



Project Delivery Lifecycle Workbook Chapter 1 - Business Readiness

The Project Delivery Lifecycle is designed to employ flexibility, commitment and accountability. This Project Workbook adopts an iterative planning approach designed to help state entities identify their business needs and explore opportunities for deploying Generative AI solutions. This first chapter initiates this process by posing a series of questions to help you assess what will be needed to develop your solution. Exploring the possibilities of GenAI for a novel solution is challenging and requires resources (known and unknown) to build and maintain it. Our aim is to streamline your journey through this process and enhance the likelihood of successful project outcomes. The Project Delivery Lifecycle for IT Projects utilizing GenAI is in a pilot phase.

* Required

General Information Questions

Instructions for submitting requested artifacts will be provided at the end of this form.

1. State agency/department name: *

2. Organization code#: *

3. CDT ServiceNow Case# for 5305-F Consult: *

4. Proposed project name and acronym: *

5. Business Sponsor/Owner name: *

6. Submitter name and title: *

7. Submitter phone: *

8. Submitter email: *

Business Readiness Questions

Business Need

9. Which of California's IT strategic goals is this effort in alignment with (check all that apply)? <https://envision2026.cdt.ca.gov/> *

- ☐ Goal 1 - Advance an inclusive digital experience for all to be people-centric, accessible, and responsible.
- ☐ Goal 2 - Secure California's technology investments to have cyber hygiene, cyber resilience, and cyber maturity.
- ☐ Goal 3 - Strengthen California's Public Sector technology workforce for today and tomorrow to be prepared, engaged, and a destination employer.
- ☐ Goal 4 - Align strategy execution across the state to have shared purpose, strategic progress, and performance excellence.
- ☐ Goal 5 - Continually future-proof the business of government to have public trust, modularity, and emerging tech readiness.

10. **What is the business need or opportunity?**

*What's the problem or opportunity you're trying to address? What business process is the focus of this effort? How does it relate to the strategic goals of your department/agency? (This question is also asked in SIMM 5305-F, Part 1, Section 1.a. Copy and paste your answer from that form) **

11. **What are your desired outcomes?** (Why is it necessary or important? Why now? What do you expect to get out of this effort?) *

12. **Who is the end user?** (Who are the people this solution is intended to serve? Internal (departmental staff), external (other department(s), public, or both?) *

13. Has your team completed any GenAI training? <https://www.genai.ca.gov/state-workforce/> *

- ☐ Yes
- ☐ No
- ☐ Other

14. Who is the Executive Sponsor, and what is their current role in the department/agency? *

15. Who is the Product Owner, and what is their current role in the department/agency? *

16. Project Manager name: *

17. Department GenAI Liaison name: *

18. Lead Enterprise Architect name: *

19. Lead Information Security Officer name: *

20. Lead Procurement Official name: *

21. Lead Budget Officer name: *

22. Have you initiated discussions with your entity's Labor Relations surrounding the business need and desired outcome? *

☐ Yes

☐ No

☐ N/A

Complexity Assessment Questions

Download and complete the SIMM 45 Complexity Assessment - First Section (Business Complexity)

<https://cdt.ca.gov/wp-content/uploads/2023/12/SIMM-45-Appendix-C-Complexity-Assessment-2023.xlsx> Instructions for submitting requested artifacts are provided at the end of this form.

23. Does the business have defined business rules and established policies specific to this business opportunity? *

- ☐ Yes
- ☐ No
- ☐ Partial

24. Does the business have a few or many interactions with other departments or external entities specific to this business opportunity?? *

- ☐ Few
- ☐ Many
- ☐ Other

25. For this business opportunity, what level of political visibility does the business have with the Governor, the Legislature, or other constituents? *

- ☐ Low
- ☐ Medium
- ☐ High
- ☐ N/A

26. For this business opportunity, what level of financial risk does the business need carry to the State? *

- ☐ Low
- ☐ Medium
- ☐ High
- ☐ N/A

27. What is the experience level of the proposed project management team? Definitions for expert and journey levels can be found at this link:
<https://www.pmi.org/learning/library/federal-acquisition-institute-certification-program-6125>
*

- ☐ Expert level
- ☐ Journey level
- ☐ No experience

Product Questions

Instructions for submitting requested artifacts are provided at the end of this form.

28. **Describe your pre-planning market research.** *Who did you talk to (e.g., vendors, other government entities, industry analysts)? What did you learn? Where is this leading you to?* *

Funding Questions

29. Does your state entity need external funding for planning activities? *

- ☐ Yes
- ☐ No
- ☐ Other

30. Does your state entity need external funding for a POC? *

- ☐ Yes
- ☐ No
- ☐ Other

Project Questions

Submit a Project Charter and Stakeholder Register with your completed Chapter 1 document, **Instructions for submitting requested artifacts are provided at the end of this form.**

31. Does this effort meet the description of an IT Project as defined in SAM 4819.2? <https://www.dgs.ca.gov/Resources/SAM/TOC/4800/4819-2> *

☐ Yes

☐ No

32. Is this effort excluded from the IT Project approval and oversight processes as defined in SAM 4819.32? <https://www.dgs.ca.gov/Resources/SAM/TOC/4800/4819-32> *

☐ Yes

☐ No

33. Is this effort delegated to the state entity for IT Project approval and oversight processes as defined in SAM 4819.34? <https://www.dgs.ca.gov/Resources/SAM/TOC/4800/4819-34> *

☐ Yes

☐ No

34. Which of the following scenarios best fits the effort? *

☐ New system or existing legacy system replacement

☐ Adding new functionality on existing system (e.g., accounting function)

☐ Extending, removing, or replacing existing functionality (e.g., new license type)

☐ External facing system using SaaS (e.g., case management)

☐ Internal facing system using SaaS (e.g., internal asset tracking)

☐ Nominal enhancement to existing functionality (e.g., via Change Request)

☐ Infrastructure Upgrade (e.g., PC, Printer, Local Area Network equipment, etc.)

☐ Procurement includes Telecom components

35. Is the IT project required to comply with legislation? *

☐ Yes

☐ No

36. Enter bill(s)# or statute(s)#:

37. Will the IT project require a Budget Change Proposal (BCP) for funding? *

☐ Yes

☐ No

38. What is your IT Project Cost Delegation (IT PCD) Tier level? <https://cdt.ca.gov/project-delivery/project-approvals-and-oversight-contact/> *

☐ Tier 1

☐ Tier 2

☐ Tier 3

☐ Tier 4

☐ IT PCD not established

Enterprise Architecture and Security Questions

39. What is the risk assessment level for this GenAI effort? (SIMM 5305F, Part 1)? <https://cdt.ca.gov/wp-content/uploads/2025/02/Project-Delivery-Lifecycle-Workbook-Chapters-1-4.pdf>

☐ Low

☐ Moderate

☐ High

☐ Have not yet completed the SIMM 5305-F

40. Have you completed the Privacy Threshold Assessment and Privacy Impact Assessments? (SIMM 5310-C) https://cdt.ca.gov/wp-content/uploads/2022/09/SIMM-5310C_2022-September.docx *

☐ Yes

☐ No

Procurement Questions

41. What is the DGS Purchasing Authority tier for the state entity? Link to DGS Approved Purchase Authority List: <https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/List-of-State-Departments-with-Approved-Purchasing-Authority> *

☐ Tier 1

☐ Tier 2

☐ Tier 3

☐ Tier 4

☐ Other

42. Is this effort a build, a buy, or an enhancement of an existing solution? *

☐ Build

☐ Buy

☐ Enhancement

ATTACHMENTS

****IMPORTANT** TO SAVE A COPY OF THIS SUBMISSION:** Click the "Save my response" button on the confirmation message received after submitting this form. Additional instructions: https://stateca.sharepoint.com/w:/r/sites/PALTeam/Shared%20Documents/General/GenAI_PDL/Project%20Workbook/Template%20Prototypes/FINAL%20TEMPLATES/SAVE%20A%20COPY%20OF%20YOUR%20WORKBOOK%20CHAPTERS.docx?d=w4c8e06cd347a4501bedc2e62acf31513&csf=1&web=1&e=DFNQrt

43. When ready, forward the following completed documents to: ProjectOversight@state.ca.gov

- ☐ • Project Charter (use your own, or use the provided Project Charter template) <https://projectresources.cdt.ca.gov/genai-project-delivery-lifecycle/>
- ☐ • Stakeholder Register (use your own, or use the provided Stakeholder Register template) <https://projectresources.cdt.ca.gov/genai-project-delivery-lifecycle/>
- ☐ • SIMM 45 - Complexity Assessment - First Section Business Complexity. Link to Form: <https://cdt.ca.gov/wp-content/uploads/2023/12/SIMM-45-Appendix-C-Complexity-Assessment-2023.xlsx>



Project Delivery Lifecycle Workbook Chapter 2 - Proof of Concept (POC)

The Project Delivery Lifecycle is designed to employ flexibility, commitment and accountability. In this chapter, we ask questions to ensure readiness to conduct a Proof of Concept (POC). Once the POC is complete, we ask a second set of questions to summarize the POC results and determine whether it is appropriate to advance to a Minimum Viable Product (MVP). By answering these questions, you will gain a clearer understanding of how this GenAI solution may impact your organization. Our aim is to streamline your journey through this process and enhance the likelihood of successful project outcomes. The Project Delivery Lifecycle for IT Projects utilizing GenAI is in a pilot phase.

* Required

General Information

Instructions for submitting requested artifacts are provided at the end of this form.

1. State agency/department name: *

2. Organization code#: *

3. Have you been assigned a CDT project# or ServiceNow case#? If so, enter it below: *

4. Proposed project name and acronym *

5. Submitter name and title: *

6. Submitter email: *

POC Readiness - Business Questions

Instructions for submitting requested artifacts are provided at the end of this form.

7. Do you have dedicated staff that will participate in the POC? *

Reminder: Update resources identified in Chapter 1

☐ Yes

☐ No

8. Have you met with your entity's Labor Relations to help ensure adherence to collective bargaining obligations? *

☐ Yes

☐ No

☐ N/A

9. Have you completed your POC business readiness assessment? *

(Visit the GenAI webpage "How to procure a GenAI tool for your team" for additional information) <https://www.genai.ca.gov/choose-your-journey/procure-tool/>

☐ Yes

☐ No

POC Funding Estimate Questions

10. Identify the source of your POC funding *

11. What is the rough order of magnitude (ROM) for your POC? *

Project Questions

Instructions for submitting requested artifacts are provided at the end of this form.

12. **Based on your iterative analysis of the business need, have you modeled the business process you are trying to automate, evaluate, or reengineer?** Please attach your current business process workflow (i.e. how are you doing this process now) Have you broken down the interim steps or individual use cases within your end-to-end process? Provide copies of your As-Is and high-level To-Be process diagrams as attachments *

Procurement Questions

13. What is your Request for Innovation Idea (RFI2) problem statement for entry into your solicitation package? *

14. Have you created your OSTP Procurement Intake request? Link to ServiceNow: https://services.cdt.ca.gov/csm?id=sc_cat_item&sys_id=2cd7c7ac1b66ce902635db1ee54bcb69 *

☐ Yes

☐ No

15. Have you identified state resources for contract management and vendor management? If yes, please provide the name(s). *

☐ Yes

☐ No

16. Provide the name(s) of your contract manager and vendor manager. *

POC RETROSPECTIVE AND MVP FEASIBILITY

Instructions for submitting requested artifacts are provided at the end of this form.

17. What did you learn about your data during the POC? *

18. Have you discussed with your entity's Labor Relations any collective bargaining obligations, and when applicable, whether providing notice and bargaining before implementing changes may be warranted? *

☐ Yes

☐ No

☐ N/A

Product Question

Instructions for submitting requested artifacts are provided at the end of this form.

19. Have you completed your POC Retrospective? If so, provide a copy as an attachment <https://projectresources.cdt.ca.gov/genai-project-delivery-lifecycle/> *

☐ Yes

☐ No

POC Funding Retrospective and MVP Estimates

20. What was the total cost of the POC? *

21. Have you Identified the source of your MVP funding? *

- ☐ Yes
- ☐ No

22. Enter the MVP funding source

23. What is the rough order of magnitude (ROM) for your MVP? *

Enterprise Architecture and Security

24. Based on your iterative analysis, do you need to revisit or update your SIMM 5305-F GenAI Risk Assessment or SIMM 5310-C Privacy Threshold Assessment and Privacy Impact Assessments? *

- ☐ Yes
- ☐ No

Project Questions

Instructions for submitting requested artifacts are provided at the end of this form.

25. Has there been a change in alignment with California's IT strategic goals since Chapter 1 was submitted? <https://envision2026.cdt.ca.gov/> *

- ☐ No, goal alignment has not changed
- ☐ Yes - check all goals currently in alignment
- ☐ Goal 1 - Advance an inclusive digital experience for all to be people-centric, accessible, and responsible.
- ☐ Goal 2 - Secure California's technology investments to have cyber hygiene, cyber resilience, and cyber maturity.
- ☐ Goal 3 - Strengthen California's Public Sector technology workforce for today and tomorrow to be prepared, engaged, and a destination employer.
- ☐ Goal 4 - Align strategy execution across the state to have shared purpose, strategic progress, and performance excellence
- ☐ Goal 5 - Continually future-proof the business of government to have public trust, modularity, and emerging tech readiness.

26. Have you completed your MVP Feasibility Assessment? If so, provide a copy as an attachment. <https://projectresources.cdt.ca.gov/genai-project-delivery-lifecycle/> *

☐ Yes

☐ No

27. Following completion of your POC, have you defined the scope of the MVP? *

☐ Yes

☐ No

☐ Not proceeding with MVP

28. Enter the scope of your project.

Post POC Procurement Questions

29. Have you captured the results of your POC in an Evaluation and Selection Report? (Consult your procurement specialist for assistance.) *

☐ Yes

☐ No

30. Has there been a change in your POC contract and/or vendor manager? *

☐ Yes

☐ No

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31. When ready, forward the following completed documents to: ProjectOversight@state.ca.gov

- ☐ • Retrospective (POC, MVP, Iterative) (template provided) <https://projectresources.cdt.ca.gov/genai-project-delivery-lifecycle/>
- ☐ • EA diagram (no template)
- ☐ • As Is diagram (no template)
- ☐ • To Be diagram (no template)
- ☐ • Product Roadmap, as required (no template)
- ☐ • Project Org Chart (no template)



Project Delivery Lifecycle Workbook Chapter 3 - Project Phase 1 (MVP)

The Project Delivery Lifecycle is designed to employ flexibility, commitment and accountability. In this chapter, we ask questions to help you plan your project and execute your Minimum Viable Product (MVP). By answering these questions, you will gain an understanding of your readiness to proceed with building, operating, and maintaining a GenAI solution. This journey requires project management accountability. Our aim is to expedite your journey through this process and create more successful outcomes. The Project Delivery Lifecycle for IT Projects utilizing GenAI is in a pilot phase.

* Required

General Information Questions

Instructions for submitting requested artifacts will be provided at the end of this form.

1. State agency/department name: *

2. Organization code#: *

3. Have you been assigned a CDT project# or ServiceNow case#? If so, enter it below: *

4. Proposed project name and acronym: *

5. Submitter name and title: *

6. Submitter email: *

MVP Questions

Instructions for submitting requested artifacts are provided at the end of this form.

7. Have business requirements for MVP been captured and validated with all stakeholder groups? *

☐ Yes

☐ No

8. Are you maintaining a traceability matrix? *

☐ Yes

☐ No

9. Provide your completed SIMM 45 Complexity Assessment (Business & Technical). <https://cdt.ca.gov/wp-content/uploads/2023/12/SIMM-45-Appendix-C-Complexity-Assessment-2023.xlsx> Continue to the next question.

10. Have you engaged your state entity's enterprise architecture (EA) and completed a solution design? *

☐ Yes

☐ No

11. Has anything in Chapter 1, Questions 8-11 changed (business need and objectives)? If so, identify those changes. *

☐ Yes

☐ No

12. Identify any changes to Questions 8-11 in Chapter 1 *

13. If there were any Labor Relations related collective bargaining obligations or notice requirements, have they been addressed? *

☐ Yes

☐ No

☐ N/A

Product Questions

Instructions for submitting requested artifacts are provided at the end of this form.

14. Does your solution include a product? *

☐ Yes

☐ No

15. Provide an updated product roadmap, if applicable. Continue to next question.

Funding Questions

Instructions for submitting requested artifacts are provided at the end of this form.

16. Identify the business drivers that apply to this business opportunity: *

- ☐ Financial benefit
- ☐ Increased revenue
- ☐ Cost savings
- ☐ Cost avoidance
- ☐ Cost recovery

17. Have you identified the source of your MVP funding? *

- ☐ Yes
- ☐ No

18. Enter the source of your MVP funding. *

19. Will iterative funding be needed? *

- ☐ Yes
- ☐ No

20. Provide a completed/updated copy of your Financial Analysis Worksheet (FAW). Link to SIMM 19F: <https://cdt.ca.gov/wp-content/uploads/2019/09/F.2-Financial-Analysis-Worksheets-Template.xlsx>

- ☐ Yes
- ☐ No

Project Questions

Instructions for submitting requested artifacts are provided at the end of this form.

21. Has there been a change in alignment with California's IT strategic goals since Chapter 2 was submitted? [Envision 2026 - California's Technology Future](#) *

- ☐ No, goal alignment has not changed
- ☐ Yes - check all goals currently in alignment
- ☐ Goal 1 - Advance an inclusive digital experience for all to be people-centric, accessible, and responsible.
- ☐ Goal 2 - Secure California's technology investments to have cyber hygiene, cyber resilience, and cyber maturity.
- ☐ Goal 3 - Strengthen California's Public Sector technology workforce for today and tomorrow to be prepared, engaged, and a destination employer.
- ☐ Goal 4 - Align strategy execution across the state to have shared purpose, strategic progress, and performance excellence.
- ☐ Goal 5 - Continually future-proof the business of government to have public trust, modularity, and emerging tech readiness.

22. Has your project team completed the Project Success Workshop? *

- ☐ Yes
- ☐ No

23. Do you have a Project Management Plan (PMP)? If so, provide a copy of your PMP. Link to the provided template: <https://projectresources.cdt.ca.gov/genai-project-delivery-lifecycle/> *

- ☐ Yes
- ☐ No

24. Do you have a RACI? If so, provide a copy of your completed RACI. Link to RACI template, if needed: <https://projectresources.cdt.ca.gov/genai-project-delivery-lifecycle/> *

- ☐ Yes
- ☐ No

25. Have you developed an MVP project timeline? If so, provide a copy of your MVP project timeline. *

- ☐ Yes
- ☐ No

26. Have you completed your Risks, Issues, and Decisions Matrix? If so, provide a copy of your Risks, Issues, and Decisions Matrix. Link to Risks, Issues, and Decisions template, if needed: <https://projectresources.cdt.ca.gov/genai-project-delivery-lifecycle/> *

☐ Yes

☐ No

Enterprise Architecture and Security Questions

27. Has your state entity's enterprise architecture and security contributed to or validated your non-functional requirements? *

☐ Yes

☐ No

☐ N/A

28. Has the AI training data been evaluated for relevance and appropriateness? *

☐ Yes

☐ No

29. Have you determined how you will verify the accuracy of the results? *

☐ Yes

☐ No

30. Is the proposed solution in compliance with all relevant state policies? *

☐ Yes

☐ No

31. If your solution is not in compliance with all relevant state policies, will you be requesting an exemption? Please describe. *

32. Does the proposed solution integrate with your existing enterprise architecture? Provide a copy of your solution design as an attachment. *

☐ Yes

☐ No

☐ N/A

Procurement Questions

33. Has a solution been selected from your market analysis and alternative process? *

☐ Yes

☐ No

34. Have you developed a scope of work (SOW) for your procurement package? *

☐ Yes

☐ No

35. Have you attached your Requirements Traceability Matrix to your SOW? *

☐ Yes

☐ No

36. Have you identified who is responsible for each requirement? *

☐ Yes

☐ No

37. Have vendor negotiations been completed? *

☐ Yes

☐ No

38. Have project procurement cost estimates been identified (primary and ancillary)? *

☐ Yes

☐ No

39. Have maintenance and operational (M&O) cost estimates been identified? *

☐ Yes

☐ No

APPROVAL OF MVP

40. Department CIO Signature

41. Department Executive Sponsor Signature

42. Agency AIO Signature

43. State CIO Signature

MVP RETROSPECTIVE and ADDITIONAL ITERATIONS

Instructions for submitting requested artifacts are provided at the end of this form.

44. Have you completed your MVP Retrospective? If so, provide a copy of your MVP Retrospective. Link to MVP Retrospective template: <https://projectresources.cdt.ca.gov/genai-project-delivery-lifecycle/> *

☐ Yes

☐ No

45. Has the MVP solution been accepted by department leadership? *

☐ Yes

☐ No

46. Will you move forward with further iterations? *

☐ Yes

☐ No

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47. When ready, forward the following completed documents to: ProjectOversight@state.ca.gov

- ☐ • Risks, Issues & Decisions Log (use your own, or use the provided Risks, Issues & Decisions Log) <https://projectresources.cdt.ca.gov/genai-project-delivery-lifecycle/>
- ☐ • MVP Feasibility Assessment (template provided)
- ☐ • SIMM 45 Complexity Assessment - Second section technical complexity. Link to template: <https://cdt.ca.gov/wp-content/uploads/2023/12/SIMM-45-Appendix-C-Complexity-Assessment-2023.xlsx>
- ☐ • Solution Design (no template)
- ☐ • Requirements Traceability Matrix (use your own, or use the provided Requirements Traceability Matrix provided) <https://projectresources.cdt.ca.gov/genai-project-delivery-lifecycle/>
- ☐ • MVP Project Timeline (no template)
- ☐ • RACI (use your own, or use the provided RACI) <https://projectresources.cdt.ca.gov/genai-project-delivery-lifecycle/>
- ☐ • FAW Link to form: <https://cdt.ca.gov/wp-content/uploads/2019/09/F.2-Financial-Analysis-Worksheets-Template.xlsx>
- ☐ • Retrospective (POC, MVP, Iterative) (template provided) <https://projectresources.cdt.ca.gov/genai-project-delivery-lifecycle/>
- ☐ • Project Management Plan (use your own, or use the provided Project Management Plan template) <https://projectresources.cdt.ca.gov/genai-project-delivery-lifecycle/>



Project Delivery Lifecycle Workbook Chapter 4 - Project Phase 2-n (Iterative)

The Project Delivery Lifecycle is designed to employ flexibility, commitment and accountability. In this chapter, we ask questions to help you plan additional iterations if your MVP is determined to be valuable and scalable. Our aim is to expedite your journey through this process and create more successful outcomes. The Project Delivery Lifecycle for IT Projects utilizing GenAI is in a pilot phase.

* Required

General Information

Instructions for submitting requested artifacts are provided at the end of this form.

1. Agency or Department name: *

2. Organization code#: *

3. Have you been assigned a CDT project# or ServiceNow case#? If so, enter it below: *

4. Proposed project name and acronym: *

5. Submitter name and title: *

6. Submitter email: *

Business Questions

Instructions for submitting requested artifacts are provided at the end of this form.

7. Have you completed an Iterative Value Report? If so, provide a copy. Link to Iterative Value Report: <https://projectresources.cdt.ca.gov/genai-project-delivery-lifecycle/> *

☐ Yes

☐ No

8. **Have business requirements for this iteration been captured and validated with all stakeholder groups?** *(Have you completed the to-be process maps down to the use case level? Have you documented the user stories' execution steps and data requirements for each use case?) **

☐ Yes

☐ No

9. Provide your to-be process diagrams for this iteration and the associated user stories with execution steps and data requirements. Continue to next question.

10. Provide an updated Requirements Traceability Matrix/Backlog. Continue to next question.

11. Have you completed a risk analysis of the proposed iteration to identify and evaluate potential risks to the project and product? *

☐ Yes

☐ No

12. Have you revised the solution design to reflect the proposed iteration and engaged your state entity's enterprise architecture (EA) for vetting? Provide an updated solution design, as necessary. *

☐ Yes

☐ No

13. Has anything in Chapter 1, Questions 8-11 changed (business need and objectives)? *

☐ Yes

☐ No

14. Provide any changes to Chapter 1, questions 8-11 *

15. If there were any Labor Relations related collective bargaining obligations or notice requirements, have they been addressed? *

☐ Yes

☐ No

N/A

Product Questions

Instructions for submitting requested artifacts are provided at the end of this form.

16. Has the product/solution been verified and validated by all stakeholder groups? *

- ☐ Yes
- ☐ No

17. Has your product backlog been updated? *

- ☐ Yes
- ☐ No

18. Have you updated your product roadmap, if required? If so, please provide a copy of your updated product roadmap. *

- ☐ Yes
- ☐ No
- ☐ N/A

Funding Questions

19. Have you Identified the funding source for this iteration? *

- ☐ Yes
- ☐ No

20. Enter the source of funding for this iteration. *

21. Will additional iterative funding be needed? *

- ☐ Yes
- ☐ No
- ☐ Unknown at this time

22. Provide your Financial Analysis Worksheet (FAW) with actual costs. Continue to next question.

Project Questions

Instructions for submitting requested artifacts are provided at the end of this form.

23. Has there been a change in alignment with California's IT strategic goals since Chapter 3 was submitted? Link to Envision 2026 - California's Technology Future *

- ☐ No, no change in goal alignment
- ☐ Yes - check all goals currently in alignment
- ☐ Goal 1 - Advance an inclusive digital experience for all to be people-centric, accessible, and responsible.
- ☐ Goal 2 - Secure California's technology investments to have cyber hygiene, cyber resilience, and cyber maturity.
- ☐ Goal 3 - Strengthen California's Public Sector technology workforce for today and tomorrow to be prepared, engaged, and a destination employer.
- ☐ Goal 4 - Align strategy execution across the state to have shared purpose, strategic progress, and performance excellence.
- ☐ Goal 5 - Continually future-proof the business of government to have public trust, modularity, and emerging tech readiness.
- ☐ No

24. Have you updated your Project Management Plan (PMP) for this next iteration? If so, provide an updated copy. *

- ☐ Yes
- ☐ No
- ☐ N/A

25. Have you updated your project timeline to include the proposed iteration? If so, provide a copy of the updated project timeline. *

- ☐ Yes
- ☐ No

26. Have you updated your Risks, Issues, and Decisions Log? If so, provided an updated copy. *

- ☐ Yes
- ☐ No

Enterprise Architecture and Security Questions

27. Have you validated your results for accuracy? *

- ☐ Yes
- ☐ No
- ☐ Other

28. Does the next iteration of your solution integrate with your existing enterprise architecture? *

- ☐ Yes
- ☐ No

29. Identify the extensions needed in your current enterprise architecture to integrate with the proposed solution. *

30. If there are additional requirements, have they been vetted by your state entity’s enterprise architecture? *

- ☐ Yes
- ☐ No
- ☐ Other

31. Has the AI training data been evaluated for relevance and appropriateness? *

- ☐ Yes
- ☐ No

32. Is the expanded solution in compliance with all relevant state policies? *

- ☐ Yes
- ☐ No

33. Please describe any state policies that the proposed solution does not comply with. *

Procurement Questions

34. Have you developed a scope of work (SOW) for this iteration's procurement package? *

- ☐ Yes
- ☐ No

35. Have you attached your Requirements Traceability Matrix for this iteration to your SOW? *

- ☐ Yes
- ☐ No

36. Have you identified who is responsible for each requirement? *

- ☐ Yes
- ☐ No

37. Have vendor negotiations for this iteration been completed? *

- ☐ Yes
- ☐ No

38. Have project procurement cost estimates for this iteration been identified (primary and ancillary)? *

- ☐ Yes
- ☐ No

39. Have maintenance and operational (M&O) cost estimates been revised as a result of this iteration and reflected in the FAW? *

- ☐ Yes
- ☐ No

APPROVAL OF PHASE 2-n ITERATION

40. Department CIO Signature

41. Department Executive Sponsor Signature

42. Agency AIO Signature

43. State CIO Signature

ITERATION X RETROSPECTIVE AND ADDITIONAL ITERATIONS

Instructions for submitting requested artifacts are provided at the end of this form.

44. Have you completed your Iteration X Retrospective? If so, provide a copy.
<https://projectresources.cdt.ca.gov/genai-project-delivery-lifecycle/> *

- ☐ Yes
- ☐ No

45. Has the solution defined for this iteration been accepted by department leadership? *

- ☐ Yes
- ☐ No

46. Will you move forward with further iterations? *

- ☐ Yes
- ☐ No
- ☐ Unknown at this time

ATTACHMENTS

TO SAVE A COPY OF THIS SUBMISSION: Click on “Save my response” button on the confirmation message received after you submit this form. Additional instructions: https://stateca.sharepoint.com/w/r/sites/PALTeam/Shared%20Documents/General/GenAI_PDL/Project%20Workbook/Template%20Prototypes/FINAL%20TEMPLATES/SAVE%20A%20COPY%20OF%20YOUR%20WORKBOOK%20CHAPTERS.docx?d=w4c8e06cd347a4501bedc2e62acf31513&csf=1&web=1&e=DFNQrt

47. When ready, forward the following completed documents to: ProjectOversight@state.ca.gov

- ☐ • Updated Solution Design, as needed (no template)
- ☐ • Updated Requirements Traceability Matrix/Backlog
- ☐ • Updated to-be process flows with proposed iteration (no template)
- ☐ • Updated Project Timeline with proposed iteration (no template)
- ☐ • Updated FAW reflecting iteration costs
- ☐ • Iterative Value Report (template provided) <https://projectresources.cdt.ca.gov/genai-project-delivery-lifecycle/>
- ☐ • Updated Project Management Plan, as appropriate
- ☐ • Retrospective for Iteration X (template provided) <https://projectresources.cdt.ca.gov/genai-project-delivery-lifecycle/>