Stage 4 Project Readiness and Approval

California Department of Technology, SIMM 19 D.2 (Rev. 3.0.8, 2/28/2022)

4.1 General Information

1. **Agency or State Entity Name:** 3940 - Water Resources Control Board, State

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

   Click or tap here to enter text.

2. **Proposal Name:** Updating Water Rights Data for California (UPWARD)

3. **Department of Technology Project Number (0000-000): 3940-104**

4. **S4PRA Version Number:** Version 2

5. **CDT Billing Case Number:** 6wx

   Don't have a Case Number? Click here to get one.

4.2 Submittal Information

1. **Contact Information**

   Contact Name: Cheryl Holden

   Contact Email: Cheryl.Holden@waterboards.ca.gov

   Contact Phone: 916-327-0003

2. **Submission Type:** Updated Submission (Pre-Approval)

   If Withdraw, select Reason: Choose an item.

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

   Sections Changed if an updated or resubmission (List all the sections that have changed.)

   4.9 Primary Solicitation Results

   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 Final **Procurement Assessment Form** to your email submission.

5. **Conditions from Stage 3 Approval** (Enter any conditions from the Stage 3 Solution Analysis approval letter issued by CDT):

   None

4.3   Contract Management

The Contract Manager must be a State Employee and should not be the Project Manager. Please complete the questions below in reference to the **primary solicitation**.

Is the Contract Management Plan complete, approved by the designated Agency/state entity authority, and available for the Department of Technology to review? **Choose**: 'Yes,' 'No,' or 'Not Applicable.' If 'No' or 'Not Applicable,' provide the artifact status in the space provided.

1. **Contract Management Plan (Approved):** Yes

   Status: Click or tap here to enter text.

2. **Has the role of Contract Manager been assigned, and has the Contract Manager reviewed and gained an understanding of the scope, activities, tasks, and deliverables of the contract?** Yes

   If "No," briefly explain below why both have not been accomplished:

   Click or tap here to enter text.

3. **Does the assigned Contract Manager understand the processes for post-award contract activities, including contract amendments, contract work authorizations, terms and conditions, and contract escalation/resolution?** Yes

   If "No," briefly explain below why this has not been accomplished:

   Click or tap here to enter text.

4. **Has a post-award kickoff meeting between the Contract Manager and state project team members been scheduled to align state and contractor expectations related to contract, budget, invoicing, requirements review, and contractor incentives?** Yes

   If "No," briefly explain below why this has not been accomplished:

   Click or tap here to enter text.

5. **Does the Contract Manager understand the Agency/state entity and federal processes, policy, and applicable procedures?** Yes

   If "No," briefly explain below why this has not been accomplished:

   Click or tap here to enter text.

6. **Does the Contract Manager have a plan to collect and assess contractor and project performance information on a regular basis (e.g., establish meetings with Project Managers, communication techniques)?** Yes

    If "No," briefly explain below why this has not been accomplished:

    Click or tap here to enter text.

4.4   Organizational Readiness

Is the Implementation Management Plan draft complete, approved by the designated Agency/state entity authority, and available for the Department of Technology to review? **Choose**: 'Yes,' 'No,' or 'Not Applicable.' If 'No' or 'Not Applicable,' provide the artifact status in the space provided.

1. **Implementation Management Plan (Draft):** Yes

    Status: Click or tap here to enter text.

2. **Does the Agency/state entity currently have a mature release management process with a repeatable and scalable testing methodology that supports all stages of testing (system, integration, security, performance, interfaces, regression, user acceptance, and accessibility)?** Yes

    If "No," briefly describe below the release management process that will be used to manage, plan, schedule, and control a software release through the different phases and environments, including testing and deploying software releases:

    Click or tap here to enter text.

3. **Does the project team have a clear understanding of the areas of business (identified in Stage 1) that will be impacted by the project?** Yes

    If "No," briefly explain below how the Agency/state entity plans to educate the project team to ensure all members have a clear understanding of the impacted business areas by the project:

    Click or tap here to enter text.

4. **Does the Agency/state entity have processes and methodologies in place to support Organizational Change Management (OCM) activities identified in Stage 2, Section 2.9 Organizational Change Management?** Yes

    If "No," briefly describe below how the Agency/state entity will perform OCM activities for this proposal:

    Click or tap here to enter text.

5. **Does the Agency/state entity have dedicated knowledge transfer resources assigned to business process improvement or business process reengineering activities resulting from the new solution?** Yes

    If "Yes," specify the areas of business process improvement:

    Click or tap here to enter text.

If "No," briefly explain below how the Agency/state entity will perform business process improvement or business process reengineering activities resulting from the new solution:

Click or tap here to enter text.

6. **Attach** Updated Project Organization Chart to your email submission.

4.5   Project Readiness

1. **Select the system development methodology you plan to use to design and develop the new system: Hybrid**

    Provide a brief description of your methodology and reason for selecting it below:

    This project was a challenge-based procurement. Mid-level and nonfunctional requirements were developed in Stage 2. These will be further elaborated and defined into user stories as design and development will be Agile methodology.

    Describe below the Agency/state entity's past project experience using the system development methodology selected. If this methodology has never been used before, describe the training and staff development that will be provided to prepare staff to utilize this methodology.

    The project team is well trained and has developed multiple projects in Agile.

2. **Has the Agency/state entity engaged the Office of Technology Services (OTech) for capacity planning and the development of the solution delivery timeline? Yes**

    If "No," and data center capacity planning and alignment services are needed, explain below the reason OTech has not been engaged and what is the alternative plan:

    Click or tap here to enter text.

3. **Have resource commitments been obtained for all those identified in the Resource Management Plan?** Yes

    If "No," explain below why commitments have not been obtained and the plan to mitigate this risk:

    Click or tap here to enter text.

4. **Does the Resource Management Plan ensure resources are sufficiently committed to perform project activities if they are also committed to other responsibilities?** Yes

    If "No," explain below how sufficient resource levels will be maintained for all project activities:

    Click or tap here to enter text.

5. **Have all identified project leads received at a minimum basic project management training?** Yes

    If "No," explain how the Agency/state entity will educate the project team leads on project management basics:

Click or tap here to enter text.

4.6 Business Objective Valuation

1. **Attach** the Requirements/Backlog Baseline and/or Deliverables Baseline to your email submission.

2. **Insert your Objectives (ID, Objective, Metric, Baseline, and Target Result) from Stage 1 Section 1.7, along with changes and reason for changes, and assign a percent score value to each. The total of all scores should be 100%.**

   Objective ID: 1.1

   Objective: Develop a geospatial water rights data management system that integrates point of diversion, place of use, and reported volumetric data.

   Change and Reason for Change from Stage 1: No change

   Metric: A map-driven interface with integrated points of diversion, place of use, and volume data associated to parcels and other geospatial identifiers.

   Baseline: Existing water rights data systems

   Target Result: By 2023, replace existing legacy reporting software with GIS-centric web applications to collect and manage millions of water rights geodata points/polygons and associated regulatory reporting data.

   Valuation: 25%

   Objective ID: 2.1

   Objective: Greater accuracy of reported data, better QA/QC protocols that reduce error.

   Change and Reason for Change from Stage 1: No change

   Metric: Accuracy of reported data

   Baseline: Accuracy of reported data is less than 60 percent.

   Target Result: By 2022, have a functioning reference data architecture and data quality control policy to ensure data are collected in useful and accurate ways.

   Valuation: 25%

   Objective ID: 3.1

   Objective: Provide platform or structure for stakeholders to identify, track, and review water transfers.

   Change and Reason for Change from Stage 1: No change

   Metric: Number of transfers in the system, volume of water per transfer, locations

   Baseline: None at present

Target Result: By 2025, have a public facing ledger and map of water rights and transfers to support water markets and improve strategic water measurement.

Valuation: 25%

Objective ID: 4.1

Objective: Digitize paper water right records and attach to geospatial information such as point of diversion and/or place of use.

Change and Reason for Change from Stage 1: No change

Metric: Availability of digitized water right records

Baseline: None are currently digitized

Target Result: 100 percent digitization within 5 years of funding/implementation

Valuation: 25%

TIP: Copy and paste or click the + in the lower right corner of the above seven fields to add multiple objectives.

4.7   Schedule Baseline

1. **Schedule Summary**

   Project Execution Start Dates

   Proposed Project Start Date (from most recently approved schedule/roadmap): 1/31/2023

   Baseline Project Start Date: 1/17/2023

   Variance: 2 weeks

   Project End Dates

   Proposed Project Finish Date (from most recently approved schedule/roadmap): 9/2/2024

   Baseline Project Finish Date: 9/30/2024

   Variance: None

2. **Reason(s) for Variances**

   Provide reasons for any date variances: The start date was delayed allowing additional time for project review and approval.

3. **Master Schedule and Key Milestones**

   Attach Master Schedule with highlighted Key Milestones to your email submission.

4.8 Cost Baseline

Is the Cost Management Plan complete, approved by the designated Agency/state entity authority, and available for the Department of Technology to review? **Choose**: 'Yes,' 'No,' or 'Not Applicable.' If 'No' or 'Not Applicable,' provide the artifact status in the space provided.

1. **Cost Management Plan (Approved):** Yes

    Status: Click or tap here to enter text.

2. **Cost Summary**

    Total Planning Cost (One-Time)

    Estimated Proposed Cost: (from most recently approved FAW): $9,955,996

    Baseline Cost: $9,955,996

    Variance: 0

    Total Project Cost (One-Time)

    Estimated Proposed Cost: (from most recently approved FAW): $41,449,449

    Baseline Cost: $41,449,449

    Variance: 0

    Total Future Operations IT Staff and OE&E Cost (Continuing)

    Estimated Proposed Cost: (from most recently approved FAW): $10,994,472

    Baseline Cost: $10,994,472

    Variance: 0

    Total Cost

    Estimated Proposed Cost (from most recently approved FAW): $62,399,917

    Baseline Cost: $62,399,917

    Variance: 0

    Annual Future Operations IT Costs (Annual M&O)

    Estimated Proposed Cost (from most recently approved FAW): $6,290,659

    Baseline Cost: $6,290,659

    Variance: 0

    TIP: Baseline costs should match the submitted Financial Analysis Worksheet for Stage 4.

3. **Reason(s) for Variances**

    Provide reasons for any cost variances: None

4. **Budget Change Proposal (BCP) Summary**

Budget Request ID: Various Water Resilience and Drought Package

Budget Request Year (0000-00): FY21-22

Requested Amount (specific to the project): $1M

Status: Supported

Budget Bill Language (if supported): Click or tap here to enter text.

Budget Request ID: 3940-005-0001

Budget Request Year (0000-00): FY 21-22

Requested Amount (specific to the project): $31M

Status: Supported

Budget Bill Language (if supported): Click or tap here to enter text.

Budget Request ID: 3940-031-BCP2023-GB

Budget Request Year (0000-00): FY22/23

Requested Amount (specific to the project): $31.5M

Status: Pending

Budget Bill Language (if supported): Click or tap here to enter text.

TIP: Copy and paste or click the + button in the lower right corner to add BCPs as needed (e.g., Planning and Project related).

5. **Financial Analysis Worksheets (Baseline)**

Attach Final FAWs to your email submission.

4.9   Primary Solicitation Results

1. **Attach** the approved Evaluation and Selection Report for the primary solicitation to your email submission.

2. **Attach** the proposed contract resulting from the primary solicitation to your email submission.

3. **Was one of the viable solutions in Stage 2 selected for final contract award?** Yes

    If "No", please describe:

    Click or tap here to enter text.

4. **Selected Vendor Name: Deloitte Consulting LLP**

5. **Contract Number: 22-040-280**

    a. Contract Start Date: 2/28/2023

b. Contract End Date: 3/31/2025

6. **Total Contract Cost (without optional years): $17,804,095**

   a. Optional Years (Number of Months): 3 (36)

7. **Total Cost of Optional Years: $23,853,508**

8. **Total Contract Cost (with optional years): $41,657,604**

Are the following Project Management Plan Drafts approved by the designated Agency/state entity authority and available for the Department of Technology to review? **Choose**: 'Yes,' 'No,' or 'Not Applicable.' If 'No' or 'Not Applicable,' provide the artifact status in the space provided. These plans may be completed with the selected primary vendor.

1. **Configuration Management Plan (Draft):** Yes

   Status: Click or tap here to enter text.

2. **Data Management Plan (Draft):** Yes

   Status: Click or tap here to enter text.

3. **Maintenance and Operations Transition Management Plan (Draft):** Yes

   Status: Click or tap here to enter text.

4.10 Risk Register

Attach Risk Register to your email submission.

End of Stage 4 Project Readiness and Approval Document.

Please ensure ADA compliance before submitting this document to CDT.

When ready, submit Stage 4 and all attachments in an email to ProjectOversight@state.ca.gov.

TIP: Use the Gate 4 Project Readiness and Approval Evaluation Scorecard (SIMM Section 19-D) as an internal tool to ensure a quality submission.

Department of Technology Use Only

Original "New Submission" Date: 12/21/2022

Form Received Date: 1/5/2023

Form Accepted Date: 1/5/2023

Form Status: Completed

Form Status Date: 1/10/2023

Form Disposition: Approved

Form Disposition Date: 1/10/2023