

## 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) <a href="http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&amp;3A-303">http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&amp;3A-303</a> SF&P §3A-304 <a href="http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&amp;3A-304">http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&amp;3A-304</a>
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) <a href="http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&amp;3A-305">http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&amp;3A-305</a>
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) <a href="http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&amp;3-1002">http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&amp;3-1002</a> SF&P §3-1003(c) <a href="http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&amp;3-1003">http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&amp;3-1003</a>
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) <a href="http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&amp;3A-308">http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&amp;3A-308</a>

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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) <a href="http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&amp;3A-308">http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&amp;3A-308</a>
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) <a href="http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&amp;3A-305">http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&amp;3A-305</a>
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) <a href="http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&amp;12-107">http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&amp;12-107</a> BPW: SF&P §12-101(b) <a href="http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&amp;12-101">http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&amp;12-101</a> DoIT instructions and 2009 BPW Schedule <a href="http://doit.maryland.gov/contracts/Pages/BPWSubmission.aspx">http://doit.maryland.gov/contracts/Pages/BPWSubmission.aspx</a>

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#	SDLC Phase	Item	Description	When	Submitter	Receiver	Reason
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) <a href="http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&amp;3A-308">http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&amp;3A-308</a>
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) <a href="http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&amp;3A-309">http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&amp;3A-309</a>
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) <a href="http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&amp;3A-309">http://mlis.state.md.us/asp/web_statutes_2009.asp?gsf&amp;3A-309</a>
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: <a href="http://mlis.state.md.us/2008rs/budget_docs/All/JCR.pdf">http://mlis.state.md.us/2008rs/budget_docs/All/JCR.pdf</a>