Stage 3 Solution Analysis

California Department of Technology, SIMM 19C.2 (Rev. 3.0.6, 2/28/2022)

3.1 General Information

1. **Agency or State Entity Name: 7100 - Employment Development Department**

   If Agency/entity is not in the list, then enter here. Click or tap here to enter text.

2. **Proposal Name: Document Management System (DMS)**

3. **Department of Technology Project Number (0000-000): 7100-237**

4. **S3SD Version Number: Version 1**

5. **CDT Billing Case Number: CS0062891**

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

3.2 Submittal Information

1. **Contact Information**

   Contact Name: Brenda O'Brien

   Contact Email: Brenda.obrien@edd.ca.gov

   Contact Phone: 916-699-6559

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 an update or resubmission: (List all the sections that 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. **Attachment 3.2.3**

4. **Attach updated [Procurement Assessment Form](#)** with Stage 3 information to your email submission. **Attachment 3.2.4**

5. **Conditions from Stage 2 Approval** (Enter any conditions from the Stage 2 Alternatives Analysis approval letter issued by CDT):

    Click or tap here to enter text.

3.3 Detailed Solution Requirements and Outcomes

1. **Attach detailed** Requirements and Outcomes documents including traceability matrix to the email submission. Include any changed or updated requirements. **Attachment 3.3.1**

2. **Stage 2 Requirements and Outcomes Changes**

    Since approval of the Stage 2 Alternatives Analysis, has the agency/state entity developed or modified any requirements and/or outcomes that were not represented in Stage 2? No

    If "Yes," explain:

    Click or tap here to enter text.

    If "Yes," please describe the nature and scope of the change(s) and how the requirements and/or outcomes align with the business objectives established in the Stage 1 Business Analysis:

    Click or tap here to enter text.

3. **Attach** the updated To-Be Workflow(s) to your email submission. **Attachment 3.3.3**

    If To-Be business process workflow(s) is not attached, explain why:

    Click or tap here to enter text.

4. **Attach** the Statement of Work to your email submission. **Attachment 3.3.4**

3.4 Project and Procurements Roadmap

Attach a Project and Procurements Roadmap or Summary to the submission. **Attachment 3.4.1**

The roadmap or summary should include both the primary and all ancillary procurements.

3.5 Project Planning

Are the following Project Management Plans or artifacts completed to the required level, 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.

Project Management Plan (Draft):Yes **Attachment 3.5.1**

    Status: Drafted and reviewed by EDDNext Portfolio Project Director

Risk Management Plan (Approved):Yes

    Status: EDD Hybrid Agile Framework established a combined Risk and Issue Management Plan Drafted and reviewed by EDDNext Portfolio Project Director - **Attachment 3.5.2**

Issue and Action Item Management Plan (Approved):Yes **Attachment 3.5.2**

    Status: EDD Hybrid Agile Framework established a combined Risk and Issue Management Plan Drafted and reviewed by EDDNext Portfolio Project Director

Change Control Management Plan (Approved):Yes **Attachment 3.5.3**

    Status: EDD Hybrid Agile Framework established a combined Scope and Change Control Management Plan Drafted and reviewed by EDDNext Portfolio Project Director

Quality Management Plan (Approved):Yes **Attachment 3.5.4**

    Status: Drafted and reviewed by EDDNext Portfolio Project Director

Testing Management Plan (Approved):Yes **Attachment 3.5.5**

    Status: Drafted and reviewed by EDDNext Portfolio Project Director

Security Management Plan (Approved):Yes **Attachment 3.5.6**

    Status: Drafted and reviewed by ISO

Contract Management Plan (Updated Draft):Yes **Attachment 3.5.7**

    Status: EDD Hybrid Agile Framework established a combined Procurement and Contract Management Plan Drafted and reviewed by EDDNext Portfolio Project Director

Other (enter name) Click here to enter text. Plan:Not applicable

    Status: Click or tap here to enter text.

3.6 Primary Solicitation

Attach the Primary Solicitation document to your email submission. **Attachment 3.6.0**

    For a standard procurement, please attach a copy of your IFB, RFP, or RFO.

    For a challenge-based procurement, please attach a copy of the solicitation.

3.7 Ancillary Procurements

1. **Attach** all in-progress and completed ancillary procurement documents to your email submission.

2. Has the project begun procurement activities for Independent Verification and Validation (IV&V) services per the State Administrative Manual Section 4940.3? Yes

    If "Yes," indicate the planned start date for IV&V services below:

6/1/2023

If "No" or "Not applicable," provide a brief explanation below:

Click or tap here to enter text.

3. Provide the following information for each of your ancillary procurements:

Service Type: Choose an item. N/A – No Ancillary Procurements are Planned

If "Other," specify: No CDT services are needed

Roles/Responsibilities or Tasks: Click or tap here to enter text.

Status: Choose an item.

CDT STP Conducted: Yes

Procurement Type: Other

If "Other," specify: RFP

Length of Contract: 4 Years

TIP: Copy and paste or click the + button in the lower right corner of the ancillary procurement items to add Services (for different Service Types or Lengths of Contract) with all additional information as needed.

End of agency/state entity document.

Please ensure ADA compliance before submitting this document to CDT.

When ready, submit Stage 3 and all attachments in an email to ProjectOversight@state.ca.gov.

TIP: Review the Gate 3 Project Management Planning Evaluation Scorecard to ensure a complete submission. GATE 3 Evaluation Scorecard

Department of Technology Use Only

Original "New Submission" Date: 6/14/2023

Form Received Date: 6/28/2023

Form Accepted Date: 6/28/2023

Form Status: Completed

Form Status Date: 7/3/2023

Form Disposition: Approved

Form Disposition Date: 7/3/2023