

SDLC Time-Sensitive Deliverables

| # | SDLC Phase | Item | Description | When | Submitter | Receiver | Reason |
|---|---------------------|---|--|---|--|--|---|
| 1 | n/a | Statewide IT Master Plan | Document that is basis for management and direction of IT in Executive Branch of State government | July for the next budget year (example: July 2008 for Fiscal Year 2010) | Secretary, Department of Information Technology (DoIT) | Agencies | Statute: State Finance and Procurement (SF&P) §3A-303(4) http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&3A-303 SF&P §3A-304 http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&3A-304 |
| 2 | Concept Development | Agency IT Master Plan | Document that is basis for management and direction of IT in a unit of the Executive Branch of State government | Mid-August for the next budget year (example: mid-August 2008 for Fiscal Year 2010) | Non-exempt agencies | Secretary, DoIT | Statute: SF&P §3A-305(a) http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&3A-305 |
| 3 | Concept Development | Managing For Results (MFR) and StateStat if required | Planning, performance measurement and budgeting processes that emphasize use of resources to achieve measurable results; an agency strategic plan (as required by DBM) | August 31 for the next budget year (example: August 31, 2008 for Fiscal Year 2010) | Non-exempt agencies | Department of Budget & Management Office of Budget Analysis (DBM OBA) | Statute: SF&P §3-1002(c) http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&3-1002 SF&P §3-1003(c) http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&3-1003 |
| 4 | Concept Development | Agency IT Project Request Note: a corresponding DBM-DA-21 is required by DBM OBA | Web-enabled application providing a standardized approach to requesting approval and funding for major information technology development projects (MITDPs) | Mid-September for the next budget year (example: mid-September 2008 for Fiscal Year 2010) | Non-exempt agencies | Secretary, DoIT | Statute: SF&P §3A-308(b and c) SF&P §3A-308(f) http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&3A-308 |

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| 5 | Concept Development | System Development Life Cycle Plan (with the Agency IT Project Request) | A plan that defines all actions, functions, or activities to be performed by a unit of State government in the definition, planning, acquisition, development, testing, implementation, operation, enhancement, and modification of information technology systems | Mid-September for the next budget year (example: mid-September 2008 for Fiscal Year 2010) | Non-exempt agencies | Secretary, DoIT | Statute: SF&P §3A-308(g) http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&3A-308 |
| 6 | Concept Development | Agency Internet Plan (with the Agency IT Master Plan) | An annual project plan outlining the status of efforts to make information and services available to the public over the Internet | Mid-August for the next budget year (example: mid-August 2008 for Fiscal Year 2010) | Non-exempt agencies | Secretary, DoIT | Statute: SF&P §3A-305(a) http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&3A-305 |
| 7 | Planning; Requirements Analysis, Design; Development | Board Agenda | Presentation of IT procurement proposals to BPW | By BPW published schedule | Secretary, DoIT | Board of Public Works (BPW) | Statute: DoIT: SF&P §12-107(b)(7) http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&12-107 BPW: SF&P §12-101(b) http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&12-101 DoIT instructions and 2009 BPW Schedule http://doit.maryland.gov/contracts/Pages/BPWSubmission.aspx |

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| 8 | Planning; Requirements Analysis, Design; Development; Integration & Testing; Implementation | Quarterly Report | For each active MITDP, an analysis of the most recent three months' activities, a year to date analysis, significant milestones and a project (including financial) status | First Friday of new month per revolving schedule defined by DoIT | Non-exempt agencies | DoIT Project Management Office | Statute: SF&P §3A-308(f, g) http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&3A-308 |
| 9 | n/a | Year End Report | An annual report providing the financial and project status of the State MITDP portfolio | November 1 | Secretary, DoIT | Governor, DBM Secretary, Legislature | Statute: SF&P §3A-309(l) http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&3A-309 |
| 10 | n/a | Mid-Year Report | An annual report providing the project status of the State MITDP portfolio | January 15 | Secretary, DoIT | Legislature | Statute: SF&P §3A-309(m) http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&3A-309 |
| 11 | Any | JCR Requirements | Action items found in annual JCR | As directed in JCR | Non-exempt agencies | As directed in Joint Chairmen's Report (JCR): (usually DBM OBA, Legislature) | JCR example: http://mlis.state.md.us/2008rs/budget_docs/All/JCR.pdf |