

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

PROJECT REPORTING CRITERIA

4819.37

(Revised 7/2014)

Before encumbering or expending funds on, or dedicating staff resources to, any of the following reportable projects, the Agency/state entity must:

(1) obtain the California Department of Technology's (Department of Technology) approval of a Feasibility Study Report (FSR) for the project; or

(2) obtain the Department of Technology's approval of a Feasibility Study Report - Reporting Exemption Request ([FSR-RER](#)), with the subsequent approval of an FSR by the Agency/state entity director:

1. Projects whose initiation depends upon decisions to be made during the development or enactment of the Governor's Budget, such as approval of a Budget Change Proposal or Budget Revision to increase the Agency/state entity's existing IT activities related to the project;
2. Projects that involve a new system development or acquisition that is specifically required by legislative mandate or is subject to special legislative review as specified in budget control language or other legislation;
3. Projects that have a cost that exceeds the Agency/state entity's delegated cost threshold assigned by the Department of Technology and do not meet the criteria of a desktop and mobile computing commodity expenditure (see SAM Section [4989 – 4989.3](#));
4. Projects that meet previously imposed conditions by the Department of Technology.

Agencies/state entities that seek exemption from project reporting to the Department of Technology for a project meeting any of the above criteria must submit an FSR-RER (see SAM Section 4819.38) to the Department of Technology. An Agency/state entity with an acceptable Technology Recovery Plan and an Agency Information Management Strategy that has been approved by the Department of Technology may submit an FSR-RER.