

# Stage 4 Project Readiness and Approval

 California Department of Technology, SIMM 19 D.2 (Rev. 3.0.9, 2/28/2022)

1. General Information

### Agency or State Entity Name: Choose an item.

If Agency/State entity not in the list, enter here with the [organization code](http://dof.ca.gov/Accounting/Policies_and_Procedures/Uniform_Codes_Manual/organization_codes/documents/5orgnumb.pdf).

Click or tap here to enter text.

### Proposal Name: Click or tap here to enter text.

### Department of Technology Project Number (0000-000): Click or tap here to enter text.

### S4PRA Version Number: Choose an item.

### 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)

Submittal Information

### 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.

### 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 updated or resubmission** (List all the sections that have changed.)

Click or tap here to enter text.

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

Click or tap here to enter text.

### Attach [Project Approval Executive Transmittal](https://cdt.ca.gov/policy/simm-19/) to your email submission.

### Attach Final [Procurement Assessment Form](https://cdt.ca.gov/policy/simm-19/) to your email submission.

### Conditions from Stage 3 Approval (Enter any conditions from the Stage 3 Solution Analysis approval letter issued by CDT):

Click or tap here to enter text.

1. Contract Management

The Contract Manager must be a State Employee and should not be the Project Manager. Please complete the questions below in reference to the **primary solicitation**.

Is the Contract Management Plan complete, 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.

### [Contract Management Plan](https://capmf.cdt.ca.gov/) (Approved): Choose an item.

Status: Click or tap here to enter text.

### Has the role of Contract Manager been assigned, and has the Contract Manager reviewed and gained an understanding of the scope, activities, tasks, and deliverables of the contract? Choose Yes or No.

If “No,” briefly explain below why both have not been accomplished:

Click or tap here to enter text.

### Does the assigned Contract Manager understand the processes for post-award contract activities, including contract amendments, contract work authorizations, terms and conditions, and contract escalation/resolution? Choose Yes or No.

If “No,” briefly explain below why this has not been accomplished:

Click or tap here to enter text.

### Has a post-award kickoff meeting between the Contract Manager and state project team members been scheduled to align state and contractor expectations related to contract, budget, invoicing, requirements review, and contractor incentives? Choose Yes or No.

If “No,” briefly explain below why this has not been accomplished:

Click or tap here to enter text.

### Does the Contract Manager understand the Agency/state entity and federal processes, policy, and applicable procedures? Choose Yes or No.

If “No,” briefly explain below why this has not been accomplished:

Click or tap here to enter text.

### Does the Contract Manager have a plan to collect and assess contractor and project performance information on a regular basis (e.g., establish meetings with Project Managers, communication techniques)? Choose Yes or No.

If “No,” briefly explain below why this has not been accomplished:

Click or tap here to enter text.

1. Organizational Readiness

Is the Implementation Management Plan draft complete, 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.

### [Implementation Management Plan](https://capmf.cdt.ca.gov/) (Draft): Choose an item.

Status: Click or tap here to enter text.

1. **Does the Agency/state entity currently have a mature release management process with a repeatable and scalable testing methodology that supports all stages of testing (system, integration, security, performance, interfaces, regression, user acceptance, and accessibility)?** Choose Yes or No.

If “No,” briefly describe below the release management process that will be used to manage, plan, schedule, and control a software release through the different phases and environments, including testing and deploying software releases:

Click or tap here to enter text.

### Does the project team have a clear understanding of the areas of business (identified in Stage 1) that will be impacted by the project? Choose Yes or No.

If “No,” briefly explain below how the Agency/state entity plans to educate the project team to ensure all members have a clear understanding of the impacted business areas by the project:

Click or tap here to enter text.

### Does the Agency/state entity have processes and methodologies in place to support Organizational Change Management (OCM) activities identified in Stage 2, Section 2.9 Organizational Change Management? Choose Yes or No.

If “No,” briefly describe below how the Agency/state entity will perform OCM activities for this proposal:

Click or tap here to enter text.

### Does the Agency/state entity have dedicated knowledge transfer resources assigned to business process improvement or business process reengineering activities resulting from the new solution? Choose Yes or No.

If “Yes,” specify the areas of business process improvement:

Click or tap here to enter text.

If “No,” briefly explain below how the Agency/state entity will perform business process improvement or business process reengineering activities resulting from the new solution:

Click or tap here to enter text.

1. **Attach Updated Project Organization Chart to your email submission.**

Project Readiness

### Select the system development methodology you plan to use to design and develop the new system: Choose an item.

Provide a brief description of your methodology and reason for selecting it below:

Click or tap here to enter text.

Describe below the Agency/state entity’s past project experience using the system development methodology selected. If this methodology has never been used before, describe the training and staff development that will be provided to prepare staff to utilize this methodology.

Click or tap here to enter text.

1. **Has the Agency/state entity engaged the Office of Technology Services (OTech) for capacity planning and the development of the solution delivery timeline?** Choose an item.

If “No,” and data center capacity planning and alignment services are needed, explain below the reason OTech has not been engaged and what is the alternative plan:

Click or tap here to enter text.

1. **Have resource commitments been obtained for all those identified in the Resource Management Plan?** Choose Yes or No.

If “No,” explain below why commitments have not been obtained and the plan to mitigate this risk:

Click or tap here to enter text.

1. **Does the Resource Management Plan ensure resources are sufficiently committed to perform project activities if they are also committed to other responsibilities?** Choose Yes or No.

If “No,” explain below how sufficient resource levels will be maintained for all project activities:

Click or tap here to enter text.

1. **Have all identified project leads received at a minimum basic project management training?** Choose Yes or No.

If “No,” explain how the Agency/state entity will educate the project team leads on project management basics:

Click or tap here to enter text.

Business Objective Valuation

### Attach the Requirements/Backlog Baseline and/or Deliverables Baseline to your email submission.

### Insert your Objectives (ID, Objective, Metric, Baseline, and Target Result) from Stage 1 Section 1.7, along with changes and reason for changes, and assign a percent score value to each. The total of all scores should be 100%.

Objective ID: Click or tap here to enter text.

Objective: Click or tap here to enter text.

Change and Reason for Change from Stage 1: Click or tap here to enter text.

Metric: Click or tap here to enter text.

Baseline: Click or tap here to enter text.

Target Result: Click or tap here to enter text.

Valuation: Click or tap here to enter text.

*TIP: Copy and paste or click the + in the lower right corner of the above seven fields to add multiple objectives.*

1. Schedule Baseline

### Schedule Summary

**Project Execution Start Dates**

Proposed Project Start Date (from most recently approved schedule/roadmap): Click or tap to enter a date.

Baseline Project Start Date: Click or tap to enter a date.

Variance: Click or tap here to enter text.

**Project End Dates**

Proposed Project Finish Date (from most recently approved schedule/roadmap): Click or tap to enter a date.

Baseline Project Finish Date: Click or tap to enter a date.

Variance: Click or tap here to enter text.

### Reason(s) for Variances Provide reasons for any date variances: Click or tap here to enter text.

### Master Schedule and Key Milestones

**Attach** Master Schedule with highlighted Key Milestones to your email submission.

1. Cost Baseline

Is the Cost Management Plan complete, 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.

### [Cost Management Plan](https://capmf.cdt.ca.gov/) (Approved): Choose an item.

Status: Click or tap here to enter text.

### Cost Summary

**Total Planning Cost (One-Time)**

Estimated Proposed Cost (from most recently approved FAW): Click or tap here to enter text.

Baseline Cost: Click or tap here to enter text.

Variance: Click or tap here to enter text.

**Total Project Cost (One-Time)**

Estimated Proposed Cost (from most recently approved FAW): Click or tap here to enter text.

Baseline Cost: Click or tap here to enter text.

Variance: Click or tap here to enter text.

**Total Future Operations IT Staff and OE&E Cost (Continuing)**

Estimated Proposed Cost (from most recently approved FAW): Click or tap here to enter text.

Baseline Cost: Click or tap here to enter text.

Variance: Click or tap here to enter text.

**Total Cost**

Estimated Proposed Cost (from most recently approved FAW): Click or tap here to enter text.

Baseline Cost: Click or tap here to enter text.

Variance: Click or tap here to enter text.

**Annual Future Operations IT Costs (Annual M&O)**

Estimated Proposed Cost (from most recently approved FAW): Click or tap here to enter text.

Baseline Cost: Click or tap here to enter text.

Variance: Click or tap here to enter text.

*TIP: Baseline costs should match the submitted Financial Analysis Worksheet for Stage 4.*Reason(s) for Variances

### Provide reasons for any cost variances:

### Click or tap here to enter text.

1. **Budget Change Proposal (BCP) Summary**

### Budget Request ID: Click or tap here to enter text.

Budget Request Year (0000-00): Click or tap here to enter text.

Requested Amount (specific to the project): Click or tap here to enter text.

Status: Choose an item.

Budget Bill Language (if supported): Click or tap here to enter text.

*TIP: Copy and paste or click the + button in the lower right corner to add BCPs as needed (e.g., Planning and Project related).*

1. **Financial Analysis Worksheets (Baseline)**

**Attach Final** **FAWs** to your email submission.

Primary Solicitation Results

### Attach the approved Evaluation and Selection Report for the primary solicitation to your email submission.

### Attach the proposed contract resulting from the primary solicitation to your email submission.

### Was one of the viable solutions in Stage 2 selected for final contract award? Choose Yes or No.

If “No”, please describe:

Click or tap here to enter text.

### Selected Vendor Name: Click or tap here to enter text.

### Contract Number: Click or tap here to enter text.

1. Contract Start Date: Click or tap to enter a date.
2. Contract End Date: Click or tap to enter a date.

### Total Contract Cost (without optional years): Click or tap here to enter text.

1. Optional Years (Number of Months): Click or tap here to enter text.

### Total Cost of Optional Years: Click or tap here to enter text.

### Total Contract Cost (with optional years): Click or tap here to enter text.

Are the following Project Management Plan Drafts 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. These plans may be completed with the selected primary vendor.

### [Configuration Management Plan (Draft)](https://capmf.cdt.ca.gov/): Choose an item.

Status: Click or tap here to enter text.

### [Data Management Plan (Draft)](https://capmf.cdt.ca.gov/): Choose an item.

Status: Click or tap here to enter text.

### [Maintenance and Operations Transition Management Plan (Draft)](https://capmf.cdt.ca.gov/): Choose an item.

Status: Click or tap here to enter text.

1. Risk Register

**Attach** Risk Register to your email submission.

**End of Stage 4 Project Readiness and Approval Document.**

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

**When ready, submit Stage 4 and all attachments in an email to** ProjectOversight@state.ca.gov.

*TIP: Use the Gate 4 Project Readiness and Approval Evaluation Scorecard (*[*SIMM Section 19-D*](https://cdt.ca.gov/policy/simm-19/)*) as an internal tool to ensure a quality submission.*

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.