



Stage 2 Alternatives Analysis

California Department of Technology, SIMM 19B.2 (Ver. 3.0.8, 02/28/2022)

2.1 General Information

1. **Agency or State Entity Name:** [3900 - Air Resources Board, State](#)

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:** [Building Embodied Carbon Reporting Tool \(BECRT\)](#)
3. **Department of Technology Project Number (0000-000):** [3900-078](#)
4. **S2AA Version Number:** [Version 1](#)
5. **CDT Billing Case Number:** [CS0070041](#)

Don't have a Case Number? [Click here to get one.](#)

2.2 Submittal Information

1. **Contact Information**

Contact Name: [Annalisa Schilla](#)

Contact Email: annalisa.schilla@arb.ca.gov

Contact Phone: [\(279\) 208-7204](#)

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: [2.2.3_BECRT_Procurement_Assessment_Form_V1.0](#)

4. Attach [Procurement Assessment Form](#) to your email submission.

Attachment: [2.3.4_BECRT_Project_Approval_Executive_Transmittal_Stage2](#)

5. Conditions from Stage 1 Approval (Enter any conditions from the Stage 1 Business Analysis approval letter issued by CDT or your AIO):

[No Conditions in the approved letter.](#)

2.3 Baseline Processes and Systems

1. Current Business Environment (Describe the current business environment of which the effort will be understood and assessed in 500 words)

[Not Available](#)

Tip: Current Environment costs will be asked for in the Financial Analysis Worksheet to be completed in Section 2.12.

Attach relevant documentation to email submission (i.e., business process, workflow, problem analysis, user/stakeholder list, research findings). If these types of documents are not available, please indicate “Not Available,” and explain the reason below:

Not available reason: [BECRT is a new regulation with no current or existing tools.](#)

2. Technical Context (Describe the technical environment of which the effort will be understood and assessed in 500 words)

[Not Available](#)

Attach relevant documentation to email submission (i.e., logical system environment diagrams, system interactions, business rules, application flows, stakeholder information, data flow charts). If these types of documents are not available, please indicate “Not Available,” and explain the reason below:

Not available reason: [BECRT is a new regulation with no current or existing tools.](#)

3. Data Management (Enter the information to indicate the data owner and custodian of the current system, if applicable.)

Data Owner Name: [N/A](#)

Data Owner Title: [N/A](#)

Data Owner Business Program area: [N/A](#)

Data Custodian Name: [N/A](#)

Data Custodian Title: [N/A](#)

Data Custodian Technical area: [N/A](#)

Security - Data Classification and Categorization [N/A](#)

Security - Privacy Threshold & Impact Assessment. [N/A](#)

4. Existing Data Governance and Data

a) Do you have existing data that must be migrated to your new solution?

Answer (Unknown, Yes, No): [No](#)

If data migration is required, please rate the quality of the data.

Select data quality rating: [Not Applicable](#)

b) Does the Agency/state entity have an established data governance body with well-defined roles and responsibilities to support data governance activities?

Answer (Unknown, Yes, No): [Yes](#)

If Yes, include the data governance organization chart as an attachment to your email submission.

Attachment: [2.3.4.b_BECRT_CARB Data Governance Organization 20240422](#)

c) Does the Agency/state entity have data governance policies (data policies, data standards, etc.) formally defined, documented, and implemented?

Answer (Unknown, Yes, No): [Yes](#)

If Yes, include the data governance policies as an attachment to your email submission.

Attachments:

[2.3.4.c_BECRT_CARB Technology Procedures and 2.3.4.c_BECRT_Data Guidelines and Coordination.](#)

d) Does the Agency/state entity have data security policies, standards, controls, and procedures formally defined, documented, and implemented?

Answer (Unknown, Yes, No): [Yes](#)

If Yes, attach the existing documented security policies, standards, and controls used to your email submission.

Attachment: [2.3.4.d_BECRT_2024 Information Security Manual](#)

e) Does the Agency/state entity have user accessibility policies, standards, controls, and procedures formally defined, documented, and implemented?

Answer (Unknown, Yes, No): [Yes](#)

If Yes, attach the existing documented policies, accessibility governance plan, and standards used to the email submission.

Attachment: [2.3.4.e_BECRT_Accessibility Process and Guidelines_Web](#)

5. Security Categorization Impact Table

Consult the [SIMM 5305-A Information Security Program Management Standard - Security Categorization Impact Table](#).

Attach a table (in PDF) that categorizes and classifies the agency/state entity's information assets related to this effort (e.g., paper and electronic records, automated files, databases requiring appropriate protection from unauthorized use, access, disclosure, modification, loss, or deletion). Each information asset for which the agency/state entity has ownership responsibility shall be inventoried and identified.

Attachment: [2.3.5_BECRT_Security_Categorization_Impact_Table_V1.0](#)

6. Security Categorization Impact Table Summary

Consult the [SIMM 5305-A Information Security Program Management Standard - Security Categorization Impact Table](#) to provide potential impact levels of the following areas:

Confidentiality: [Medium](#)

Integrity: [Medium](#)

Availability: [Low](#)

7. Technical Complexity Score: [2.1](#)

(Attach a [SIMM Section 45 Appendix C](#) with Business and Technical Complexity sections completed to the email submission.)

Attachment: [2.3.7_BECRT_Business_and_Technical_Complexity_Assessment_V1.0](#)

2.4 Requirements and Outcomes

The Building Embodied Carbon Reporting Tool (BECRT) aims to create a comprehensive system for tracking and reporting embodied carbon in the construction industry, aligning with AB 43's objectives. The registration phase facilitates a web-based interface for registering building material manufacturers and construction entities, emphasizing rigorous validation, notifications, secure password management, and flexible user role assignments. The system streamlines data submission and reporting with user-friendly interfaces, allowing CARB to create and disseminate custom templates and forms for users. It supports correspondence, enabling registered users to submit attachments and text to CARB, while CARB can respond to queries or initiate correspondence directly. The secure, scalable database ensures successful data submission and features a calculation system based on CARB-defined equations from collected input variables. Additionally, it includes a user-friendly calculation feature for statistical analyses and data aggregation, simplifying data consolidation and analysis.

The BECRT also incorporates robust functionalities for calculation and fee collection, automating fee calculations according to predefined criteria and supporting various fee structures. It generates detailed invoices for both one-time and recurring billing cycles, integrating with multiple payment gateways to

enable real-time payment processing. The system provides an existing dashboard for users to manage their fees and payments, with administrative tools for fee structure management. It supports the generation of reports on fee collection status and financial reports for accounting and auditing purposes, coupled with automated notifications for payment confirmations and updates. Compliance with financial regulations and data protection laws is ensured, with API support for seamless integration with external accounting and ERP systems. The system includes mechanisms for querying or disputing fees, with workflows for administrators to resolve disputes. Additionally, the customizable dashboard offers geographic mapping and export options while maintaining a comprehensive audit trail and ledger system for tracking product flows and material balances, enhancing transparency and reliability in embodied carbon reporting.

Attachments:

2.4_BECRT_High Level Process Flows_V1.0 & 2.4_BECRT_Mid-level Requirements_V1.0.xlsm

2.5 Assumptions and Constraints

Relevant assumptions and constraints help define boundaries and opportunities to shape the scope and complexity of the project.

Assumption: Adequate Funding

Description/Potential Impact: The project will have approved funding for contract execution, development, implementation, and M&O support.

Assumption: Effective Stakeholder Collaboration

Description/Potential Impact: The project's success relies on effective stakeholder collaboration during different phases, and Stakeholders will be available to support the project throughout its life cycle.

Assumption: Governance stakeholders will participate

Description/Potential Impact: Members of the governing bodies will participate and be fully invested in project success.

Assumption: Subject Matter Experts (SMEs) will be available

Description/Potential Impact: The various subject matter experts needed to complete the project will be available as scheduled to participate in working sessions and assist with research as needed.

Assumption: CARB Contracts & Procurement team availability

Description/Potential Impact: The CARB IT Contracts and Procurement team, along with STP/CDT, will be available to develop and support RFIs, RFPs/RFOs, all procurement-related activities, and contract management.

Assumption: Project Resource Allocation

Description/Potential Impact: Dedicated and assigned project resources must remain allocated to meet project deliverables and timelines.

Constraint: [Budget Constraints](#)

Description/Potential Impact: The project operates within budget limitations to meet its objectives., which may impact the scope and timeline if additional funding is not secured.

Constraint: [Regulatory Mandate Date](#)

Description/Potential Impact: The project will carry out all activities and meet project objectives by the regulatory mandate date specified in AB43. To adhere to this date, the project team must prioritize tasks and allocate resources effectively.

2.6 Dependencies

Dependencies are elements or relationships in a project reliant on something else occurring before the function, service, interface, task, or action can begin or continue.

Dependency Element: [Resource Expertise](#)

Dependency Description: Expert program and technical staff must be secured on an ongoing basis to support the development of functional and non-functional system requirements, business rule extraction and discovery, data quality analysis, and system implementation support.

Dependency Element: [Project Approval](#)

Dependency Description: Dependent on the Department of Technology's approval through all stages of the PAL Process

Dependency Element: [Project Funding](#)

Dependency Description: Funding allocated for the fiscal year 2024-25 must be encumbered in the same fiscal year. A Technical Adjustment requesting extension of the funding encumbrance date to FY 25/26 has been submitted to DOF.

Dependency Element: [Baseline Establishment by December 31, 2026.](#)

Dependency Description: Without establishing a baseline, efforts to advance the legislative mandate for developing a strategy to reduce embodied carbon in buildings will not be successful.

2.7 Market Research

Market Research ([CDT Market Research Guidelines](#)) determines whether products or services available in the marketplace can meet the business needs identified in this proposal. Market Research can also determine whether commercial practices regarding customizing/modifying products or tailoring services are available, or even necessary, to meet the business needs and objectives of the business.

Before undertaking a Market Research approach. Contact your PAO Manager to schedule a collaborative review to review planning to date and discuss the procurement approach.

1. Project Management Methodology: [Hybrid](#)
2. Procurement approach recommended: [Standard Procurement](#)
3. Market Research Approach

Provide a concise narrative description of the approach used to perform market research.

The team conducted exploratory research, which included outreach to other state and federal governments, other countries, Internet research, and market experts to identify possible solution options, trends, and relevant information. This effort enabled the team to establish initial mid-level requirements.

The market research efforts consisted of the following:

1. Agency Outreach (including agencies in California (including CARB), other states, federal agencies, and other countries)
2. Internet research
3. Market expert advisory discussions
4. Issuance of a Request for Information (RFI)

The release of the RFI facilitated more targeted inquiries from the responsive vendor community.

The RFI inquiry was made available to the public on July 3, 2024 to identify viable alternatives for CARB's BECRT project. The goal of the market research was to identify one or more options that could meet the needs of the CARB BECRT project.

The BECRT project team reviewed the RFI responses. By synthesizing vendor-provided information, the team gained a deeper understanding of implementation methodologies, potential benefits and risks of each solution type, and rough order of magnitude costs for each alternative. The team also consulted CARB OIS development team members, who provided further insights into the solutions' technical aspects, additional cost considerations, and a better understanding of the marketplace.

This market research informed the team's strategy for future implementation, including the level of effort estimates for the program and IT resources and the subsequent buildout of Financial Analysis Worksheets (FAW). Ultimately, the research enabled the team to confidently identify the best alternative strategy to meet CARB's needs, which currently supports a flexible approach, allowing for either of the top two alternatives to be considered in the later PAL stages.

4. Market Research Artifacts

Market Research Artifacts can include internet research, collaboration with other governmental entities, or other documentation.

Attachment: [2.7_BECRT Market Research Report_V1.0](#)

2.8 Viable Alternative Solutions

The CDT expects Agencies/state entities to conduct a thorough analysis of all feasible alternatives that will meet the proposal's objectives and requirements. Agencies/state entities should provide at

minimum the three (3) most viable solutions, one (1) of which could be leveraging and/or enhancing the existing solution (if applicable).

1. Viable Alternative Solution #1

Name: **Platform as a Service (PaaS)/Custom Solution (Recommended)**

Description: PaaS provides a rich cloud-based environment for developing, running, and managing applications. It offers extensive control over application code, database, middleware, development workflows, and operating systems. The PaaS approach provides a level of flexibility that creates a system that perfectly aligns with the project requirements and objectives.

Why is this a viable solution? Please explain:

The PaaS approach strikes an optimal balance between flexibility and scalability, allowing us to tailor the system to our specific requirements while leveraging the robust infrastructure established platforms provide. This solution offers the necessary customization capabilities to meet our unique needs and facilitates future enhancements as our requirements evolve. While the PaaS model introduces some complexity, it provides a scalable and efficient environment for development, ultimately supporting our long-term goals of creating a responsive and effective reporting tool. With this approach, we can ensure that the BECRT will be a powerful tool in advancing California's environmental objectives while maintaining control over key aspects of the system's architecture and data management.

Approach

Increase staff – new or existing capabilities: **Yes**

Modify the existing business process or create a new business process: **Yes**

Reduce the services or level of services provided: **No**

Utilize new or increased contracted services: **Yes**

Enhance the existing IT system: **No**

Modify Statute/Policy/Regulations: **No**

Please Specify: **The project is legislatively mandated, and the project aims at carrying out activities to fulfill the mandate.**

Create a new IT system: **Yes**

Other: **Choose Yes or No. Specify: Click or tap here to enter text.**

Architecture Information

Business Function(s)/Process(es):

1. Registration (Internal and External)
2. Data Submission, Correspondence
3. Calculations and Fee Collection
4. Ledger, Database
5. Data Visualization and Reports

TIP: Copy and paste or click the + button in the lower right corner to add business processes with the same application, system, or component; COTS/Cloud Technology or custom solution; runtime environment; system interfaces, data center location; and security.

Conceptual Architecture

Attach a copy of the conceptual architecture to your email submission.

Attachment: [2.8.1_BECRT_High-Level_Architecture](#)

COTS/SaaS/Cloud Technology or Custom: [Custom](#)

Name/Primary Technology: [PaaS solution](#)

TIP: Copy and paste or click the + button in the lower right corner to add system software information if the application, system, or component uses additional system software.

Explain Existing System Interfaces: [No existing system](#)

Explain New System Interfaces: [Geo services, Multi-factor Authentication, Correspondence and Reports](#)

Data Center Location of the To-be Solution: [State data center operated by CDT](#)

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

Security

Access

Public: [Yes](#)

Internal State Staff: [Yes](#)

External State Staff: [No](#)

Other: [Choose Yes or No.](#) Specify: [Click or tap here to enter text.](#)

Type of Information (Select Yes or No for each to identify the type of information that requires protection. See the SAM Section 5305.5 for more information.)

Personal: [No](#)

Health: [No](#)

Tax: [Yes](#)

Financial: [No](#)

Legal: [No](#)

Confidential: [Yes](#)

Other: [Choose Yes or No.](#) Specify: [Click or tap here to enter text.](#)

Protective Measures (Select Yes or No to identify the protective measures used to protect information.)

Technical Security: [Yes](#)

Physical Security: [No](#)

Backup and Recovery: [Yes](#)

Identity Authorization and Authentication: [Yes](#)

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

Total Viable Alternative #1 Solution Cost (copy from FAW – Executive Cost Summary tab, cells E7 through E11):

Planning Costs: [\\$4,182,463](#)

One-Time (Project) Costs: [\\$5,924,118](#)

Total Future Ops. IT Staff OE&E Costs: [\\$2,016,960](#)

Total Proposed Cost: [\\$12,123,541](#)

Annual Future Ops. Costs (M&O): [\\$1,100,315](#)

2. Viable Alternative Solution #2

Name: [Software as a Service \(SaaS\)/Custom](#)

Description: [In SaaS platforms, scalability is predefined and limited to the platform's structure. Users can scale custom applications, but it happens within the constraints of the ecosystem, with limits on API usage, database storage, and the number of custom objects. Salesforce's customization limitations will not meet the project requirements and objectives.](#)

Why is this a viable solution? Please explain:

[Based on the market research outcomes, this is not a recommended solution.](#)

Approach

Increase staff – new or existing capabilities: [Yes](#)

Modify the existing business process or create a new business process: [Yes](#)

Reduce the services or level of services provided: [No](#)

Utilize new or increased contracted services: [Yes](#)

Enhance the existing IT system: [No](#)

Modify Statute/Policy/Regulations: [No](#)

Please Specify: [The project is legislatively mandated, and the project aims at carrying out activities to fulfill the mandate](#)

Create a new IT system: [Yes](#)

Other: [Choose Yes or No](#). Specify: [Click or tap here to enter text](#).

Architecture Information

Business Function(s)/Process(es):

1. [Registration \(Internal and External\)](#)
2. [Data Submission, Correspondence](#)
3. [Calculations and Fee Collection](#)
4. [Ledger, Database](#)
5. [Data Visualization and Reports](#)

TIP: Copy and paste or click the + button in the lower right corner to add business processes with the same application, system, or component; COTS/Cloud Technology or custom solution; runtime environment; system interfaces, data center location; and security.

Conceptual Architecture

Attach a copy of the conceptual architecture to your email submission.

COTS/SaaS/Cloud Technology or Custom: [COTS/SaaS/Cloud Technology](#)

Name/Primary Technology: [SaaS](#)

TIP: Copy and paste or click the + button in the lower right corner to add system software information if the application, system, or component uses additional system software.

Explain Existing System Interfaces: [No existing system](#)

Explain New System Interfaces: [Geo services, Multi-factor Authentication, Correspondence and Reports](#)

Data Center Location of the To-be Solution: [State data center operated by CDT](#)

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

Security

Access:

Public: [Yes](#)

Internal State Staff: [Yes](#)

External State Staff: [No](#)

Other: [Choose Yes or No](#). Specify: [Click or tap here to enter text](#).

Type of Information (Select Yes or No for each to identify the type of information that requires protection. See the SAM Section 5305.5 for more information.)

Personal: [No](#)

Health: [No](#)

Tax: [Yes](#)

Financial: [No](#)

Legal: [No](#)

Confidential: [Yes](#)

Other: [Choose Yes or No](#). Specify: [Click or tap here to enter text](#).

Protective Measures (Select Yes or No to identify the protective measures used to protect information.)

Technical Security: [Yes](#)

Physical Security: [No](#)

Backup and Recovery: [Yes](#)

Identity Authorization and Authentication: [Yes](#)

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

Total Viable Alternative #2 Solution Cost (copy from FAW – Summary tab, cell AL33):

Total Proposed Cost: [\\$21,000,000](#)

3. Viable Alternative Solution #3

Name: [Click or tap here to enter text](#).

Description: [Click or tap here to enter text](#).

Why is this a viable solution? Please explain:

[Click or tap here to enter text](#).

Approach

Increase staff – new or existing capabilities: [Choose Yes or No](#).

Modify the existing business process or create a new business process: [Choose Yes or No](#).

Reduce the services or level of services provided: [Choose Yes or No](#).

Utilize new or increased contracted services: [Choose Yes or No](#).

Enhance the existing IT system: [Choose Yes or No](#).

Modify Statute/Policy/Regulations: [Choose Yes or No](#).

Please Specify: [Click or tap here to enter text](#).

Create a new IT system: [Choose Yes or No](#).

Other: [Choose Yes or No](#). Specify: [Click or tap here to enter text](#).

Architecture Information

Business Function(s)/Process(es): [Click or tap here to enter text.](#)

TIP: Copy and paste or click the + button in the lower right corner to add business processes with the same application, system, or component; COTS/Cloud Technology or custom solution; runtime environment; system interfaces, data center location; and security.

Conceptual Architecture

Attach a copy of the conceptual architecture to your email submission.

COTS/SaaS/Cloud Technology or Custom: [Choose an item.](#)

Name/Primary Technology: [Click or tap here to enter text.](#)

TIP: Copy and paste or click the + button in the lower right corner to add system software information if the application, system, or component uses additional system software.

Explain Existing System Interfaces: [Click or tap here to enter text.](#)

Explain New System Interfaces: [Click or tap here to enter text.](#)

Data Center Location of the To-be Solution: [Choose an item.](#)

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

Security

Access:

Public: [Choose Yes or No.](#)

Internal State Staff: [Choose Yes or No.](#)

External State Staff: [Choose Yes or No.](#)

Other: [Choose Yes or No.](#) Specify: [Click or tap here to enter text.](#)

Type of Information (Select Yes or No for each to identify the type of information that requires protection. See the SAM Section 5305.5 for more information.)

Personal: [Choose Yes or No.](#)

Health: [Choose Yes or No.](#)

Tax: [Choose Yes or No.](#)

Financial: [Choose Yes or No.](#)

Legal: [Choose Yes or No.](#)

Confidential: [Choose Yes or No.](#)

Other: [Choose Yes or No.](#) Specify: [Click or tap here to enter text.](#)

Protective Measures (Select Yes or No to identify the protective measures used to protect information.)

Technical Security: [Choose Yes or No.](#)

Physical Security: [Choose Yes or No.](#)

Backup and Recovery: [Choose Yes or No.](#)

Identity Authorization and Authentication: [Choose Yes or No.](#)

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

Total Viable Alternative #3 Solution Cost (copy from FAW – Summary tab, cell AL50):

Total Proposed Cost: [Click or tap here to enter text.](#)

2.9 Project Organization

Project planning includes the process of identifying how and when specific labor skill sets are needed to ensure that the proposed project has sufficient staff with the appropriate knowledge and experience by the time the project moves into execution. All staff identified in the following sections should be included in the Financial Analysis Worksheet to be completed in Section 2.12.

1. Project Organization Chart:

Attachment: [2.9.1_BECRT_Project_Org_Chart_V1.0](#)

2. Is the department running this project as a matrixed or projectized organization?

[Matrixed](#)

In each of the following sections, provide a concise description of the approach to staffing the proposed project including contingencies for business/program, IT, or administrative areas to maintain ongoing operations in conjunction with the proposed project.

1. Administrative

[To ensure success, CARB has engaged project staff with extensive, high-level administrative experience in Budget, Procurement, Contract Management, and Project Management. Staff assigned to the administrative aspects of this effort have had some or all of their routine work activities designed to focus on the BECRT project.](#)

2. Business Program

[Sustainable Transportation & Communities Division \(STCD\) has dedicated staff with extensive business process knowledge regarding embodied carbon programs. The subject matter experts also have substantial knowledge regarding other carbon emissions reporting projects. The project workload has been assessed, and appropriate staffing has been allocated.](#)

3. Information Technology

[CARB provides technical subject matter expertise and input through the Architectural Review Board process and assigns members to the Enterprise Architecture, Information Security Office,](#)

and Security and Data Intelligence units. These inputs, coupled with a State Project Manager and contract Business Analyst, provide a solid foundation for a team of experts to help prepare for the establishment of the BECRT platform. Other IT staff will respond to specific requests as necessary.

4. Testing

CARB will contract a vendor to build the BECRT system which will include a complete Quality Assurance process using vendor staff as well as the CARB Team (IT and Program Team members). The program team will carry out user acceptance testing, including internal and external stakeholders, as needed.

5. Data Conversion/Migration

BECRT has no existing system, so the project will not need any data conversion and migration activities.

6. Training

The training materials and training execution will be fulfilled by the primary Vendor with assistance from the Program staff. Subject Matter Experts both internal and external to CARB will participate in Training and Communications materials creation as needed, throughout the project lifecycle.

7. Organizational Change Management

We will institute Organizational Change Management in the initial stage of the project. Currently, no BECRT system exists. The project staff have appropriate knowledge of OCM and plan to provide staff training for future OCM activities.

8. Resource Capacity/Skills/Knowledge for Stage 3 Solution Development

The Project Manager, Business Analyst, and Core Team members who worked diligently on Stage 2 Alternative Analysis will continue compiling detailed requirements and artifacts to develop the recommended solution. Most program team SMEs are dedicated to the BECRT Program and will maintain the time availability throughout the process. CARB has been successful in IT procurements over the past several years, with the experienced IT contracting staff working with the project team and STP to carry out the solicitation and procurement process. Similarly, IT staff will be available to support the project team in the areas of detailed requirements and procurement development.

2.10 Project Planning

1. Project Management Risk Assessment

Updated Project Management Risk Score: 0.2

Attachment: 2.10.1_BE CRT_PM_Risk Assessment_Stage2_V1.0.

2. Project Charter

Is your project charter 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 Charter \(Approved\): Yes](#)

Status: [Click or tap here to enter text.](#)

Attachment: [2.10.2_BECRT_Project_Charter_Approved_V1.0](#)

3. Project Plans

Are the following project management plans or project artifacts 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.

Note: For Low to medium complexity and cost projects, discuss with your PAO manager the option of submitting a Master Project Management Plan in place of individual plans.

[Scope Management Plan \(Approved\): Yes](#)

Document: [2.10.3.01_BECRT_Scope_Management_Plan_v1.0](#)

[Communication Management Plan \(Approved\): Yes](#)

Document: [2.10.3.02_BECRT_Communications_Management_Plan_v1.0](#)

[Schedule Management Plan \(Approved\): Yes](#)

Document: [2.10.3.03_BECRT Schedule_Management_Plan_v1.0](#)

[Procurement Management Plan \(Approved\): Yes](#)

Document: [2.10.3.04_BECRT_Procurement_Management_Plan_v1.1](#)

[Requirements Management Plan \(Approved\): Yes](#)

Document: [2.10.3.05_BECRT_Requirements_Management_Plan_v1.0](#)

[Stakeholder Management Plan \(Draft\): Yes](#)

Document: [2.10.3.06_BECRT - Stakeholder Register](#)

[2.10.3.06_BECRT_Stakeholder_Management_Plan_v1.0](#)

[Governance Plan \(Draft\): Yes](#)

Document: [2.10.3.07_BECRT_Governance_Management_Plan_v0.1](#)

[Contract Management Plan \(Draft\): Yes](#)

Document: [2.10.3.08_BECRT_Contract_Management_Plan_v0.3](#)

[Resource Management Plan \(Draft\): Yes](#)

Document: [2.10.3.09_BECRT_HR_and_Staff_Management_Plan_V1.2](#)

[Change Control Management Plan \(Draft\)](#): Yes

Document: [2.10.3.10_BECRT_Change_Control_Management_Plan_v1.0](#)

[Risk Management Plan \(Draft + Risk Log\)](#): Yes

Document: [2.10.3.11_BECRT_Risk_Management_Plan_v1.0](#)

Document: [2.10.3.11_BECRT_Risk_Register](#)

[Issue and Action Item Management Plan \(Draft + Issue Log\)](#): Yes

Status: [2.10.3.12_BECRT_Issue_Management_Plan_v1.0](#)

[Cost Management Plan \(Approved if planning BCP approved\)](#): Yes

Status: [2.10.3.13_BECRT_Cost_Management_Plan_v0.1](#)

4. Project Roadmap (High-Level)

Attach a high-level Project Roadmap showing remainder of planning phase and transition into execution phase to the email submission.

Attachment: [2.10.4_BECRT_Schedule_Roadmap](#)

- a) Planning Start Date: [1/1/2023](#)
- b) Estimated Planning End Date: [6/30/2026](#)
- c) Estimated Project Start Date: [7/1/2026](#)
- d) Estimated Project End Date: [8/31/2027](#)

2.11 Data Cleansing, Conversion, and Migration

If in Section 2.3 (above) the answer to the question “Do you have existing data that must be migrated to your new solution?” was marked “Yes,” please complete this section.

The California Department of Technology recommends having a Data Consultant start data cleansing, conversion, and migration activities as soon as possible.

Identify the status of each of the following data activities. If “Not Applicable” is chosen, explain why the activity is not applicable or if “Not Started” is chosen, explain when the activity will start and its anticipated duration:

1. Current Environment Analysis: [Not Applicable](#)

[Click or tap here to enter text.](#)

2. Data Migration Plan: [Not Applicable](#)

[Click or tap here to enter text.](#)

3. Data Profiling: [Not Applicable](#)

[Click or tap here to enter text.](#)

4. Data Cleansing and Correction: [Not Applicable](#)

[Click or tap here to enter text.](#)

5. Data Quality Assessment: [Not Applicable](#)

[Click or tap here to enter text.](#)

6. Data Quality Business Rules: [Not Applicable](#)

[Click or tap here to enter text.](#)

7. Data Dictionaries: [Not Applicable](#)

[Click or tap here to enter text.](#)

8. Data Conversion/Migration Requirements: [Not Applicable](#)

[Click or tap here to enter text.](#)

2.12 Financial Analysis Worksheets

Attachment: [2.12_BECRT Financial Analysis Worksheet \(FAW\)_V2.7](#)

End of agency/state entity document.

Please ensure ADA compliance before submitting this document to CDT.

When ready, submit Stage 2 and all attachments in an email to ProjectOversight@state.ca.gov.

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Original "New Submission" Date: 12/19/2024

Form Received Date: 12/19/2024

Form Accepted Date: 12/19/2024

Form Status: Completed

Form Status Date: 1/10/2025

Form Disposition: Approved

Form Disposition Date: 1/10/2025