

Procedures/Standards Update

PS007_2020

February 2020

TO:

Chief Information Officers (CIO)
Information Security Officers (ISO)
Agency Chief Information Officers (AIO)
Agency Information Security Officers (AISO)

SUBJECT:

Project Approval Lifecycle, Stage 1 Business
Analysis Submission Requirements for
Agency-Affiliated State Entities

BACKGROUND

In September 2016, the California Department of Technology (CDT) delegated review and approval authority of all Stage 1 Business Analyses prepared by Agency-affiliated State Entities to their governing Agencies.

In order to establish effective management and clarify the reporting requirements, the CDT has updated the State Administrative Manual (SAM) Section 4819.35 and Statewide Information Management Manual (SIMM) Section 19A to specify that Agency-affiliated State Entities are not required to submit to the CDT Stage 1 Business Analyses (as defined by State Administrative Manual 4819.32 or 4819.37 or 4819.40 criteria) that have been approved as delegated by the Agency. Unaffiliated State Agencies/Entities must continue to submit Stage 1 Business Analyses to the CDT. Non delegated and delegated Stage 1 Business Analyses are to be included in the Agency State Entity Portfolio Report as specified in SIMM Section 05A.

PURPOSE

The purpose of this Procedures/Standards update is to announce:

- SAM Section 4819.35 has been updated to specify that Agency-affiliated State Entities are not required to submit Agency approved Delegated Stage 1 Business Analyses to the CDT.
- SIMM Section 19A has been updated to specify that Agency-affiliated State Entities are not required to submit Delegated Stage 1 Business Analyses to the CDT.
- Agency-affiliated State Entities must continue to submit Non-Delegated Stage 1 Business Analyses to the CDT. Non-affiliated State Entities must continue to submit Delegated and Non-Delegated Stage 1 Business Analyses to the CDT.
- Agency-affiliated and Non-affiliated State Entities must continue to follow the instructions in SIMM Sections 05A and 19.

REFERENCES

The following reference materials are associated with this procedures/standards update. SIMM is available on the Department of Technology's website located at:

<https://cdt.ca.gov/policy/simm/>.

- [SIMM Section 05A](#)
- [SIMM Section 19A](#)

The State Administrative Manual (SAM) is available on the Department of General Services website located at: <http://sam.dgs.ca.gov/>.

- [SAM Section 4819.32](#)
- [SAM Section 4819.35](#)
- [SAM Section 4819.37](#)
- [SAM Section 4819.40](#)

QUESTIONS

Questions should be directed to your CDT IT Project Approvals and Oversight Manager; assignments can be found at: <https://cdt.ca.gov/project-approvals-and-oversight-contact/>