

Required Artifact Form

Oversight Level 3

Project Name: OED Modernization Program - Associated Projects

Req	Documents/Artifacts	Components/Notes
Stage 2: Resource & Solution Analysis & Planning		
x	Project Management Plan	Scope Management Plan Schedule Management Plan Cost Management Plan Stakeholder Management Plan Resource Management Plan Procurement Management Plan Requirements Management Plan Communication Management Plan Risk and Issue Management Plan Change Management Plan Quality Management Plan
x	RFP Documents/Contractor Statements of Work (Project management, business analysis, and independent QA)	Required if contracting for any project management, business analysis, and/or independent QA services
x	Market Research	
x	Current, Future and Gap Analysis	
x	Solution Analysis	
x	Detailed Project Risk and Issue Log	
x	Stakeholder Registry	
x	RACI	
x	Scope (± 50%)	Scope statement
x	Schedule (± 50%)	Include WBS detail: tasks, level of effort, resource names, resource allocation, duration, dependencies
x	Budget (± 50%)	
x	System Security Plan	Engage with CSS. Complete Section 1 for cloud and on-premise solutions
x	Cloud Workbook	Required if considering cloud solutions. Engage with CSS. Complete Section A and, if required based on risk determination, Section B1.
x	Requirements	Business, functional and non-functional. Level of detail will vary based on the type of solution (COTs, SaaS, custom, etc.)
x	Organizational Change Management Plan	
x	Project Status Reports & Risk Logs (scope, schedule, budget, risks)	Submit monthly as directed throughout the project
x	Independent QA/QC Deliverables	EIS-P3 will require a comprehensive Independent Quality Management Services (iQMS) engagement with an Independent Quality Assurance (QA) contractor, in accordance with published guidance by Statewide Quality Assurance Program
Stage 3: Implementation Planning		
x	RFP Documents/Contractor Statements of Work (software/hardware/development/configuration)	Required if contracting for solution(s) and/or implementation services. RFP should include cloud compliance and system security criteria as applicable and solution delivery methodology.
x	Baseline Project Management Plan	The complete plan should include the reviewed and elaborated sub-plans to establish the project baseline
x	Baseline Scope (± 10%)	Scope statement
x	Baseline Schedule (± 10%)	Include WBS detail: tasks, level of effort, resource names, resource allocation, duration, dependencies
x	Baseline Budget (± 10%)	
x	Benefits Management Plan	
x	Requirement Traceability Matrix	
x	Cloud Workbook	Required if contracting for a cloud solution and based on Section A risk determination
Stage 4 + Closing: Execution & Move to Operations		
x	Executed Contracts & Amendments	Required if contracting for solution(s) and/or implementation services
x	Test Plan	Approach to test scenarios, test data collection and test performance evaluation
x	System Security Plan	Engage with CSS. Complete Section 2 for cloud and on-premise solution. Section 3 is required for cloud solution only. Vendor must complete Section 3 for cloud solutions in collaboration with the agency.
x	Updated Project Management Documents	Required if project baseline changes during execution
x	Independent QA/QC Deliverables	Required if project is engaged with iQMS vendor
x	Quarterly Quality Management Reports	Required if project is engaged with iQMS vendor
x	Data Dictionary	
x	Disaster Recovery Plan	
x	Operations and Maintenance Plan	
x	Lessons Learned/Project Close Out Reports	