

SAM – INFORMATION TECHNOLOGY
(California Technology Agency)

BUDGET CHANGE PROPOSALS

4819.42

(Revised 3/11)

Budget Change Proposals (BCP) containing specified information technology (IT) components are reviewed by the Technology Agency staff and an evaluation is provided to the Department of Finance Program Budget Manager responsible for review of the agency's budget.

BCPs which request funding for IT projects must be consistent with the agency's Agency Information Management Strategy (see SAM Sections 4900.1-4900.5) and the IT Capital Plan (see SAM Section 4904). The BCP must be supported by an approved Feasibility Study Report (FSR) (SAM Section 4928), or Special Project Report (SPR) (SAM Sections 4945-4945.2) prior to approval of the funding request. In exceptional circumstances, with Technology Agency approval, the funding request may be supported by an approved FSR Reporting Exemption Request or Project Summary Package.

FSRs and SPRs must be submitted in the format and within the time frames specified in SAM, SIMM, and IT Policy Letters issued by the Technology Agency. BCPs must be submitted in the format and within the timeframes specified in annual budget letters issued by Finance. Incomplete or "placeholder" FSRs or SPRs submitted for consideration with an associated BCP may be returned to the agency without consideration.