



Stage 1 Business Analysis

California Department of Technology, SIMM 19A.2 (Rev. 2.4), Revised 4/2/2018

1.1 General Information

Agency or State Entity Name:	Department of Motor Vehicles
Organization Code:	2740
Proposal Name:	State-to-State Verification Service (S2S)
Proposal Description:	The California Department of Motor Vehicles (DMV) proposes to implement the State-to-State Verification Service (S2S) program. This program would enable DMV to limit a driver's license or identification (DL/ID) card applicant to possessing only one REAL ID compliant or federal non-compliant (FNC) DL/ID card nationwide. The program would also enable DMV to share information with other participating states on all State issued DL/ID cards and to send requests to other States to terminate a DL/ID card. These processes would be performed electronically through the S2S program.
When do you want to start this project?:	1/31/2022
Department of Technology Project Number:	2740-229

1.2 Submittal Information

Contact Information:	
Contact First Name	Contact Last Name
Charles	Erickson
Contact Email	Contact Phone Number
Charles.Erickson@dmv.ca.gov	916-657-5691
Submission Date:	10/14/2020
Version Number:	1.1
Project Approval Executive Transmittal	
Attachment:	See Attachment

1.3 Business Sponsorship

Executive Sponsors			
Title	First Name	Last Name	Business Program Area
Deputy Director	Kari	Johnson	Licensing Operations Division (LOD)
Select + to add additional Executive Sponsors			
Business Owners			
Title	First Name	Last Name	Business Program Area
Branch Chief	Kristin	Triepke	LOD Program and Policy Development Branch
Select + to add additional Business Owners			

Program Background and Context
The California Department of Motor Vehicles (DMV) is responsible for providing secure licensing to enhance traffic safety and consumer protection through the delivery of trusted products and services. The DMV is responsible for the DL security, establishing identity to obtain DL/ID cards,



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security and compliance with federal standards for the issuance of DL/ID cards. One of the most recent and significant federal programs that the department has implemented is the REAL ID Act of 2005. The federal REAL ID Act was passed by Congress in response to the events of 9/11. Under the REAL ID Act, the department and other states must meet requirements set by the U.S. Department of Homeland Security (DHS) for its DL/ID cards to be federally compliant beginning October 1, 2020, if they will be used to board a domestic flight or visit a military base or certain federal facilities. As a result of the COVID-19 pandemic, DHS extended the REAL ID enforcement date to October 1, 2021. California began issuing REAL ID compliant DL/ID cards on January 22, 2018, and DHS officially deemed California REAL ID compliant as of May 2, 2019. As of September 25, 2018, the American Association of Motor Vehicle Administrators (AAMVA) accepted California into the S2S program and the implementation will ensure California's compliance with REAL ID Act. DMV has until October 2022, to put all of the necessary infrastructure in place so DMV can begin processing DL/ID transactions through the S2S program. As of January 1, 2019, California has an estimated 34 million DL/ID card holders that will need to be added to AAMVA's State Pointer Exchange Services (SPEXS) Central Site.

1.4 Stakeholders

Key Stakeholders

Org. Name #1	Name	
Licensing Operations Division	Kari Johnson	
Internal or External?	☒ Internal ☐ External	
When is the Stakeholder impacted?		
Input to Business Process	During the Business Process	Output of the Business Process
☒	☒	☒
How are Stakeholders impacted?		
LOD will lead project activities including development of project scope, contract development, and ongoing program maintenance. LOD will be impacted from a resource (time/staff/budget) perspective.		
How will the Stakeholders participate in the project?		
LOD will oversee project efforts, facilitate change management, obtained required resources, review procurement documents, ensure contractor meets obligations, ensure buy-in among project stakeholders, and mitigate/resolve issues to ensure successful implementation.		
Org. Name #2	Name	
Licensing Operations Division	Staff Services Branch (SSB)	
Internal or External?	☒ Internal ☐ External	
When is the Stakeholder impacted?		
Input to Business Process	During the Business Process	Output of the Business Process
☒	☒	☐
How are Stakeholders impacted?		
SSB provides input on the LOD fiscal analysis of the program and will be impacted in terms of time and resources.		
How will the Stakeholders participate in the project?		
SSB will manage LOD's budget, contracts, grants, procurements, and other fiscal requirements.		
Org. Name #3	Name	
Licensing Operations Division	Drivers License Branch (DLB)	
Internal or External?	☒ Internal ☐ External	
When is the Stakeholder impacted?		



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Input to Business Process	During the Business Process	Output of the Business Process
☒	☒	☒
How are Stakeholders impacted?		
DLB provides the operational functionalities of the program and will be impacted in terms of time and resources.		
How will the Stakeholders participate in the project?		
DLB will be responsible for processes that involve verifying pointer information, resolving data inconsistencies, error processing, and duplicate pointer resolution. Processing may include updating driver records, updating the SPEXS Central Site, and contacting other states.		
Org. Name #4	Name	
Information Systems Division (ISD)	Rico Rubiono	
Internal or External?	☒ Internal ☐ External	
When is the Stakeholder impacted?		
Input to Business Process	During the Business Process	Output of the Business Process
☒	☒	☒
How are Stakeholders impacted?		
ISD provides input on technology strategy and will be impacted in terms of time and resources. Provides support to the current system and advises on business needs and requirements for the new solution.		
How will the Stakeholders participate in the project?		
ISD staff will provide the technical expertise, knowledge, and input to assist in the security evaluation, technical solution and project management. ISD will provide Project Manager services to lead and manage the solution development, implementation and maintenance activities. Chief Information Officer (CIO), Chief Information Security Officer (CISO), and Enterprise Architecture (EA) will ensure secure network communications, enterprise technology approach, and ensure State IT standards are met.		
The Chief Information Security Officer (CISO) and security staff will review the project and proposed system for NIST-800-53, SAM and SIMM control compliance and identify any risks to the DMV and customer data. The CISO will work with project stakeholders to ensure proper risk treatment is performed and authorization to operate is established prior to completion of the project.		
Org. Name #5	Name	
Field Operations Division (FOD)	Coleen Solomon	
Internal or External?	☒ Internal ☐ External	
When is the Stakeholder impacted?		
Input to Business Process	During the Business Process	Output of the Business Process
☒	☒	☒
How are Stakeholders impacted?		
S2S verification may involve changes to how staff verify DL/ID transactions at DMV field offices throughout California. Staff will require training on any revised or new procedures.		
How will the Stakeholders participate in the project?		
FOD will provide input/vet process changes, participate in user acceptance testing, assist other divisions with the development of memorandums, and provide feedback on the scope of training/training materials.		
Org. Name #6	Name	
Executive Division – Enterprise Risk &	Tamma Adamek	



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Performance Office (ERPO)		
Internal or External? ☒ Internal ☐ External		
When is the Stakeholder impacted?		
Input to Business Process	During the Business Process	Output of the Business Process
☒	☒	☐
How are Stakeholders impacted?		
Enterprise Risk Performance Office (ERPO) will support project efforts by navigating the California Department of Technology's Project Approval Lifecycle (PAL) process and independent Project Oversight services requirements. ERPO Privacy Protection Office (PPO) ensures DMV is in alignment with state privacy laws and policies. ERPO also coordinates DMV's organizational change management (OCM) efforts. Staff will be impacted from a resource (time/staff/budget) perspective. These areas will be affected as the stabilization solutions may require each of those areas to modify its processes, procedures and controls. Staff may require training on any new functions and procedures.		
How will the Stakeholders participate in the project?		
ERPO will assign resources for project efforts, including DMV PAL and Project Oversight analysts, Privacy Office, and OCM support. ERPO will ensure that DMV establishes appropriate and reasonable administrative, technical, and physical safeguards to ensure compliance with the provisions of the Information Practices Act of 1977, SAM and SIMM. PPO conducts privacy threshold analysis and privacy impact assessments on new and existing solutions that collect personal information. Through DMV's enterprise-wide change network, ERPO ensures internal buy-in as the solutions are deployed.		
Org. Name #7	Name	
Administrative Services Division (ASD)	Robbie Crockett	
Internal or External?	☒ Internal ☐ External	
When is the Stakeholder impacted?		
Input to Business Process	During the Business Process	Output of the Business Process
☒	☒	☐
How are Stakeholders impacted?		
Business Management Branch (BMB): Conducts procurement activities to secure new contract. Ensures that procurement is conducted in accordance with the procurement rules and regulations. Budgets & Fiscal Analysis Branch (BFAB): Oversees the project budget. Financial Services Branch (FSB): Responsible for payment to the contractor.		
How will the Stakeholders participate in the project?		
ASD will establish a fiscal budget to help the department allocate the necessary funds for the S2S project to ensure there is enough resources assigned to this project effort. ASD staff may need to attend some of the daily standup meetings with the business and IT teams to better understand the full scope of the project, weekly status meetings that include the business and IT teams, business management, quality assurance and project management, and monthly meetings to keep upper management informed of ongoing progress and potential obstacles.		
Org. Name #8	Name	
Customer Services Division (CSD)	Sonia Huestis	
Internal or External?	☒ Internal ☐ External	
When is the Stakeholder impacted?		



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Input to Business Process	During the Business Process	Output of the Business Process
☒	☒	☒
How are Stakeholders impacted?		
The Information Services Branch (ISB) ensures CSD staff have access to necessary systems and applications needed for DL/ID transaction. Customer Information Branch (CIB) provides information to external customers regarding VR and DL via telephone and live chat. The CSD Help Desk provides production/system validation, and relays policy and procedure related questions to field offices, BPAs, HQ units, Contact Centers and AAA. Digital Information Branch (DIB) oversees vehicle and driver license applications via the web and self service kiosks (SSK). DIB provides communications and services to DMV employees, business partners, and the public through the DMV Website information and online services, along with publications, and translation services in more than 33 languages for digital and print media. The Justice and Government Liaison Branch (JAG) provides government agencies with training on how to read DL/VR records, performs outreach, accesses the Information Access Control (IAC) to provide court and parking toll applications, and updates the court warrant table. S2S may involve changes to how staff obtain and process data for DL/ID activities and may require staff training on new processes.		
How will the Stakeholders participate in the project?		
These areas will participate by being involved in defining their requirements, provide input and vet process changes, publication releases, and training. Participate in user acceptances testing.		
Org. Name #9	Name	
Investigations Division (INV)	Thomas Wilson	
Internal or External?	☒ Internal ☐ External	
When is the Stakeholder impacted?		
Input to Business Process	During the Business Process	Output of the Business Process
☒	☒	☒
How are Stakeholders impacted?		
INV is responsible for the integrity and security of the Department's database and documents. The Division conducts investigations involving the submission of fraudulent documents and identity theft allegations. The S2S system may have an impact on INV's ability to conduct licensing fraud and identity theft complaints.		
How will the Stakeholders participate in the project?		
INV can provide subject matter experts (SME) that may assist in identifying current processes and future operational needs related to INV programs.		
Org. Name #10	Name	
American Association of Motor Vehicle Administrators (AAMVA)	Anne Ferro	
Internal or External?	☐ Internal ☒ External	
When is the Stakeholder impacted?		
Input to Business Process	During the Business Process	Output of the Business Process
☒	☒	☒



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How are Stakeholders impacted?

AAMVA is responsible for maintaining the S2S service. Additionally, AAMVA is the operator of SPEXS, supports the telecommunications network used by SPEXS, and provides help desk support. Lastly, AAMVA conducts "structured testing" of software used by the states to interact with SPEXS. During testing, AAMVA validates the content and format of all messages sent by the states comply with the system specifications.

How will the Stakeholders participate in the project?

Assigns appropriate AAMVA staff to assist DMV to connect with State to State verification system and perform instant query.

Select + to add additional Stakeholders

1.5 Business Program

Org. Name #1	Name
Licensing Operations Division	Program and Policy Development (PPD)

When is the unit impacted?

Input to the Business Process	During the Business Process	Output of the Business Process
☒	☒	☒

How is the business program unit impacted?

PPD provides input and implements the business functions of the program and will be impacted in terms of time and resources.

How will the business program participate in the project?

PPD will lead project activities including development of the programming request, business requirements document, memos, and training. PPD staff will coordinate and ensure the policies and procedures are developed and implemented, perform reconciliation of reports, reviews business flows proposed by the stakeholders, and perform user acceptance testing.

Select + to add additional Business Programs

1.6 Business Alignment

Business Driver(s)

Financial Benefit

Increased Revenue	Cost Savings	Cost Avoidance	Cost Recovery
☐	☐	☒	☐

Mandate(s)

State	Federal
☐	☐

Improvement

Better Services to Citizens	Efficiencies to Program Operations	Improved Health and/or Human Safety	Technology Refresh
☒	☒	☒	☐

Security

Improved Information Security	Improved Business Continuity	Improved Technology Recovery	Technology End of Life
☒	☒	☐	☐

Strategic Business Alignment

Strategic Plan Last Updated?	8/1/2016
Strategic Business Goal	Alignment



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Eliminate fraud	Enhance DMV's awareness and knowledge of fraud and implement measures to detect, investigate, and eliminate fraud to protect consumers and maintain the highest public trust. Additionally, S2S can eliminate fraud in instances where CDL holders or non-CDL holders also hold a DL issued by another state in contravention of state law prohibitions.
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Strategic Business Goal	Alignment
Equip our employees with tools to meet DMV's current and future responsibilities.	Create a technology system to improve identity management by limiting a person to one DL/one REAL ID credential, improve integrity of credentials issued by participating states, and improve Homeland Security and highway safety.

Select + to add additional Business Goals and Alignment

Executive Summary of the Business Problem or Opportunity

The REAL ID Act of 2005 includes new requirements for driver licensing agencies to abide by in order to remain compliant with the REAL ID Act. One of the suggested best practices is the enrollment of the S2S program. According to REAL ID federal regulations, 6 CFR § 37.29 states:

- (a) An individual may hold only one REAL ID card. An individual cannot hold a REAL ID driver's license and a REAL ID identification card simultaneously. Nothing shall preclude an individual from holding a REAL ID card and a non-REAL ID card unless prohibited by his or her State.
- (b) Prior to issuing a REAL ID driver's license,
 - (1) A State must check with all other States to determine if the applicant currently holds a driver's license or REAL ID identification card in another State.
 - (2) If the State receives confirmation that the individual holds a driver's license in another State, or possesses a REAL ID identification card in another State, the receiving State must take measures to confirm that the person has terminated or is terminating the driver's license or REAL ID identification card issued by the prior State pursuant to State law, regulation or procedure.
- (c) Prior to issuing a REAL ID identification card,
 - (1) A State must check with all other States to determine if the applicant currently holds a REAL ID driver's license or identification card in another State.
 - (2) If the State receives confirmation that the individual holds a REAL ID card in another State, the receiving State must take measures to confirm that the person has terminated or is terminating the REAL ID driver's license or identification card issued by the prior State pursuant to State law, regulation or procedure.

Every state in the United States has a law that restricts a person from holding more than one DL card. These laws have existed for many years and states have relied upon an applicant's self-attestation when signing their DL/ID card application. With no ability to verify information (beyond what an individual voluntarily offers a licensing agency), there has not been a mechanism to confirm a person's identity and their driving history. To remedy this, states can enroll in S2S: an electronic tool that allows states to determine whether an applicant already holds a DL/ID card in another state.

S2S is an AAMVA-approved program that is governed by the AAMVA State to State Governance Committee composed of all participating states. The Governance Committee is in charge of the



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development of the system requirements, the definition and enforcement of compliance as well as the oversight of the operational and financial aspects of the service.

S2S will allow California to electronically verify if a person holds a DL/ID card in another participating state. By doing so, this will allow California to limit a DL/ID card applicant to only possessing one REAL ID compliant or FNC DL/ID card nationwide, provide and receive information on all state-issued DL/ID cards, and send a request to other state driver licensing agencies to cancel a DL/ID card, upon issuance in California. As of July 6, 2020, a total of 28 states (55%) participate in S2S.

By implementing S2S, this would ensure California DMV is in compliance with the REAL ID Act. For those states (i.e. states choosing to comply with REAL ID), DHS has indicated a requirement to implement a system for sharing information on issued REAL ID credentials. Although participation in S2S is not required, S2S is the only system available to aid the state with REAL ID compliance. The Congressional Act requires states participating in REAL ID to ensure that a person holds only one REAL ID credential. S2S is the most effective means for states to comply with this federal requirement. In addition, the law and regulations governing REAL ID include requirements for state licensing agencies to connect their databases in a way that improves identity security as part of the licensing issuance process.

Additionally, S2S leverages the existing pointer system that allows state driver licensing agencies to “talk” to each other through a third-party proprietary technology platform, known as Commercial Driver Licensing Information System (CDLIS). S2S extends this platform beyond commercial drivers to all DL/ID card holders to empower states to check with each other when issuing non-commercial DL/ID cards. AAMVA supports both Unified Network Interface/AAMVA Message Interchange Envelope (UNI/AMIE) and Web Services platform, which provides DMV with an opportunity to implement S2S utilizing the existing CDLIS platform (AMIE) or a new platform, such as Web Services using the National Information Exchange Model (NIEM).

Benefits for S2S participants include improved customer service, fighting and reducing identity fraud, process efficiency through increased automation of manual processes, and improved highway safety by identifying and eliminating duplicate driver licenses.

Business Problem or Opportunity and Objectives Table

Problem ID	Problems/Opportunities
1.0	Currently, California DMV technicians are unable to determine if an applicant holds a REAL ID compliant or a FNC DL/ID card in another state. This can allow applicants to hold multiple DL/ID cards, which may lead to fraudulent activities.
Objective ID	1.1
Objectives	Create a process that allows California DMV technicians to perform an instant query to AAMVA S2S database to determine if the REAL ID/FNC DL/ID card applicant holds a out-of-state DL/ID card and if so, sends the other state a request to terminate the out-of-state DL/ID card by project completion.
Metric	Percentage of REAL ID/FNC DL/ID card applicants verified against AAMVA S2S database to ensure the applicant holds only one DL/ID card.
Baseline	0%
Target	100% of all REAL ID/FNC DL/ID card applicants are verified with AAMVA S2S database by project completion.



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Measurement Method	AAMVA and/or DMV system reports
Objective ID	1.2
Objectives	Ability to electronically transfer applicable California REAL ID/FNC DL/ID card holders data to S2S database; thereby, allowing other states participating in S2S program access to the data by project completion.
Metric	Percentage of applicable California REAL ID/FNC DL/ID card holders data transmitted to AAMVA.
Baseline	0%
Target	100% of applicable California REAL ID/FNC DL/ID card holders data is transmitted to AAMVA.
Measurement Method	AAMVA and/or DMV system reports

Select + to add additional Objectives

Select + to add additional Problems

Project Approval Lifecycle Completion and Project Execution Capacity Assessment

1. 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)?

☒ Yes ☐ No ☐ Clear

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

☐ No ☐ New Processes ☐ Existing Processes ☒ Both New and Existing ☐ Clear

1.7 Project Management

Project Management Risk Score:	1.2
Attach completed Statewide Information Management Manual (SIMM) Section 45 Appendix A:	See Attachment

Existing Data Governance and Data

1. Does the Agency/state entity have an established data governance body with well-defined roles and responsibilities to support data governance activities? If an existing data governance org chart is used, please attach.	☐ Unknown ☐ Yes ☒ No ☐ Clear	If applicable, include the data governance org chart as an attachment to your email submission.
2. Does the Agency/state entity have data governance policies (data policies, data standards, etc.) formally defined, documented, and implemented? If yes, please attach the existing data governance plan, policies or IT standards used.	☐ Unknown ☐ Yes ☒ No ☐ Clear	If applicable, include the data governance policies as an attachment to your email submission.
3. Does the Agency/state entity have data security policies, standards, controls, and procedures formally defined, documented, and implemented? If yes, please attach the existing documented security policies, standards, and controls used.	☐ Unknown ☒ Yes	See Attachment



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	☐ No ☐ Clear	
4. Does the Agency/state entity have user accessibility policies, standards, controls, and procedures formally defined, documented, and implemented? If yes, please attach the existing documented policies, accessibility governance plan, and standards used, or provide additional information below.	☐ Unknown ☒ Yes ☐ No ☐ Clear	See Attachment
5. Do you have existing data that you are going to want to access in your new solution?	☒ Unknown ☐ Yes ☐ No ☐ Clear	If applicable, include the data migration plan as an attachment to your email submission.
6. If data migration is required, please rate the quality of the data.	No information available	

1.8 Criticality Assessment

Business Criticality

Legislative Mandates:	N/A ☒	
Bill Number(s)/Code(s):		
Language that includes system relevant requirements:		
Business Complexity Score	2.2	See Attachment

Noncompliance Issues

Indicate if your current operations include noncompliance issues and provide a narrative explaining the how the business process is noncompliant.

Programmatic Regulations	HIPPA/CJIS/FTI/PII/PCI	Security	ADA	Other	N/A
☐	☐	☐	☐	☐	☒

1. What is the proposed project start date?	1/31/2022
2. Is this proposal anticipated to have high public visibility?	☒ Yes ☐ No ☐ Clear

If "Yes," please identify the dynamics of the anticipated high visibility below:

DMV provides identification services to the public and verifies the identity of licensed drivers and ID card holders. Law enforcement, other government agencies, and numerous other stakeholders rely on the integrity of the DL/ID card in conducting their daily business. Due to the profound impact the REAL ID Act and S2S will have and continues to have on the nation, California DMV expects this project will garner tremendous attention from the media, other states, AAMVA, and legislators as they look to see how California DMV is handling the electronic verification of whether an applicant already holds a DL/ID card in another state.

3. If there is an existing Privacy Information Assessment, include as an attachment to your email submission.	
4. Does this proposal affect business program staff located in multiple geographic locations?	☒ Yes ☐ No ☐ Clear



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If "Yes," provide an overview of the geographic dynamics below and enter the specific information in the space provided.

This proposal affects staff in multiple geographic locations. The majority of DL/ID applications are processed at the 172 field office locations that are open to the public throughout the state. In addition to the local field offices, there are approximately 200-300 staff at Headquarters that will be affected by this project, including, but not limited to, Driver License Automation Development, CSD Help Desk, and Issuance.

City	State	Number of Locations	Approximate Number of Staff
Statewide	CA	172 field offices	6,122
Sacramento HQ	CA	Multiple HQ Units	300

Select + to add Locations

1.9 Funding

- | | |
|--|---|
| 1. Does the Agency/state entity anticipate requesting additional resources through a budget action to complete the project approval lifecycle? | ☒ Yes ☐ No ☐ Clear |
| 2. Will the state possibly incur a financial sanction or penalty if this proposal is not implemented? If yes, please identify the financial impact to the state below: | ☐ Yes ☒ No ☐ Clear |
| 3. Has the funding source(s) been identified for this proposal? | ☒ Yes ☐ No ☐ Clear |

FUNDING SOURCE		FUND AVAILABILITY DATE
General Fund	☐	Date Picker
Special Fund	☒	7/2/2021
Federal Fund	☐	Date Picker
Reimbursement	☐	Date Picker
Bond Fund	☐	Date Picker
Other Fund	☐	Date Picker
If "Other Fund" is checked, specify the funding:		Funding request will be included in the proposed DMV Operational Improvements BCP for FY 2021/22 and ongoing.

1.10 Reportability Assessment

- | | |
|---|---|
| 1. Does the Agency/state entity's IT activity meet the definition of an IT Project found in the State administrative Manual (SAM) Section 4819.2?
If "No," this initiative is not an IT project and is not required to complete the Project Approval Lifecycle. | ☒ Yes ☐ No ☐ Clear |
| 2. Does the activity meet the definition of Maintenance or Operations found in SAM Section 4819.2?

If "Yes," this initiative is not required to complete the Project Approval Lifecycle. Please report this workload on the Agency Portfolio Report. And provide an explanation below. | ☐ Yes ☒ No ☐ Clear |



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3. Has the project/effort been previously approved and considered an ongoing IT activity identified in SAM Section 4819.2, 4819.40? If "Yes," this initiative is not required to complete the Project Approval Lifecycle. Please report this workload on the Agency Portfolio Report.	☐ Yes ☒ No ☐ Clear
4. Is the project directly associated with any of the following as defined by SAM Section 4812.32? Single-function process-control systems; analog data collection devices, or telemetry systems; telecommunications equipment used exclusively for voice communications; Voice Over Internet Protocol (VOIP) phone systems; acquisition of printers, scanners and copiers. If "Yes," this initiative is not required to complete the Project Approval Lifecycle. Please report this workload on the Agency Portfolio Report.	☐ Yes ☒ No ☐ Clear
5. Is the primary objective of the project to acquire desktop and mobile computing commodities as defined by SAM Section 4819.34, 4989? If "Yes," this initiative is a non-reportable project. Approval of the Project Approval Lifecycle is delegated to the head of the state entity. Submit a copy of the completed, approved Stage 1 Business Analysis to the CDT and track the initiative on the Agency Portfolio Report.	☐ Yes ☒ No ☐ Clear
6. Does the project meet all of the criteria for Commercial-off-the-Shelf (COTS) Software and Cloud Software-as-a-Services (SaaS) delegation as defined in SAM 4819.34, 4989.2 and SIMM 22 If "Yes," this initiative is a non-reportable project. Approval of the Project Approval Lifecycle is delegated to the head of the state entity; however, submit an approved SIMM Section 22 form to CDT.	☐ Yes ☒ No ☐ Clear
7. Will the project require a Budget Action to be completed?	☒ Yes ☐ No ☐ Clear
8. Is it anticipated that the project will exceed the delegated cost threshold assigned by CDT as identified in SIMM 10?	☒ Yes ☐ No ☐ Clear
9. Are there any previously imposed conditions place on the state entity or this project by the CDT (e.g., Corrective Action Plan)? If "Yes," provide the details regarding the conditions below.	☐ Yes ☒ No ☐ Clear
10. Is the system specifically mandated by legislation?	☐ Yes ☒ No ☐ Clear

Department of Technology Use Only

Original "New Submission" Date	10/22/2020
Form Received Date	10/22/2020
Form Accepted Date	10/22/2020
Form Status	Completed
Form Status Date	10/22/2020



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Form Disposition	Approved	If "Other," specify:
Form Disposition Date	10/22/2020	