**PAL Process Deliverables**

**Please Note:** InterVision can provide this service if this service is defined in the RFO solicitation.

| **Phase** | **Task** | **Deliverable Item** | **Payment** |
| --- | --- | --- | --- |
| **Stage 1** |  |  |  |
| S1 | Project Reportability Assessment |  | $5,000 |
| S1 | * General Information * Stakeholder Assessment * Business Program(s) Information * Project Justification * Business Drivers * Statewide IT Strategic Alignment * Business Outcomes Desired (Problem/Opportunity) * Objectives/Metrics * SIMM Section 45 Appendix B, Project Management Risk Assessment * SIMM Section 45 Appendix C, Complexity Assessment * Financials | Project Approval Executive Transmittal | $75,000 |
| **Stage 2** |  |  |  |
| S2 | * As-Is Business Process Modeling * To-Be Business Process Model * Technical Context for both As-Is/To-Be * Data Management | As-Is and To-Be Process Documentation | $100,000 |
| S2 | Develop the Mid-Level Requirements | Mid-level Solution Requirements | $100,000 |
| S2 | Conduct and Document the Market Research | Market Research Package | $75,000 |
| S2 | Develop Proposed/Alternative Solutions | Proposed and Alternative Solutions | $50,000 |
| S2 | Develop Project Management Plans   * Project Charter * Scope Management Plan * Schedule Management Plan * Resource Management Plan * Stakeholder Management Plan * Project Organization Chart * Data Management Plan and Data Migration Plan * Staffing Plan * Organizational Change Management Plan * Risk and Issue Management Plan Communication Management Plan * Stakeholder Management Plan * Governance Plan * Procurement Management Plan * Change Control Management Plan * Cost Management Plan | Project Management Plans | $75,000 |
| S2 | Data Conversion/Migration Task  Data Dictionary  Data Mapping | Identify Data Conversion/Migration Tasks | $50,000 |
| S2 | Develop Project Roadmap | Project Roadmap | $25,000 |
| S2 | Complete Assessment (SIMM 45 Appendix A) | Assessment (SIMM 45 Appendix A) | $10,000 |
| S2 | Complete SIMM Section 45 Appendix C, Complexity Assessment | SIMM Section 45 Appendix C, Complexity Assessment | $10,000 |
| S2 | Conduct Financial Analysis and prepare the Financial Analysis Worksheets (FAWs) | FAWs | $75,000 |
| S2 | Develop the Security Categorization Impact Table | Security Categorization Impact Table | $15,000 |
| S2 | Complete the Project Approval Transmittal | SIMM 19 Project Approval Transmittal | $10,000 |
| S2 | Develop Preliminary Assessment | Preliminary Assessment | $50,000 |
| **Stage 3** |  |  |  |
| S3 | The Project Approval Executive Transmittal Form, located in SIMM Section 19G, will be used to  satisfy the transmittal requirements for Stage 3 Solution Analysis. | Project Approval Executive Transmittal Form, SIMM Section 19G | $25,000 |
| S3 | Updated To-Be Workflows | Update To-Be Workflows | $50,000 |
| S3 | Develop the Detailed Solution Requirements | Detailed Requirements Document | $100,000 |
| S3 | Develop SOW(s) | SOW(s) | $100,000+ |
| S3 | Develop Project and Procurements Roadmap | Project and Procurements Roadmap | $20,000 |
| S3 | Develop the Procurement Profile | Solution Development Procurement Profile | $15,000 |
| S3 | * Project Management Plan * Updated Risk Management Plan * Procurement Management Plan * Contract Management Plan * Quality Management Plan * Testing Master Plan * Security Management Plan * Business Continuity Management Plan * Maintenance and Operations Transition Management Plan * Configuration Management Plan * Change Control Management Plan | Develop Project Management Plan Documents | $125,000 |
| S3 | Develop the Primary Solicitation Package | Primary Solicitation Package | $75,000 |
| S3 | Prepare Ancillary ProcurementsPackages | Ancillary ProcurementsPackages | $50,000 each |
| S3 | Develop Evaluation Scorecard Part A | Solution Development Scorecard Part A | $10,000 |
| S3 | Prepare Project Approval Executive Transmittal Form, located in SIMM Section 19G | Project Approval Executive Transmittal Form, located in SIMM Section 19G | $10,000 |
| **Stage 4** |  |  |  |
| S4 | Develop the Final Project Readiness and Approval Document | Stage 4 Project Readiness and Approval Transmittal Template | $10,000 |
| S4 | Develop the Gate 4 Evaluation Scorecard | Gate 4 Evaluation Scorecard | $20,000 |
| S4 | Develop a Response to the Collaborative Reviews | Response to the Collaborative Reviews | $10,000 |
| S4 | Complete the Organizational Readiness Assessment | Stage 4 Project Readiness and Approval Preliminary Assessment | $25,000 |
| S4 | Baseline Project Schedule | Baseline Project Schedule | $20,000 |
| S4 | Review and reevaluate the cost estimates | Updated Financial Analysis Worksheet | $25,000 |
| S4 | Cost Baseline and develop a Budget Change Proposal | Budget Change Proposal | $50,000 -$75,000 |
| S4 | Develop the Primary Solicitation Evaluation and Selection Report Results | Evaluation and Selection Report | $50,000 |
| S4 | * Update Risk Register * Contract Management Plan * Cost Management Plan * Implementation Management Plan * Requirement Management Plan * Deliverables Summary * Contract Management Plan * Configuration Management Plan * Data Management Plan * Maintenance and Operations Transition Management Plan * Proposed Project Organization Chart | Update the Project Management Plans | $100,000 |
| S4 | Project Approval Executive Transmittal | Project Approval Executive Transmittal | $25,000 |