



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 Human Resource Data, Systems and Process Improvement (HRDSPI)

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

CAL FIRE is embarking on a transformative journey in the realm of Human Capital Management (HCM). The department aims to harness the advancements in HR technology. This strategic shift will streamline operations, enhance user experience, and optimize the workforce's HR processes. It represents a forward-looking approach to embrace modern HR solutions and deliver greater value to CAL FIRE's dedicated employees and the department as a whole.

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: [Deputy Director, Technology](#)

Name: [Scott Gregory](#)

Business Program Area: [Technology](#)

2. Business Owner

Title: [Deputy Director, Management Services](#)

Name: [Kerry Garcia](#)

Business Program Area: [Management Service which includes Human Resources](#)

3. Product Owner

Title: [Assistant Deputy Director, Research, Development, & Innovation](#)

Name: [Ben Rogers](#)

Business Program Area: [Technology](#)

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 establish requirements, validation of HR processes, and enhance operational efficiency.

1.5 Business Program

1. Business Program Name: **Human Resources**

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

CAL FIRE is interested in discovering, documenting, and defining the current "As-Is" processes for all Human Resources (HR) functions, and subsequently designing and implementing "To-Be" processes that will optimize and align these functions with the use of a new platform. HR functions also include recruitment, scheduling, timesheets, hiring and employee onboarding and offboarding processes.

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

This project will streamline operations, improve data accuracy, eliminate manual processes, and facilitate data-driven decision-making with a single source of truth which will ensure data accuracy and consistency across CAL FIRE.

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: [Chris Schauer](#)

Strategic Plan Last Updated? [1/22/2019](#)

Strategic Business Goal: [Enhance Internal Operations](#)

Alignment: [Analyze business support functions and improve operational efficiencies.](#)

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: [No](#)

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:

Improvement

Better Services to the People of California: [No](#)

Efficiencies to Program Operations: [Yes](#)

Improved Equity, Diversity, and/or Inclusivity: [Yes](#)

Improved Health and/or Human Safety: **No**

Improved Information Security: **Yes**

Improved Business Continuity: **Yes**

Improved Technology Recovery: **Yes**

Technology Refresh: **No**

Technology End of Life: **No**

3. Statewide IT Strategic Alignment

Statewide IT Strategic Goal: **Operational Excellence**

Alignment: **Enhance executive visibility into the Department's monthly activities.**

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:

CAL FIRE currently manages a diverse array of disconnected systems that cater to the needs of its workforce. Unfortunately, a significant portion of these systems are outdated and struggle to seamlessly interact with each other. This results in a substantial burden on the technical team and the user community, hindering the efficient execution of essential HR-related tasks for employees.

Objective ID: 1.1

Objective: Deployment of an efficient HCM system that will be widely utilized.

Metric: Risk metrics to include data inconsistencies or loss, impacting the accuracy and reliability of employee records and other critical information stored within an HCM system.

Baseline: No baseline has been documented.

Target Result: 85% accuracy

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 – Deploy to 21 Units/3 Regions](#)

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

Approximate number of internal end-users: [12,000](#)

Approximate number of external end-users: [0](#)

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 \(Fund 0001\) FY 2024](#)

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: [04/25/2025](#)

Form Received Date: [04/25/2025](#).

Form Accepted Date: [04/25/2025](#)

Form Status: [Completed](#)

Form Status Date: [4/25/2025](#)

Form Disposition: [Approved](#)

If Other, specify: [Click or tap here to enter text.](#)

Form Disposition Date: [04/25/2025](#)

Department of Technology Project Number (0000-000): [3540-045](#)