PROJECT APPROVAL ~~LIFECYCLE~~ PROCESS ~~–~~ 4927

(Revised: 0738/20216)

Each Agency/state entity must follow a systematic~~, analytical~~ process for evaluating and documenting the analysies of proposed ~~i~~Information ~~T~~technology ~~p~~projects.s ~~, as defined in SAM Section 4819.2.~~

This process includes:

1. Developing an understanding of a problem (or opportunity) in terms of its effect on the Agency/state entity's mission and programs.~~;~~
2. Developing an understanding of the organizational, managerial, and technical environment within which a response to the problem or opportunity will be implemented.~~;~~
3. Establishing programmatic and administrative objectives against which possible responses will be ~~evaluated;~~evaluated.
4. Preparing concise solution requirements of an acceptable ~~response;~~response.
5. Identifying and evaluating possible alternative responses with respect to the established ~~objectives;~~objectives.
6. Preparing a~~n~~ financial analysis for each alternative that meets the established objectives and solution ~~requirements;~~requirements.
7. Selecting the alternative that is the best response to the problem or ~~opportunity;~~opportunity.
8. Developing a solicitation package that will result in the selection of qualified ~~vendors;~~vendors.
9. Developing a contract by which the state and the vendor can effectively leverage to achieve project objectives and ~~outcomes;~~outcomes.
10. Preparing a management plan for implementation of the proposed ~~response;~~response.
11. Capturing and documenting the results of the study in the form of analytical and comparable data as part of the ~~in the P~~project a~~A~~pproval ~~Lifecycle Stage/Gate~~ deliverables, as specified in SAM Section ~~4928;~~4928.
12. Validating the maturity and readiness of the Agency/state entity to undertake critical project activities (e.g., testing, release management, organizational change management, business process reengineering~~);~~).
13. Reinforcing the commitment of stakeholders, state staff, and contractor/vendor resources prior to project design, development and implementation; and
14. Establishing accurate and realistic baselines to measure project health and success.