

# Procedures/Standards Update

PS015\_2021

July 2021

**TO:**

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

**SUBJECT: Americans with Disabilities  
Act (ADA) SIMM Updates:**

SIMM 19: Project Approval Lifecycle (PAL)  
SIMM 30: Special Project Report (SPR)  
SIMM 50: Post Implementation Evaluation  
Report (PIER)

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**BACKGROUND**

SIMM 19: Project Approval Lifecycle (PAL):  
California Department of Technology (CDT) released the PAL Process in 2015 and 2016 as part of the reforms to the state's IT project approval process. PAL introduced a Stage/Gate model tailored for IT projects. SIMM 19 includes PAL process documentation.

PAL is intended to ensure projects are undertaken with clear business objectives, accurate costs and realistic schedules. It includes, Stage 1 Business Analysis, Stage 2 Alternatives Analysis, Stage 3 Solution Development and Stage 4 Project Readiness and Approval.

CDT requires agencies/state entities to submit accessible documents at each stage to support the California's Americans with Disabilities Act (ADA). CDT updated the forms to provide accessible templates, corresponding instructions and transmittal summaries.

SIMM 30: Special Project Report (SPR):  
The SPR provides a basis for understanding and agreement among project management, program management, and executive management, as well as state-level control agencies. CDT requires agencies/state entities to submit accessible documents to support the California's Americans with Disabilities Act (ADA). CDT updated the transmittal to ensure compliance is met.

SIMM 50: Post Implementation Evaluation Report (PIER):  
A PIER must be completed following the completion of an Information Technology (IT) project. CDT requires agencies/state entities to submit accessible documents to support the California's Americans with Disabilities Act (ADA). CDT updated the transmittal to ensure compliance is met.

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**PURPOSE**

The purpose of this Procedures/Standards Update is to announce:  
Update to the PAL, SPR and PIER:

**SIMM 19 Sections:**

Provide accessible templates, instructions and transmittals to the agencies/state entities. To increase accessibility, the following minor changes were made to the forms:

- The forms no longer use tables to organize content.
- Sections that required check boxes are now drop-down fields/lists or narrative areas.
- Sections have been pared down to include only the most relevant information at any given time in the PAL process.
- Sections that require artifacts to be attached must now be submitted as attachments to the submission email.
- Includes language in the transmittal to certify that the document(s) being submitted are accessible to persons with disabilities based on the requirements specified in Section 508 of the Rehabilitation Act of 1973, as amended, the Government Code section 11135, and the Web Content Accessibility Guidelines (WCAG 2.0).

**SIMM 30:**

SIMM 30A Executive Approval Transmittal: Included language to certify that the document(s) being submitted are accessible to persons with disabilities based on the requirements specified in Section 508 of the Rehabilitation Act of 1973, as amended, the Government Code section 11135, and the Web Content Accessibility Guidelines (WCAG 2.0).

**SIMM 50:**

SIMM 50 A and B (Non-Delegated and Delegated Project) Transmittals: Consolidated into one transmittal for both Non-Delegated and Delegated Projects and included language to certify that the document(s) being submitted are accessible to persons with disabilities based on the requirements specified in Section 508 of the Rehabilitation Act of 1973, as amended, the Government Code section 11135, and the Web Content Accessibility Guidelines (WCAG 2.0).

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**REFERENCES**

The following reference materials are associated with this Procedures/Standards Update. SIMM is available on Department of Technology's website located at <https://cdt.ca.gov/policy/simm/>.

- SIMM Sections 19 A1, A2, A3
- SIMM Sections 19 B1, B2, B5
- SIMM Sections 19 C1, C2, C3, C4, C7, C8
- SIMM Sections 19 D1, D2, D3, D5
- SIMM Sections 19 G1 and G2
- SIMM Sections 30A
- SIMM Sections 50A

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**QUESTIONS:**

Direct questions regarding this announcement to the CDT, Office of Project Delivery (OSPD) at [ProjectOversight@state.ca.gov](mailto:ProjectOversight@state.ca.gov).