

SECTION 11.00/11.10 REPORT
Information Technology
(Instructions follow)

Type of Notification: Section 11.00___ Section 11.10___ (Check applicable notification type. Complete one form for each type of notification; do not combine Section 11.00 and Section 11.10 notifications on the same form.)

A	Department:		Date	Budget Item No./Budget Year	
	Project Title or Business Proposal Title/Description:		Date of initial project approval:	Date of last project approval:	Total amount of project cost increase:
C	Fund Source (specify) For Project Cost Changes	Prior Year(s) \$	Current Year \$	Budget Year \$	Out Year(s) \$ (until end of project)
		Reimbursements			
		TOTAL			
D	Department Director's Signature	Date:		Budget or Fiscal Officer's Signature	Date:

Department of Finance Use Only

APPROVALS:				
IT Asst. Program Budget Manager:			Date:	
Program Budget Manager:			Date:	
Transmitted to Legislature:	Date:	30 days waiver requested:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

Section 11.00/11.10 Report Instructions

Each Section 11.00 Report shall include all of the following:

- (1) The total change in project cost, scope, and schedule;
- (2) The reason for the change or changes;
- (3) A description of new or amended contracts required as a result of the project change or changes;
- (4) A list of the open risks and issues identified in the last two Independent Project Oversight and Independent Verification and Validation Reports, as well as any risks or issues that have been identified since publication of those reports; and
- (5) The department's planned mitigation of these risks and issues.

On Exhibit A, enter the *Type of Notification*, either Section 11.00 or Section 11.10.

A. Enter the *Department Name*, *Current Date*, the *Budget Item Number(s)*, and *Budget Year*.

B. Enter the *Information Technology Project Title* or *Business Proposal Title/Description*.

Enter the date of *Initial Project Approval* (Feasibility Study Report, Project Approval Lifecycle document) or business proposal, and the date of the *Last Project Approval* (Special Project Report) or business proposal amendment.

Enter the *Total Amount of Project Cost Increase* since the last project approval. This dollar amount must total the columns in Section C.

- C. By funding source (e.g., General Fund, special funds, federal funds, reimbursements, or redirection), indicate the increase in dollar amounts for the Prior Year(s), Current Year, Budget Year, and the total of all Out Year(s) augmentations. The dollar amounts must equal the *Total Amount of Project Cost Increase* in Section B. For the Prior Year(s) and Out Year(s) columns please indicate the associated timeframe (e.g., 2012-14 and 2017-19).
- D. Exhibit A must be signed and dated by the Department Director and Department Budget or Fiscal Officer before submittal. (Draft submittals do not require signatures.) Submit the signed *Exhibit A* and *Section 11.00/11.10 Report* to the ITCU mailbox at ITCUDOCS@dof.ca.gov.