

**SAM – INFORMATION TECHNOLOGY
(California Department of Technology)**

PROJECT APPROVAL LIFECYCLE PROCESS
(Revised 08/2016)

4927

Each Agency/state entity must follow a systematic, analytical process for evaluating and documenting the analysis of proposed IT projects, as defined in SAM Section [4819.2](#).

This process includes:

1. Developing an understanding of a problem (or opportunity) in terms of its effect on the Agency/state entity's mission and programs;
2. Developing an understanding of the organizational, managerial, and technical environment within which a response to the problem or opportunity will be implemented;
3. Establishing programmatic and administrative objectives against which possible responses will be evaluated;
4. Preparing concise solution requirements of an acceptable response;
5. Identifying and evaluating possible alternative responses with respect to the established objectives;
6. Preparing an financial analysis for each alternative that meets the established objectives and solution requirements;
7. Selecting the alternative that is the best response to the problem or opportunity;
8. Developing a solicitation package that will result in the selection of qualified vendors;
9. Developing a contract by which the state and the vendor can effectively leverage to achieve project objectives and outcomes;
10. Preparing a management plan for implementation of the proposed response;
11. Capturing and documenting the results of the study in the form of analytical and comparable data in the Project Approval Lifecycle Stage/Gate deliverables, as specified in SAM Section 4928;
12. Validating the maturity and readiness of the Agency/state entity to undertake critical project activities (e.g., testing, release management, organizational change management, business process reengineering);
13. Reinforcing the commitment of stakeholders, state staff, and contractor/vendor resources prior to project design, development and implementation; and
14. Establishing accurate and realistic baselines to measure project health and success.