PROJECT APPROVAL ~~LIFECYCLE STAGE/GATE~~ DELIVERABLES - 4928

(Revised: ~~08/2016~~ 0~~3~~7/2026)

~~The P~~pProject A~~a~~pproval ~~Lifecycle process has~~ (PAL) Stage/Gate deliverables~~, here and after referred to as "deliverables",~~ for non-delegated and delegated projects must provide ~~an accurate summary of the results of each Stage/Gate analysis. The deliverables must provide~~ a complete and accurate ~~summary~~ description of the results of the analys~~i~~es performed and establish the business case for investment of state resources in a proposed Information Technology (IT) project~~. by setting out t~~The reasons for undertaking the project~~, and analyzing~~ its costs, and benefits are to be clearly identified. ~~The PAL Stage/Gate model includes the following deliverables:~~

The California Department of Technology (Department of Technology) ~~Department of Technology~~publishes detailed instructions and guidelines for Agency/state entity use in preparing IT project deliverables. Instructions, guidelines, and required forms are available in SIMM Section 19 and specify the minimum amount of information necessary for IT project approval.

> ~~**Stage 1 Business Analysis**: Provides a basis for project management, program management, executive management, and state-level control agencies to understand and agree on business problems or opportunities, and the objectives to address them. In order to evaluate a Stage 1 Business Analysis, the Department of Technology must fully understand the business justification. Therefore, each proposal must describe in detail the business driver(s), statutes or legislation, program background and context, business problems or opportunities, strategic business alignment, organizational readiness, and business and stakeholder impact. Additionally, the Stage 1 Business Analyses are used to generate the quarterly Conceptually Approved IT Project Proposals Report which represents the Executive Branch's plan for IT investments in support of the California IT Strategic Plan.~~
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> ~~**Stage 2 Alternatives Analysis**: Provides a basis for how the proposal's business objectives will be achieved, the evaluation of multiple alternative solutions, determines which alternative will yield the highest probability of meeting the business objectives, and to develop an acquisition strategy/plan for procuring services. In order to evaluate a Stage 2 Alternatives Analysis, the Department of Technology must fully understand how the selected alternative will best achieve the proposed project's business objectives. Each proposal must provide sufficient detail to describe the baseline processes, mid-level solution requirements, alternative solutions, recommended solution, procurement strategy and staffing considerations. This deliverable must also include a financial analysis of the life cycle costs, benefits and source of funding of the proposed project and the costs and benefits of the current method of operation during the life cycle of the project.~~

Stage 3 Solution Development: Provides a basis for how the project will mature mid-level solution requirements into clearly defined and detailed solution requirements, develop solicitations to acquire solutions that best meet business objectives and yield the highest probability of success. In order to evaluate a Stage 3 Solution Development, the Department of Technology must fully understand the procurement methodology, approach and selection criteria to obtain a value effective solution. Each proposal must provide sufficient detail to describe the procurement profile, solution requirements, evaluation criteria, cost and payment model, negotiation strategy, statement of work, and staffing plan.

Stage 4 Project Readiness and Approval: Provides a basis for how the intended awardee will contribute towards the successful achievement of the project's business objectives and yield the highest probability of success, ensure the Agency/state entity's readiness to execute the project and establish realistic schedule and cost baselines. In order to evaluate a Stage 4 Project Readiness and Approval, each proposal must provide sufficient detail to describe the solicitation results, contract management strategy, organizational/project readiness and project baselines (scope, schedule, cost and resources). This deliverable must also include an updated financial analysis which will support the final approval of project funding requests.

PAL Stage/Gate Project approval deliverables for non-delegated projects must be submitted to the California Department of Technology (Department of Technology)(Department of Technology), and to the Office of the Legislative Analyst, and to the Department of Finance's Information Technology Consulting Unit. Project approvals dDeliverables must be submitted for approval in accordance with the instructions provided in SIMM 05 Section II. When applicable, the approved [SPR, PIER, report] will be transmitted to the Legislative Analyst's Office by the Department of Technology. Deliverables must be in a format specified by the Department of Technology and signed by the Agency/state entity director or their his/her designeeprior to submission. . For delegated IT projects, project approval deliverables are approved by the Agency/state entity director and retained. See SAM 4819.35 for Project Approval Requirements.

The Department of Technology publishes detailed instructions and guidelines for Agency/state entity use in preparing deliverables. A copy of the instructions, guidelines, and required forms is available in SIMM Section 19. The instructions and guidelines specify the MINIMUM minimum amount of information necessary for the Department of Technology's approval. The Agency/state entity must maintain sufficient project approval documentation of each analysis to ensure that project participants, Agency/state entity management, and control agency personnel can resolve any questions about the intent, justification, nature, and scope of the project.

RREVISIONS

No Revisions for this item.

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