions/Change_Control_Management_Plan_Template_with_Instructions.docx%22%20%5Cl%20%22a11y%3D) Choose an item.

Status: Click or tap here to enter text.

[Quality Management Plan (Approved):](http://capmf.cio.ca.gov/files/CA-PMF_Planning_Templates_with_Instructions/Quality_Management_Plan_Template_with_Instructions.docx#a11y=) Choose an item.

Status: Click or tap here to enter text.

Testing Management Plan (Approved): Choose an item.

Status: Click or tap here to enter text.

Security Management Plan (Approved): Choose an item.

Status: Click or tap here to enter text.

[Contract Management Plan (Updated Draft):](http://capmf.cio.ca.gov/files/CA-PMF_Planning_Templates_with_Instructions/Contract_Management_Plan_Template_with_Instructions.docx#a11y=) Choose an item.

Status: Click or tap here to enter text.

Other (enter name) Click here to enter text. Plan: Choose an item.

Status: Click or tap here to enter text.

* 1. Primary Solicitation

Attach the Primary Solicitation document to your email submission.

For a standard procurement, please attach a copy of your IFB, RFP, or RFO.

For a challenge-based procurement, please attach a copy of the solicitation.

* 1. Ancillary Procurements
1. Attach all in-progress and completed ancillary procurement documents to your email submission.
2. Has the project begun procurement activities for Independent Verification and Validation (IV&V) services per the State Administrative Manual Section 4940.3? Choose an item.

If “Yes,” indicate the planned start date for IV&V services below:

Click or tap to enter a date.

If “No” or “Not applicable,” provide a brief explanation below:

Click or tap here to enter text.

1. Provide the following information for each of your ancillary procurements:

**Service Type:** Choose an item.

If “Other,” specify: Click or tap here to enter text.

**Roles/Responsibilities or Tasks:** Click or tap here to enter text.

**Status:** Choose an item.

**CDT STP Conducted:** Choose Yes or No.

**Procurement Type:** Choose an item.

If “Other,” specify: Click or tap here to enter text.

**Length of Contract:** Click or tap here to enter text.

*TIP: Copy and paste or click the + button in the lower right corner of the ancillary procurement items to add Services (for different Service Types or Lengths of Contract) with all additional information as needed.*

**End of agency/state entity document.**

**Please ensure ADA compliance before submitting this document to CDT.**

**When ready, submit Stage 3 and all attachments in an email to** ProjectOversight@state.ca.gov.

*TIP: Review the Gate 3 Project Management Planning Evaluation Scorecard to ensure a complete submission.* [*GATE 3 Evaluation Scorecard*](https://cdt.ca.gov/policy/simm-19/)

Department of Technology Use Only

**Original “New Submission” Date:** Click or tap to enter a date.

**Form Received Date:** Click or tap to enter a date.

**Form Accepted Date:** Click or tap to enter a date.

**Form Status:** Choose an item.

**Form Status Date:** Click or tap to enter a date.

**Form Disposition:** Choose an item.

**Form Disposition Date:** Click or tap to enter a date.