

<p>CALIFORNIA DEPARTMENT OF TECHNOLOGY</p> <h1>TECHNOLOGY LETTER</h1>	<p>NUMBER: TL 14-05</p>	<p>DATE ISSUED: AUGUST 2014</p>
<p>SUBJECT: SIMM SECTION 57, INFORMATION TECHNOLOGY CAPITAL PLAN (ITCP) INSTRUCTIONS</p>	<p>REFERENCES: Government Code Sections 11545 and 11546 State Administrative Manual (SAM) Sections 4904 and 4925 Statewide Information Management Manual (SIMM) Sections 57, 19, 19A, and 05A Technology Letters 13-02 and 14-02</p>	

BACKGROUND

Government Code Section 11545 states that the California Department of Technology (Department of Technology) must develop an annual California Information Technology (IT) Strategic Plan which guides the acquisition, management, and use of IT. To achieve the required integration of multi-agency business and strategic technology planning, each Agency/state entity¹ is required to develop a five-year IT Capital Plan (ITCP) that must be submitted to the Department of Technology. This planning process was implemented in 2008 and is updated annually.

The Department of Technology uses the information submitted by Agencies/state entities to build the annual Statewide ITCP, thus achieving the required integration of multi-agency business and strategic technology planning. The Statewide ITCP represents the state's plan for strategic IT investments and supports the Governor's Budget and the California IT Strategic Plan.

In September 2013, the Department of Technology released Technology Letter (TL) 13-02 which announced the restructuring of the IT project approval process and introduced a Stage/Gate model and new SIMM Sections 19 and 19A.

SIMM Section 19A contains the Stage 1 Business Analysis, which is the first stage of the Project Approval Lifecycle process and is used to generate the annual Statewide ITCP. The 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. Agencies/state entities must receive approval of their Stage 1 Business Analysis by the Department of Technology prior to starting work on their feasibility study.

In June 2014, the Department of Technology released TL 14-02 which replaces Section 3 of the Feasibility Study Report with the Stage 1 Business Analysis, placing more emphasis on building a strong business case including the business drivers, business problems or opportunities, business objectives, business owners, key stakeholders, and executive sponsors.

ITCP requirements are defined in SAM Section 4904. SIMM Section 57 provides instructions to Agencies/state entities on the specifics of how to develop and submit annual ITCPs.

¹ **State entity:** Includes every state office, officer, department, division, bureau, board, and commission, including Constitutional Officers. "State entity" does not include the University of California, California State University, the State Compensation Insurance Fund, the Legislature, or the Legislative Data Center in the Legislative Counsel Bureau.

