

**Summary of Changes to the Statewide Information Management Manual (SIMM)**  
**May 2010**

<b>SIMM Section</b>	<b>Action Type</b>	<b>Changes</b>
SIMM Section 05A – Required IT Reports and Activities Changes	Change	<p>Updated to revise and standardize reporting due dates for the following:</p> <ul style="list-style-type: none"> <li>• Feasibility Study Report (FSR)</li> <li>• Special Project Report</li> <li>• FSR-Reporting Exemption Request</li> <li>• Independent Project Oversight Report</li> <li>• Project Status Report</li> <li>• Information Technology Capital Plan</li> <li>• Information Management Costs</li> <li>• Information Technology Acquisition Plan</li> <li>• Enterprise Architecture Inventory</li> </ul> <p>Budget-Related Documents – Moved to the narrative section within SIMM 05A.</p>
SIMM Section 17A, CA-PMM Reference Manual	Change	Updated to include changes to the Project Status Report (see below, SIMM Section 17D.2) in 4.3 of the Manual.
SIMM Section 17D.2, CA-PMM Project Status Report	Change	<p>Updated to include templates for the following four sections within the PSR:</p> <ul style="list-style-type: none"> <li>• <b>Team Member to Project Manager</b> – This is for internal use by the reporting agency or department, and does not need to be completed for transmittal to the OCIO.</li> <li>• <b>Executive Project Status Report</b> – This is a new template that combines and reorders the “Project Manager to Project Sponsor” and “Project Sponsor to Steering Committee” templates into a single section. <ul style="list-style-type: none"> <li>○ The “Variances” section has been revised and now requires the actual percentage of variance rather than an x or a check.</li> <li>○ The “Monitoring Vital Signs Scorecard” has been revised to increase the weight of the score for certain vital signs. Additionally, for Question 6,</li> </ul> </li> </ul>

SIMM Section	Action Type	Changes
		<p>“Unresolved Issues,” identify all significant outstanding issues in the Score Justification cell.</p> <ul style="list-style-type: none"> <li>• <b>Cost Tracking</b> – This is a new template used to report cumulative actual project cost.</li> <li>• <b>Milestone Tracking</b> – This is a new template used to report project milestones that was previously reported in the “Project Manager to Project Sponsor” template.</li> </ul>
SIMM Section 58A, Enterprise Architecture Developers Guide	Change	Updates to the Enterprise Architecture (EA) Developers Guide to include templates for collecting and reporting Service Component Reference Model (SRM) information.