
State of California
California Technology Agency

Information Technology Capital Plan

Preparation Instructions
Revised August 2011
(SIMM Section 57)

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I. Overview

These instructions have been prepared to assist State of California Agencies¹ in completing their Five Year Information Technology Capital Plan (Individual Plans). The California Technology Agency (Technology Agency) and the Department of Finance (Finance) will utilize this information to:

- Ensure that IT investments drive program efficiency and effectiveness and improve the quality of government services for Californians.
- Facilitate improvements in internal business processes and financial management through IT investments.
- Link IT investments to state and agency priorities and business direction.
- Promote the alignment of IT investments with the Agency's enterprise architecture (Technology, Standards, and Infrastructure), and the state's Information Technology Strategic Plan.
- Facilitate consideration and conceptual approval to pursue selected IT investments.

Ultimately, the Individual Plans will serve as the basis for the Statewide Information Technology Capital Plan (Statewide Plan). The Statewide Plan will represent the Administration's plan for strategic IT investments and will be supported by the Governor's Budget, the state's Information Technology Strategic Plan, Budget Change Proposals, and Feasibility Study Reports (FSR).

The requirements to prepare Agency and department IT Capital Plans are described in the State Administrative Manual (SAM) Section 4904. Preparation of this year's Individual Plans builds on processes established in previous years, utilizing Excel worksheets to facilitate the collection and analysis of the information.

Agencies and departments should include information about alignment with the California IT Strategic Plan, and the Business and Technical Reference Model classifications when submitting their Segment One, IT Project Conceptual Proposals (IT Project Concepts) to the Technology Agency for approval. Similarly, alignment with the Strategic Plan and Business and Technical Reference Model classifications should also be included when submitting Segment Two, Technology Agency Approved and Delegated IT Projects to the Technology Agency². This includes:

- IT Projects approved by the Technology Agency in accordance with SAM Section 4819.37 (i.e., Technology Agency approved FSRs; also known as "reportable projects").
- IT Project delegations approved by the Technology Agency in accordance with SAM Sections 4819.37 and 4819.38 (i.e., Technology Agency approved FSR–Reporting Exemption Requests (RER); also known as "delegated projects").
- IT Projects approved by the department in accordance with SAM Section 4819.39 [i.e., IT Projects with development costs equal to or less than the department's Delegated Cost Threshold (DCT) also known as "non-reportable projects" or "non-reportable delegated projects").

¹ When capitalized, the term "Agency" refers to one of the state's super agencies such as the State and Consumer Services Agency or the Health and Human Services Agency. When used in lower case, the term "agency" refers to any office, department, board, bureau, commission or other organizational entity within state government. Within this SIMM Section, "agency" and "department" are used interchangeably.

² Applies to IT project approvals provided by predecessor entities such as the Office of the State Chief Information Officer and the Department of Finance.

Departments are reminded that an IT Project Concept must be submitted to the Technology Agency prior to the development of an FSR. The Technology Agency does not consider efforts within the IT Project Concept phase to be reportable, delegated, or non-reportable. Rather, reporting requirements are determined during progressive elaboration as the FSR is being developed. In general, Technology Agency approval is not required in order to prepare an FSR for IT Project Concepts that are anticipated to be non-reportable projects. If warranted, the Technology Agency may provide alternate direction to the department if an IT Project Concept anticipated to become a non-reportable project appears to exhibit one or more of the following aspects:

- Conflicts with state enterprise direction, e.g. consolidation, architecture, or security.
- Duplicates existing systems/functionality or otherwise presents a logical opportunity to collaborate with other organizations.
- Exceeds the organizational capacity to successfully complete the project in the time frames planned.
- Understates the scope, schedule, and/or costs needed to successfully complete the project.

II. Content of Individual Plans

Individual Plans are divided into two segments plus supplemental components to facilitate preparation and submittal. Workbooks to complete the two Segments as well as the Supplemental Reference Material and Transmittal can be downloaded from the Statewide Information Management Manual Section 57 of the Technology Agency's Website at: http://www.cio.ca.gov/Government/IT_Policy/SIMM.html.

A. Segment One, Proposed IT Project Concepts – Used to provide updated information concerning IT Project Concept Proposals along with information regarding new Project Concept Proposals (i.e., New IT Project Concepts).

Segment One reporting consists of two elements: (1) An Excel workbook summarizing Existing and New IT Project Concepts³; and (2) An Excel workbook using the CA-PMM IT Project Concept Toolkit for each Existing and New IT Project Concept included in the summary workbook.

Departments are reminded that an IT Project Concept must be submitted to the Technology Agency.

B. Segment Two, Approved IT Projects – Provides information concerning the department's portfolio of approved IT projects. Segment Two information consists of an Excel workbook summarizing the department's IT project portfolio. Departments shall add non-reportable projects approved in accordance with SAM Section 4819.39 that are active between January 1, 2011 through June 30, 2017, and beyond as applicable.

C. Supplemental Reference Material and Transmittals:

- i) Supplemental Reference Material consisting of:
 - Strategic Plan Goals from the California IT Strategic Plan.
 - The Business Reference Model (BRM) – The BRM is a function-driven framework for describing the business operations of the state government independent of the agencies that perform them. The BRM provides an organized, hierarchical construct for describing the day-to-day business operations.

³ Applies to IT project approvals provided by predecessor entities such as the Office of the State Chief Information Officer and the Department of Finance.

- The Technical Reference Model (TRM) – The TRM is a framework used to identify and organize the standards, specifications, and technologies that support and enable the delivery of the state’s business services and capabilities.
 - The Service Reference Model (SRM) – The SRM is a business-driven functional framework that classifies Service Components with respect to how they support business and/or performance objectives. The SRM is structured across horizontal service areas that, independent of the business functions, can provide a leverageable foundation for reuse of applications, application capabilities, components, and business services.
- ii) The Agency Executive Approval Transmittal form.
 - iii) The Department Executive Approval Transmittal form.
 - iv) Frequently Asked Questions

III. Preparation Process

The process for completing and submitting Individual Plans is different depending on whether the Plans are prepared by an Agency and their constituent-departments or by entities that do not report to an Agency Secretary such as Constitutional Offices, the California State Library, or the Student Aid Commission.

Regardless of the entity preparing the plan, during the preparation process, look for common or similar activities proposed or underway, identifying opportunities to leverage proposed activities across your organization. In addition, review your organization's strategic plan and enterprise architecture prior to developing your Individual Plan and identify those IT project proposals that best support the organization's strategic plan and enterprise architecture.

Departments are advised that IT Project Concepts and other IT Project information are posted to the Technology Agency Website. Accordingly, data quality is the responsibility of the submitting entity, and should be spell-checked and reviewed for appropriateness prior to transmittal to the Technology Agency.

A. Agencies and Constituent-Departments

- i) Agencies will provide direction to their constituent-departments regarding completion instructions and timelines for the submission of the department information to their Agency.
- ii) Agencies will coordinate discussion among departments to ensure there is consistency in the activities surrounding the preparation of the Individual Plans. Agencies will also look for opportunities to eliminate overlap or duplication of projects or other automation efforts within their Agency, across Agencies, and with other entities to reflect a consolidated approach and an enterprise-wide view.

Agencies should allow sufficient time to complete this process in order to meet the required submission date to the Technology Agency.
- iii) Constituent-departments will prepare the Segments One and Two information and submit them as a package to their Agency. A Project Concept Toolkit for each IT Project Concept submitted to the Agency should also be included.
- iv) Agencies will review their constituent-departments' IT Project Concepts, consolidate Agency-approved IT Project Concepts onto a single Segment One worksheet, and determine the priority of each Agency-approved IT Project Concept.

Agencies will also review and consolidate their constituent-department's IT Project information onto a Single Segment Two worksheet.

- v) Agencies will submit their Individual Plan package to the Technology Agency in accordance with the submittal instructions in Section V below.

B. Constitutional Offices and Non-Affiliated Departments

- i) Departments will discuss the Individual Plan Workbooks and completion instructions with appropriate management and staff. Departments will coordinate with management and staff to ensure there is consistency in the activities surrounding the preparation of the Individual Plans. Departments will also look for opportunities to eliminate any overlap or duplication of projects or other automation efforts to reflect a consolidated approach and an enterprise-wide view.
- ii) Departments should look for common or similar activities proposed or underway, identifying opportunities to leverage proposed activities across the department, and with Agencies and with other entities.
- iii) Departments will review their IT Project Concepts, and identify which ones to include in the Segment One, "Summary of Approved IT Project Concept Proposals" workbook. Departments will also determine the priority of each proposed IT Project Concept, and complete a Project Concept Toolkit for each IT Project Concept included in their Individual Plan.
- iv) Departments will also complete the information for Segment Two.
- v) Departments will submit the October 2011 Plan package to the Technology Agency in accordance with the submittal instructions in Section V below.

IV. Instructions for Completing the Individual ITCP Workbooks and Transmittals

In addition to the process previously described, the following instructions are to be used in completing the workbooks and forms that comprise the Individual IT Capital Plans submitted to the Technology Agency.

As previously stated, departments are advised that IT Project Concepts are posted to the Technology Agency Website. Accordingly, data quality is the responsibility of the submitting entity, and should be spell-checked and reviewed for appropriateness prior to transmittal to the Technology Agency.

A. Segment One, Proposed IT Project Concepts

Individual workbooks have been prepared for each Agency, Constitutional Office and Non-Affiliated Department with IT Project Concepts approved by the Technology Agency. All workbooks have one tab only, i.e., Agency workbooks do not include individual tabs for each constituent-department. Each workbook has been pre-populated with Existing IT Project Concept information. There will be one continuous listing arranged by organization code.

A blank template is available within the "Summary of IT Project Concepts" portion of SIMM 57A for entities that do not have prior approved IT Project Concepts.

i) Summary of IT Project Concepts

Constituent-departments will list and prioritize all proposed IT projects on the Agency Worksheet. Agencies will review their constituent-departments' IT Project Concepts, consolidate Agency-approved IT Project Concepts onto the single Segment One worksheet, and determine the priority of each Agency-approved IT Project Concept.

Each IT Project Concept must have its own priority ranking number; different proposals may not share the same priority number.

(1) Existing Concepts

Information concerning IT Project Concepts that have been approved by the Technology Agency (i.e., Existing Concepts) has been listed in grayed-out Columns within the top section of the Workbooks for each entity.

Do not change or alter any of the Existing Concept information that is pre-populated into the grayed-out Columns A through E, otherwise the summary worksheet will be returned and individual IT Project Concept statements will not be reviewed until the summary worksheets are corrected and resubmitted. If there is information within a grayed-out field that you believe should be changed, contact your Technology Agency Program Management Office Principal or Manager.

Agencies and departments must complete and/or update the Existing Concept information in the columns F through AA. While information within these fields may be updated, **summary worksheets with: (1) Missing data; (2) Alterations or changes to cell formatting or drop-down box narrative; and (3) Column additions and deletions will be returned and individual IT Project Concept statements will not be reviewed until the summary worksheets are corrected and resubmitted.**

(2) New Concepts

For New Concepts, enter the information in the rows below the pre-filled Existing Concept information beginning with Column A. Please note that below the row labeled "New IT Project Conceptual Proposals (New Concepts)," 200 rows have been pre-formatted within each worksheet. As previously stated, **summary worksheets with: 1) Missing data; (2) Alterations or changes to cell formatting or drop-down box narrative; and (3) Column additions and deletions will be returned and IT Project Concept statements will not be reviewed until the summary worksheets are corrected and resubmitted.**

Column widths and row heights may be adjusted to facilitate viewing while editing. Some of the cells include drop-down boxes (indicated by underlined text in the instruction below).

- **Column A, Organization Code:**

- **For Existing Concepts that were approved by the Technology Agency,** the Organization Code has already been entered and grayed-out to prevent entry of data.
- **For New Concepts listed in the Individual Plan Summary,** enter the department Organization Code in this column.

Note: A completed CA-PMM IT Project Concept Toolkit is required for each new IT Project Concept listed. Information concerning the completion of the CA-PMM IT Project Concept toolkit is discussed within this section as sub-section ii immediately following.

- **Column B, Organization Acronym:**
 - **For Existing Concepts that were approved by the Technology Agency**, the organization Acronym has already been entered and grayed-out to prevent entry of data.
 - **For New Concepts listed in the Individual Plan Summary**, enter the Organization Acronym in this column.

- **Column C, Technology Agency Project Number:**
 - **For Existing Concepts that were approved by the Technology Agency**, the Project Number has already been entered and grayed-out to prevent entry of data.
 - **For New Concepts listed in the Individual Plan Summary**, the remaining portion of Column C has been grayed-out to prevent entry of data.

- **Column D, IT Project Conceptual Proposal Name:**
 - **For Existing Concepts that were approved by the Technology Agency**, the IT Project Conceptual Proposal Name has already been entered and grayed-out to prevent entry of data.
 - **For New Concepts listed in the Individual Plan Summary**, enter the name of the proposed IT Project Concept in this column.

- **Column E, IT Project Conceptual Proposal Description**
 - **For Existing Concepts that were approved by the Technology Agency**, the IT Project Conceptual Proposal Description has already been entered and grayed-out to prevent entry of data.
 - **For New Concepts listed in the Individual Plan Summary**, enter the description of the IT Project Conceptual Proposal using the following format:

The (Agency/Department) proposes to (expected project effort) to (realize what business effect?).

- **Column F, Update Status:**
 - **For Existing Concepts that were approved by the Technology Agency**, select from the following choices from the drop-down menu arrow within the cell:
 - **No Change** – Select this item if there are no changes to the IT Project Concept.
 - **FSR or FSR-RER Submitted** – Select this item if an FSR or an FSR-RER for the IT Project Concept has been submitted to the Technology Agency in accordance with the SAM Sections 4819.37 or 4819.38.
 - **Delegated FSR** – Select this item if the IT Project is within the department’s DCT and an FSR for the IT Project Concept has been approved by the department Director in accordance with the

SAM Section 4819.39. **Please note: If this item is selected, do not list the IT Project on the Segment 2 Worksheet.**

- **Concept Updated** – Select this item if an updated IT Project Concept Toolkit has been included with the Individual Plan.
- **Withdrawn** – Select this item if the IT Project Concept has been withdrawn since the publication of the January 2011 Statewide ITCP.

➤ **For New Concepts listed in the Individual Plan Summary**, the remaining portion of Column F has been grayed to prevent entry of data.

- **Column G, Priority Ranking** – Enter or update the priority ranking for each IT Project Concept.

The priority ranking will include both Existing and New Concepts. The top priority proposed IT project will be identified as priority ranking 1, with the next highest item ranked as priority 2, and so on.

Agencies will review and consolidate their constituent-department's Concepts listed on the Agency Summary worksheet, and determine the overall priority of each Concept. As previously stated, each IT project proposal must have its own priority ranking number; different proposals may not share the same priority number.

- **Column H, Estimated Start Date** – Enter or update the estimated start date in the following format: mm/dd/yyyy.
 - For start days (i.e. "dd") that are unknown, enter 01.
- **Column I, Estimated End Date** – Enter or update the estimated end date in the following format: mm/dd/yyyy.
 - For end days (i.e. "dd") that are unknown, enter the last day of the month (28, 29, 30 or 31) as appropriate.
- **Column J, Estimated Total Cost** – Enter or update the estimated total cost in whole dollars (rounded to the nearest dollar).

The amount entered in Column J should correspond to the total estimated cost from the "Estimating Summary" portion of the IT Project Concept Toolkit.
- **Column K through Column N, Funding Source** – Enter or update the estimated percentage in each of the four funding sources; Column K / General Fund, Column L / Federal Fund, Column M / Special Fund, and Column N / Reimbursements. The total for each individual IT Project Concept should total 100%.

Caution: Excel may format and display percentages differently depending on how data is entered. For example:

If "70" is entered, 70% will be displayed

If ".70" is entered, 70% will be displayed

If "0.70" is entered, 1% will be displayed

- **Column O, New Funding (Budget Action) Needed?** – Enter or update each cell by selecting from the following choices from the drop-down menu arrow within the cell:
 - **Yes** – If a budget action is planned at any time during the life of the project select Yes
 - **No** – If no new funding needed select No

- **Column P, Reportable to Technology Agency** – Select from the following choices from the drop-down menu arrow within the cell:
 - **Yes** – If you expect the IT Project Concept, if approved, to result in an IT Project that must be reported to the Technology Agency pursuant to SAM Section 4819.37 or 4819.38.
 - **No** – If you expect the IT Project Concept to result in an IT Project delegated pursuant to SAM Section 4819.39.

Note: As previously stated, the Technology Agency does not consider efforts within the IT Project Concept phase to be reportable, delegated or non reportable. Rather, reporting requirements are determined during progressive elaboration as the FSR is being developed. In general, Technology Agency approval is not required in order to prepare an FSR for IT Project Concepts that are anticipated to be non-reportable projects. If warranted, the Technology Agency may provide alternate direction to the department if an IT Project Concept anticipated to become a non-reportable project appears to exhibit one or more of the following aspects:

 - Conflicts with state enterprise direction, e.g. consolidation, architecture, or security.
 - Duplicates existing systems/functionality or otherwise presents a logical opportunity to collaborate with other organizations.
 - Exceeds the organizational capacity to successfully complete the project in the time frames planned.
 - Understates the scope, schedule, and/or costs needed to successfully complete the project.

- **Column Q, Consolidation-Related** – Enter or update each cell by selecting from the following choices from the drop-down menu arrow within the cell:
 - **Yes** – If the IT Project Concept is related to an Infrastructure Consolidation Program (ICP) effort.
 - **No** – If the IT Project Concept is not related to an ICP effort.

- **Column R, through Column T, SPC 1 through SPC 3** – SPC refers to the three Strategic Plan Goals included in the California IT Strategic Plan.
Enter one or more “X” for the Strategic Plan Goals that best corresponds to the IT project proposal.

- **Column U, BRM** – BRM refers to the Enterprise Architecture Business Reference Model associated with the IT Project Concept.
Enter or update the BRM Element Name and Description that best describes the business operation that the IT Project Concept will support. BRM information is

listed in the Supplemental Reference Material previously discussed. Select the BRM Element ID Number from the drop-down menu within the cell.

- **Column V, TRM Primary** – TRM refers to the Enterprise Architecture Technical Reference Model associated with the IT Project Concept.

Enter or update the TRM Element Name and Description that best describes the technology that will be employed in the IT Project Concept. TRM information is listed in the Supplemental Reference Material previously discussed. Select the TRM Element ID Number from the drop-down menu within the cell.

- **Columns W and X, TRM 1 and 2 Additional** – If there are one or more additional TRM Elements that the IT Project Concept will utilize, enter or update the TRM Element ID Number by selecting from the drop-down menu within the cell(s).

- **Column Y SRM Primary** – SRM refers to the Enterprise Architecture Service Reference Model associated with the IT Project Concept.

Enter or update the SRM Element Name and Description that best describes the technology that will be employed in the IT Project Concept. SRM information is listed in the Supplemental Reference Material previously discussed. Select the SRM Element ID Number from the drop-down menu within the cell.

- **Columns Z and AA, SRM 1 and 2 Additional** – If there are one or more additional SRM Elements that the IT Project Concept will utilize, enter or update the SRM Element ID Number by selecting from the drop-down menu within the cell(s).

ii) CA-PMM IT Project Concept Toolkits

Departments must provide a CA-PMM Concept Toolkit for each IT Project Concept included in their Individual Plan. The Project Concept Toolkit will be used to document the need, benefits, alternatives, approach and estimated size of proposed IT projects. Departments must complete the Concept Statement and Size Estimating sections of the Project Concept Toolkit to provide this required information.

Note: Agencies (i.e., "state super agencies") that are considering IT project proposals within their Agency (i.e., not through one of their constituent-departments), or that cross multiple Agencies also must complete the Project Concept Toolkit for each IT Project Concept.

The Project Concept Toolkit is located within the Statewide Information Management Manual (SIMM) as Section 17B and within SIMM Section 57A. Completion instructions are included in the "Concept Stage" portion of the CA-PMM Reference Manual, SIMM Section 17A.

To facilitate matching the completed Project Concept Toolkits with the IT Project Concept information included in the Summary workbook, include the IT Project Concept name in the file name of each completed Project Concept Toolkit.

B. Segment Two, Approved IT Projects

Individual workbooks for Segment Two have been prepared for each Agency, Constitutional Office, and Non-Affiliated Department for the following types of approved IT Projects:

- IT Projects approved by the Technology Agency in accordance with SAM Section 4819.37 (i.e., Technology Agency approved FSRs; also known as “reportable projects”).
- IT Project delegations approved by the Technology Agency in accordance with SAM Sections 4819.37 and 4819.38 (i.e., Technology Agency approved FSR–RERs; also known as “delegated projects”).
- IT Projects approved by the department in accordance with SAM Section 4819.39 [i.e., IT Projects with development costs equal to or less than the department’s DCT also known as “non-reportable projects” or “non-reportable delegated projects”).

The workbooks have been pre-populated with IT Project information, and are available within Section 57B of the SIMM. Each workbook has one tab only, i.e., Agency workbooks do not include individual tabs for each constituent-department. There will be one continuous listing arranged by organization code.

As previously stated, departments are advised that information concerning IT Projects is posted to the Technology Agency Website. Accordingly, data quality is the responsibility of the submitting entity, and should be spell-checked and reviewed for appropriateness prior to transmittal to the Technology Agency.

Do not change or alter any of the IT Project information that is pre-populated into grayed-out Columns otherwise your summary worksheet will be returned for correction and resubmission. If there is information within a grayed-out field that you believe should be changed, contact your Technology Agency Program Management Office Principal or Manager.

Agencies and departments must complete and/or update the IT Project information in the columns that are not grayed-out. While information within these fields may be updated, **summary worksheets with: (1) Missing data; (2) Alterations or changes to cell formatting or drop-down box narrative; and (3) Column additions and deletions will be returned for correction and resubmission.**

For IT Projects delegated to Agencies and departments pursuant to SAM Section 4819.39, enter the information in the rows below the pre-filled IT Project information beginning with Column A. Please note that 200 rows have been pre-formatted within each worksheet for this purpose. Include all delegated IT Projects that are active between January 1, 2011 through June 30, 2017, and beyond as applicable. As previously stated, **summary worksheets with: 1) Missing data; (2) Alterations or changes to cell formatting or drop-down box narrative; and (3) Column additions and deletions will be returned for correction and resubmission.**

A blank template is available within SIMM Section 57B for entities that are not already listed within SIMM Section 57B.

Column widths and row heights may be adjusted to facilitate viewing while editing. Some of the cells include drop-down boxes (indicated by underlined text in the instruction below).

- **Column A, Organization Code:**
 - **For Technology Agency Approved IT Projects and Delegated Project information previously provided**, the Organization Code has already been entered and grayed-out to prevent entry of data.
 - **For new Delegated IT Project information**, enter the department Organization Code in this column.
- **Column B, Organization Acronym:**
 - **For Technology Agency Approved IT Projects and Delegated Project information previously provided**, the Organization Acronym has already been entered and grayed-out to prevent entry of data.
 - **For new Delegated IT Project information**, enter the Department Acronym.
- **Column C, Technology Agency Project Number:**
 - **For Technology Agency Approved IT Projects and Delegated Project information previously provided**, the Project Number has already been entered and grayed-out to prevent entry of data.
 - **For new Delegated IT Project information**, the remaining portion of Column C has been grayed-out to prevent entry of data.
- **Column D, IT Project Name:**
 - **For Technology Agency Approved IT Projects and Delegated Project information previously provided**, the IT Project Name has already been entered and grayed-out to prevent entry of data.
 - **For new Delegated IT Project information**, enter the IT Project Name.
- **Column E, IT Project Description:**
 - **For Technology Agency Approved IT Projects**, the IT Project Description has already been entered and grayed-out to prevent entry of data.
 - **For Delegated Project information previously provided and for new Delegated IT Project information**, enter or update the IT Project description using the following format:
The (Agency/Department) proposes to (expected project effort) to (realize what business effect?).
- **Column F, Start Date:**
 - **For Technology Agency Approved IT Projects**, the Start Date has already been entered and grayed-out to prevent entry of data.
 - **For Delegated Project information previously provided and for new Delegated IT Project information**, enter or update the Start Date in the following format: mm/dd/yyyy.

For start days (i.e. “dd”) that are unknown, enter 01.

- **Column G, End Date:**

- **For Technology Agency Approved IT Projects**, the End Date has already been entered and grayed-out to prevent entry of data.
- **For Delegated Project information previously provided and for new Delegated IT Project information**, enter or update the End Date in the following format: mm/dd/yyyy.

For end days (i.e. “dd”) that are unknown, enter the last day of the month (28, 29, 30 or 31) as appropriate.

- **Column H, Total Cost:**

- **For Technology Agency Approved IT Projects**, the Total Cost has already been entered and grayed-out to prevent entry of data.
- **For Delegated Project information previously provided and for new Delegated IT Project information**, enter or update the total cost in whole dollars (rounded to the nearest dollar).

- **Column I, Consolidation-Related – Enter or update each cell by selecting from the following choices from the drop-down menu arrow within the cell:**

- **Yes** – If the IT Project is related to an Infrastructure Consolidation Program (ICP) effort.
- **No** – If the IT Project is not related to an ICP effort.

- **Column J, through Column L, SPC 1 through SPC 3 – SPC refers to the three Strategic Plan Goals included in the California IT Strategic Plan.**

Enter an “X” for each Strategic Plan Goal that best corresponds to the IT Project.

- **Column M, BRM – BRM refers to the Business Reference Model associated with the IT Project.**

Enter or update the BRM Element Name and Description that best describes the business operation that the IT Project supports. BRM information is listed in the Supplemental Reference Material previously discussed. Select the BRM Element ID Number from the drop-down menu within the cell.

- **Column N, TRM Primary – TRM refers to the Technical Reference Model associated with the IT Project.**

Enter or update the TRM Element Name and Description that best describes the technology that the IT Project supports. TRM information is listed in the Supplemental Reference Material previously discussed. Select the TRM Element ID Number from the drop-down menu within the cell.

- **Columns O and P, TRM 1 and 2 Additional – If there are one or more additional TRM Elements that the IT Project utilizes, enter or update the TRM Element ID Number by selecting from the drop-down menu within the cell(s).**

- **Column Q, SRM Primary** – SRM refers to the Service Reference Model associated with the IT Project.

Enter or update the SRM Element Name and Description that best describes the technology that the IT Project supports. SRM information is listed in the Supplemental Reference Material previously discussed. Select the SRM Element ID Number from the drop-down menu within the cell.

- **Columns R and S, SRM 1 and 2 Additional** – If there are one or more additional SRM Elements that the IT Project utilizes, enter or update the SRM Element ID Number by selecting from the drop-down menu within the cell(s).

C. Supplemental Components

- Agency Executive Approval Transmittal** – Enter the Agency Name and complete the signature block information for the Agency's Information Officer and Agency Secretary in the appropriate areas of the transmittal. The transmittal must be signed prior to submission to the Technology Agency.
- Department Executive Approval Transmittal** – Enter the Department Name and complete the signature block information for the Department's Chief Information Officer, Information Security Officer, Budget Officer, and Department Director in the appropriate areas of the transmittal. The transmittal must be signed prior to submission to the Technology Agency.

V. Submission to the Technology Agency

Agencies, Constitutional Offices, and non-affiliated departments should submit completed packages to the Technology Agency no later than the third Monday in October. Submission of the Individual Plans has changed from prior years. Secure File Transport will no longer be used. Submit the Individual Plans and all attachments in an email addressed to:

CIOPMOSubmission@state.ca.gov

For instances where off-cycle reporting of IT Project Concepts is warranted, contact your Technology Agency-PMO Manager or Principal. A listing of PMO Managers and Principals, their departmental assignments, and the department's DCT amount can be found at the Technology Agency Web site located at:

http://www.cio.ca.gov/contact_us/staff_Assignments.html.

Include "2011-2012 ITCP Submission" in the email subject line. The email attachments (individual files) at a minimum should include the agency organization code within the filename.