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| SECTION 11.00/11.10 REPORT  Information Technology  *(Instructions follow)*  **Type of Notification:**  **Section 11.00 OR  Section 11.10** | | | | | | | | | | | | |
| A | Department: | | | Date: | | | Budget Item No./Budget Year: | | | | | |
| B | Project Title  Business Proposal Title/Description: | | | Name and Date of initial  Project approval: | | | Name and Date of last project approval: | | | | Total amount of project cost increase: | |
|  |  |  | | | | | | | | | | |
| C | **Fund Source (specify)**  **For Project Cost Changes** | **Prior Year(s) $**  FY(S): | | | **Current Year $**  FY(S): 23/24 | | | **Budget Year $**  FY(S): 24/25 | | | **Out Year(s) $**  **(until end of project)**  FY(S): | |
|  |  |  | | |  | | |  | | |  | |
|  |  | $ | | | $ | | | $ | | | $ | |
|  |  | $ | | | $ | | | $ | | | $ | |
|  |  | $ | | | $ | | | $ | | | $ | |
|  |  | $ | | | $ | | | $ | | | $ | |
|  | Reimbursements | $ | | | $ | | | $ | | | $ | |
|  | **TOTAL** | $ | | | $ | | | $ | | | $ | |
| D | Department Director's Signature:  Date: | | | | | | | Budget or Fiscal Officer's Signature:  Date: | | | | |
| Department of Finance Use Only | | | | | | | | | | | | |
|  | **APPROVALS:** | | | | | | | | | | |
|  | Assistant Program Budget Manager: | | | | | | | | | Date: | | |
|  | Program Budget Manager: | | | | | | | | | Date: | | |
|  | Transmitted to Legislature: | | Date: | | | 30 days waiver requested: | | | Yes:  No: | | | |

Section 11.00/11.10 Report

**Instructions**

Each Section 11.00 Report shall include all of the following:

1. A brief description of the project and the project status, including the total change in project cost, scope, and schedule.
2. The reason for the change(s).
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.
5. The department’s planned mitigation of these risks and issues.

On Exhibit A, check the box for the *Type of Notification*, either Section 11.00 or Section 11.10. Complete one form for each type of notification; do not combine Section 11.00 and Section 11.10 notifications on the same form.

1. Enter the *Department Name*, *Current Date*, the *Budget Item Number(s),* and *Budget Year*.
2. Enter the *Information Technology Project Title* or *Business Proposal Title/Description*.

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

1. 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). 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., 2019-2020 through 2022-23 and 2024-25 through 2025-26, respectively).
2. 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 ITCU at [ITCUDOCS@dof.ca.gov](mailto:ITCUDOCS@dof.ca.gov).