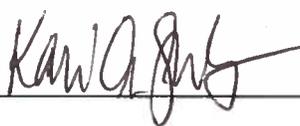


# CALIFORNIA DEPARTMENT OF TECHNOLOGY APPROVAL ROUTE SLIP

**DATE DUE TO ORIGINATOR**

<b>ORIGINATOR</b>	Name Manveer Bola	Division Policy Office	Phone No. 403-9624	Date 10/14/13
ACTION REQUESTED (check one)		SUBJECT:		
<input checked="" type="checkbox"/> For Your Review/Signature <input type="checkbox"/> Information Only <input type="checkbox"/> Other: _____ _____ _____ _____ _____		Technology Letter 13-05, Information Technology Capital Plan (ITCP)		
		COMMENTS/SPECIAL INSTRUCTIONS (Indicate if there is a specific due date to Agency or a control agency.)  <b style="color: red;">Kari has already reviewed this material; her signature is needed on the attached Checklist to submit the SAM changes to DGS.</b>		

Please review the attached documents. Sign and date the "Reviewer's Signature" field below and forward to the next reviewer. If you are the only or the last reviewer, please return to the originator.

ROUTE TO					
	Name	Division	Mail Stop	Reviewer's Signature	Date
1.	Kari Gutierrez	Deputy Director, IT Project Oversight & Consulting			11/7/13
<i>Comments:</i>					
2.					
<i>Comments:</i>					
3.					
<i>Comments:</i>					
4.					
<i>Comments:</i>					
5.					
<i>Comments:</i>					
6.					
<i>Comments:</i>					

**SAM AUTHOR REVISION CHECK LIST**

OSP 237 (Rev. 3/13)

**General Instructions and Information**

State Administrative Manual (SAM) revisions include additions, deletions, or any changes to the SAM. Please attach this completed check list to the front of the requested SAM revisions.

Mark all revisions clearly on a copy of the SAM page(s) provided to you by the SAM Unit. For lengthy revisions to text or images, mark the SAM pages where the revision is to occur and attach the revised text or image to the SAM pages.

After the revisions are approved by the authorized individuals, complete and scan this check list and email (with the revisions attached) to SAM Unit @dgs.ca.gov.

For questions regarding the SAM revision process and for copies of this form, contact the SAM Unit.

ITEM	YES (X)	NO (X)	N/A (X)
1. Are the requested revisions clearly marked with RED for additions and strike-through lines for deletions?			X
2. Are deletions and additions clearly noted as such? (Not necessary for chapter rewrites--see Item 10 below.)			X
3. Has all the text been reviewed to determine if other revisions are required (e.g., spelling, grammar, rewording for clarification, etc.)?	X		
4. Have all cross-references been checked (e.g., other SAM sections, codes, regulations, statutes)? (Check the references in the impacted sections.)	X		
5. Have all impacted SAM authors and impacted state agencies approved the revisions? Provide the name and phone numbers of impacted authors in the "COMMENTS" section below so they may be contacted by SAM Unit staff. (SAM Section 0030 contains telephone numbers of contacts who can direct you to the appropriate author.)	X		
6. Are any forms affected (i.e., substituted, revised, discontinued)? If yes, attach copies of the new forms to the revision package.	X		
7. If any Standard (STD.) or General Services (GS) forms are affected, has the Department of General Services (DGS) Forms Management Center processed the form revision? (STD. and GS forms are not revised via the SAM revision process.)			X
8. Are revisions necessary to the Subject Index? If yes, submit the relevant Subject Index pages with the revisions clearly marked.		X	
9. Does the Chapter Index reflect the revisions? If not, please clearly indicate necessary revisions on a copy of the Chapter Index and submit it with the package.			X
10. Have you indicated after the section title whether the section is new, revised, or renumbered? (If renumbered, include the former numbers.)	X		
11. Has your agency's legal office reviewed and approved the revisions?	X		
12. Does this revision come from a particular Management Memo? If yes, give the memo number in the "COMMENTS" section below.		X	
13. Have you written and attached a brief summary of all your revisions? (Not necessary for chapter rewrites.)			X
14. If you are a Department of General Services division or office:	a. Has the revision been processed for approval through the DGS Executive Office, DGS Office of Legal Services, your deputy director, and impacted DGS offices?		X
	b. If this revision impacts the working conditions of employees, has the DGS Labor Relations Section reviewed this revision?		X

16. LIST REVISED SAM SECTIONS

SAM Section 4904  
SAM Section 4925

17. COMMENTS

Susan Davis-James, Department of Finance, (916) 445-1777, ext. 3238  
Jennifer Osborn, Government Operations Agency, (916) 651-9011  
These changes relate to Management Memo 08-07 which will be obsolete after the release of this policy change.

Please complete the following to indicate that your revisions are approved for publication in a SAM revision package.

AUTHOR'S (or CONTACT'S) AGENCY (Print)	AUTHOR'S (or CONTACT'S) NAME and TITLE (Print)	TELEPHONE NUMBER
Kari Gutierrez	Deputy Director, IT Project Oversight and Consulting Division	(916) 319-9223

	11/6/13		11/6/13
Author's Approval Signature	Date	Division or Office Chief's Approval Signature	Date

SAM – INFORMATION TECHNOLOGY  
(California ~~Department of Technology Agency~~)

INFORMATION TECHNOLOGY ~~FIVE-YEAR~~ CAPITAL PLAN  
(Revised ~~03/10/13~~)

4904

To forge the necessary integration of the business and IT functions in California state government, ~~Agencies/state entities state Agencies~~ are required to ~~maintain and annually update prepare and submit a Five Year an~~ IT Capital Plan (~~Agency IT Capital Plan~~ITCP) for review by the ~~California Department of Technology Agency (Department of Technology) and the Department of Finance. The information provided by the Agencies/state entities is combined to generate the Statewide ITCP, which represents the Executive Branch's plan for IT investments in support of the California IT Strategic Plan. The information in the Statewide ITCP is used to. These plans will serve to inform the Statewide Five Year IT Capital Plan. The Agency IT Capital Plans will:~~

- 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~~Agency/state entity priorities and business direction.
- Promote the alignment of IT investments with the Agency/state entity's enterprise architecture (Technology, Standards, and Infrastructure).
- Enhance and promote enterprise data sharing through IT investments.
- Facilitate consideration and conceptual approval to pursue selected IT investments.

The scope of the Agency IT Capital Plans will include (see SIMM Section 57):

- ~~All projects or IT investments (including infrastructure changes) that are proposed for initiation during a five year period; and~~
- ~~The documentation necessary for the Technology Agency to provide conceptual approval.~~

The Agency IT Capital Plans must be updated annually or more frequently as needed and do not eliminate the requirement for a detailed business case for conceptually approved IT projects.

The Statewide IT Capital Plan will represent the Administration's plan for strategic IT investments and will be supported by the Governor's Budget, the CIO's Statewide IT Strategic Plan, Budget Change Proposals, and Feasibility Study Reports.

Refer to SIMM Section 57 for directions on the submission procedures.

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SAM – INFORMATION TECHNOLOGY  
(California ~~Department of~~ Technology ~~Agency~~)

CONSISTENCY WITH AGENCY INFORMATION MANAGEMENT STRATEGY  
AND IT ~~FIVE-YEAR~~ CAPITAL PLAN  
(Reviewed ~~03/11/09/13~~)

4925

Each proposed project must be consistent with the ~~Agency/state entity's agency's~~ overall strategy for the use of information technology, as expressed in its current Agency Information Management Strategy (see SAM Sections 4900.2-4900.6.) and IT ~~Five-Year~~ Capital Plan (see SAM Section 4904).