Stage 1 Business Analysis

California Department of Technology, SIMM 19A.3 (Ver. 3.0.5, 09/01/2023)

1.1   General Information

1. **Agency or State Entity Name: 3540 - Forestry and Fire Protection, Department of**

   If Agency/State entity is not in the list, enter here with the organization code.

   Click or tap here to enter text.

2. **Proposal Name and Acronym: CAL FIRE Aviation Tracking and Information System (CATIS)**

3. **Proposal Description: (Provide a brief description of your proposal in 500 characters or less.)**

   CAL FIRE is proposing to develop an application called CAL FIRE Aviation Tracking and Information System (CATIS). This will include testing, training, implementation, and provide ongoing support and maintenance for a software program. This system must communicate with all CAL FIRE applications/programs that tracks, collects, stores, and reports various aviation information from all CAL FIRE owned and contracted aircraft as well as record information for CAL FIRE pilots and crew members that operate these aircraft.

4. **Proposed Project Execution Start Date: 5/13/2024**

5. **S1BA Version Number: Version 1**

1.2   Submittal Information

1. **Contact Information**

   Contact Name: Ron Godfrey

   Contact Email: Ron.Godfrey@fire.ca.gov

   Contact Phone: (916) 206-5353

2. **Submission Type: New Submission**

   If Withdraw, select Reason: Choose an item.

   If Other, specify reason here: Click or tap here to enter text.

Sections Changed, if this is a Submission Update: (List all sections changed.)

Click or tap here to enter text.

Summary of Changes: (Summarize updates made.)

Click or tap here to enter text.

3. Attach **Project Approval Executive Transmittal** to your email submission.

4. Attach **Stage 1 Project Reportability Assessment** to your email submission.

1.3　Business Sponsorship

1. **Executive Champion (Sponsor)**

   Title: Assistant Deputy Director Fire Protection Operations

   Name: Joshua Nettles

   Business Program Area: Fire Protection-Aviation Management Unit

2. **Business Owner**

   Title: Deputy Director, Fire Protection

   Name: Jake Sjolund

   Business Program Area: Management Service which includes Human Resources

3. **Product Owner**

   Title: Staff Chief, Aviation Unit

   Name: Marty Buno

   Business Program Area: Fire Protection and Aviation

TIP: Copy and paste or click the + button in the lower right corner on any section to add additional Executive Champions, Business Owners, or Product Owners with their related Business Program Areas as needed.

1.4　Stakeholder Assessment

The Stakeholder Assessment is designed to give the project team an overview of communication channels that the state entity needs to manage throughout the project. More stakeholders may result in increased complexity to a project.

1. **Indicate which of the following are interested in this proposal and/or the outcome of the project. (Select 'Yes' or 'No' for each.)**

State Entity Only: Yes

Other Departments/State Entities: No

Public: No

Federal Entities: No

Governor's Office: No

Legislature: No

Media: No

Local Entities: No

Special Interest Groups: No

Other: No

2. **Describe how each group marked 'Yes' will be involved in the planning process.**

CAL FIRE stands as the sole state entity engaged in this project, spearheading efforts to both establish requirements and enhance operational efficiency.

1.5   Business Program

1. **Business Program Name: Fire Protection Operations (Aviation Management Unit)**

2. **Program Background and Context:** (Provide a brief overview of the entity's business program(s) current operations.)

Since 2006, CAL FIRE has been tracking all of it aviation fleet, pilots, air crews, and some contract aircraft data using an internally developed software entitled Aviation Information Management System (AIMS). AIMS was developed in 2005 as an ASP.net application that uses an Oracle database for all of its stored data. AIMS currently tracks basic components of flights such as start time, end time, total flight time, pilot, and air crew time, etc. AIMS also can generate reports based on predetermined data sets, where the date, aircraft, and/or incident number are the only user selected parameters.

CAL FIRE has expanded its total number of aircraft, aviation contracts, missions, pilots, and air crew members that require tracking, thus requiring the AIMS program to track and report more data than originally designed. This sharp increase in data input and data tracked along with the laborious effort required to update the AIMS program to meet these needs has shown the need for a newly designed software program that can accomplish all these tasks and can expand for the future.

3. **How will this proposed project impact the product or services supported by the state entity?**

This project will be easily accessible, updated and user-friendly program that can perform all the current functions of the AIMS program but also has the ability to easily expand depending on the needs of CAL FIRE. These include but are not limited to automatically accept data from other CAL FIRE programs reducing input errors, generating reports based on any combination of user defined data sets, and the ability to produce real-time user defined dashboards.

TIP: Copy and paste or click the + button in the lower right corner to add Business Programs, with background and context and impact descriptions as needed.

1.6 Project Strategic Alignment and Justification

1. **Department's Strategic Business Alignment**

   Enterprise Architect

   Title: Cloud Architect – Research & Development & Innovation

   Name: Matt Schoeder

   Strategic Plan Last Updated? 1/22/2019

   Strategic Business Goal: Improve Our Core Capabilities

   Alignment: Evaluate and improve existing emergency response capabilities.

   TIP: Copy and paste or click the + button in the lower right corner to add Strategic Business Goals and Alignments as needed.

   Mandate(s): None

   Bill Number/Code, if applicable: Click or tap here to enter text.

   Add the Bill language that includes system-relevant requirements:

   Click or tap here to enter text.

   TIP: Copy and paste or click the + button in the lower right corner to add Bill Numbers/Codes and relevant language as needed.

2. **Business Driver(s)**

   Financial Benefit: No

   Increased Revenue: No

   Cost Savings: Yes

   Cost Avoidance: No

   Cost Recovery: No

   Will the state incur a financial penalty or sanction if this proposal is not implemented? No

If the answer to the above question is "Yes," please explain:

Cost Savings will attributed to the staff time efficiency created through this eventual IT solution will be redirected into other workloads.

Improvement

Better Services to the People of California: Yes

Efficiencies to Program Operations: Yes

Improved Equity, Diversity, and/or Inclusivity: Yes

Improved Health and/or Human Safety: Yes

Improved Information Security: Yes

Improved Business Continuity: Yes

Improved Technology Recovery: Yes

Technology Refresh: Yes

Technology End of Life: Yes

3. **Statewide IT Strategic Alignment**

Statewide IT Strategic Goal: Innovative Growth Strategy

Alignment: Enhance customer support and user experience for existing services.

TIP: Copy and paste or click the + button in the lower right corner to add Statewide IT Strategic Goals and Alignments as needed.

1.7   Business Outcomes Desired

Executive Summary of the Business Problem or Opportunity:

Since 2006, CAL FIRE has utilized the Aviation Information Management System (AIMS) to track its aviation fleet, pilots, air crews, and relevant contract aircraft data. Originally developed in 2005 as an ASP.net application with an Oracle database, AIMS currently manages basic flight components and generates reports based on limited user-selected parameters.

Over the years, CAL FIRE has experienced significant growth in its aviation operations, resulting in an expanded fleet, increased missions, and additional pilots and air crew members. This growth has outpaced the capabilities of AIMS, necessitating a comprehensive solution to efficiently track and report the escalating volume of data. The challenges faced in updating AIMS to meet these evolving needs underscore the requirement for a new software program capable of handling current demands and adapting to future expansion.

CAL FIRE seeks a modern, easily accessible, and user-friendly software solution to replace AIMS. The new program must retain the current functionalities while accommodating the growing data input and tracking requirements. Key features include seamless integration with other CAL FIRE programs to minimize input errors, the capability to generate reports from diverse user-defined datasets, and the ability to produce real-time dashboards tailored to user specifications.

In summary, CAL FIRE is in pursuit of an advanced software solution that not only addresses the immediate challenges posed by the increased scale of its aviation operations but also provides a scalable foundation for future growth and adaptability to evolving needs.

Objective ID: 1.1

Objective: Deployment of an efficient up-to-date program that has the ability to track CAL FIRE aircraft flight Information through automation, manually input, or through a combination of the two.

Metric: Reduction in time spent inputting flight information

Baseline: Currently, depending on the nature of query it can take an employee several hours to retrieve specific flight information

Target Result: Decrease the average time it takes to retrieve specific flight information to less than a minute. This improvement indicates increased operational efficiency, allowing staff to dedicate more time to other critical tasks.

Objective ID: 1.2

Objective: Increase Operational Efficiency

Metric: Reduction in time spend retrieving flight information

Baseline: Currently, depending on the nature of query it can take an employee several hours to retrieve specific flight information.

Target Result: Decrease the average time it takes to retrieve specific flight information to less than a minute. This improvement indicates increased operational efficiency, allowing staff to dedicate more time to other critical tasks.

TIP: Copy and paste or click the + button in the lower right corner to add Objectives as needed. Please number for reference.

TIP: Objectives should identify WHAT needs to be achieved or solved. Each objective should identify HOW the problem statement can be solved and must have a target result that is specific, measurable, attainable, realistic, and time-bound. Objective must cover the specific. Metric and Baseline must detail how the objective is measurable. Target Result needs to support the attainable, realistic, and time-bound requirements.

1.8   Project Management

1. **Project Management Risk Score: .7**

   (Attach a completed [Statewide Information Management Manual (SIMM) Section 45 Appendix A Project Management Risk Assessment Template](#) to the email submission.)

2. **Project Approval Lifecycle Completion and Project Execution Capacity Assessment**

   Does the proposal development or project execution anticipate sharing resources (state staff, vendors, consultants, or financial) with other priorities within the Agency/state entity (projects, PALs, or programmatic/technology workload)?

   Answer: No

   Does the Agency/state entity anticipate this proposal will result in the creation of new business processes or changes to existing business processes?

   Answer (No, New, Existing, or Both)**:** Both New and Existing Processes

1.9   Initial Complexity Assessment

1. **Business Complexity Score: 1.0**

   (Attach a completed [SIMM Section 45 Appendix C](#) to the email submission.)

2. **Noncompliance Issues:** (Indicate if your current operations include noncompliance issues and provide a narrative explaining how the business process is noncompliant.)

   Programmatic regulations: No

   HIPAA/CIIS/FTI/PII/PCI: No

   Security: No

   ADA: No

   Other: No

   Not Applicable: No

   Noncompliance Description: N/A

   Click or tap here to enter text.

3. **Additional Assessment Criteria**

   If there is an existing Privacy Threshold Assessment/Privacy Information Assessment, include it as an attachment to your email submission.

   How many locations and total users is the project anticipated to affect?

Number of locations: Statewide – 14 Air Bases and 11 Helitack Bases, 21 Units, 3 Regions, Aviation Management Unit, Tactical Air Operations, and Command & Control

Estimated Number of Transactions/Business Events (per cycle): Numerous

Approximate number of internal end-users: >400

Approximate number of external end-users: Numerous

1.10 Funding

Planning

1. Does the Agency/state entity anticipate requesting additional resources through a budget action to *complete planning* through the project approval lifecycle framework? No

    If Yes, when will a budget action be submitted to your Agency/DOF for planning dollars?

    Click or tap to enter a date.

2. Please provide the Funding Source(s) and dates funds for planning will be made available:

    No funds have been spent on planning for this project.

Project Implementation Funding

1. Has the funding source(s) been identified for *project implementation*? Yes

    If known, please provide the Funding Source(s) and dates funds for implementation will be made available:

    General Fund (Fund 001) - FY 2023-2024 - $1,400,000

    Federal Trust Fund (Fund 0890) - FY 2023 - $508,350
    (Project Number: 23-35409206-IIJA-002)

    Will a budget action be submitted to your Agency/DOF? No

    > If "Yes" is selected, specify when this BCP will be submitted: Click or tap here to enter text.

    Will you be requesting funds from the Technology Modernization Fund (TMF)? No

    > If "Yes" is selected, have you completed the TMF Application online? Choose Yes or No.

2. Please provide a rough order of magnitude (ROM) estimate as to the total cost of the project: Less than $5 Million

End of agency/state entity document.

Please ensure ADA compliance before submitting this document to CDT.

When ready, submit Stage 1 and all attachments in an email to ProjectOversight@state.ca.gov.

Department of Technology Use Only

Original "New Submission" Date: 4/25/2024

Form Received Date: 4/25/2024

Form Accepted Date: 4/25/2024

Form Status: Completed

Form Status Date: 4/25/2024

Form Disposition: Approved

    If Other, specify: Click or tap here to enter text.

Form Disposition Date: 4/25/2024

Department of Technology Project Number (0000-000): 3540-046