Texas Project Delivery Framework Reference Guide

Framework Step	Deliverable	Description	Submission Instructions	Frequency
STEP 1 - INITIATE	**Business Case** Tex Gov Code (TGC) 2054.303	Provides narrative comparison of business solution costs and project benefits based on a business case analysis process.	Submit to QAT for review prior to expending funds for the project. Agency complies with QAT recommendation or submits explanation why the recommendation is not applicable to the project under review. Review cycle: During legislative cycle, projects reviewed by August 31. Out-of-cycle, projects reviewed in business 30 days.	Submit initially. Resubmit when costs or schedule increase 10% or greater, or there is significant scope change.
	Business Case - Financial Workbook	Provides quantified estimates of business solution costs and project benefits.		
	Statewide Impact Analysis TGC 2054.303(a)(2)(A)	Provides information necessary for assessment of the project's impact on use of information technology resources across the state.	Submit with Business Case.	Once.
	Technical Architecture Assessment TGC 2054.303 (a)(2)(B)	Provides assessment of proposed technical architecture for project to ensure agency is using industry accepted architecture standards in planning for implementation.	Submit if requested by QAT. Beginning September 2020, only required by agencies with "additional monitoring" assignment from SAO <u>and</u> requested by QAT.	Upon QAT Request.
STEP 2 - PLAN	**Project Plan** TGC 2054.304 (b)	Provides general project planning information, monitoring and control methods, quality, communication, configuration, performance, and risk management.	Submit prior to spending 10% of allocated funds for the project.	Submit initially; update and resubmit as needed.
	Acquisition Plan TGC 2054.305	Provides procurement planning information for acquiring goods and/or services outside of the organization through management of solicitations and contracts.	Submit prior to issuing a solicitation for projects with a value of at least $10M. Beginning September 2020, submission required for all MIRPs from agencies with "additional monitoring" assignment from SAO.	Once.
	Solicitation Notice GAA Art. IX Sec. 9.02 (C)(2)	Provides notice of upcoming procurement solicitation.	Submit when posting a solicitation to the vendor community. For projects with a value of at least $10M must have Acquisition Plan submitted to QAT.	Each Solicitation.
	Over $10M Pre-Negotiated Draft Contract Review TGC 2054.160 (a)(1)	Provides a copy of the draft contract with proposed terms, including all appendices and attachments.	For contracts with a total value of at least $10M submit the proposed terms of the contract to QAT for review <u>before the start of negotiations</u>. Agency may commence negotiations after submitting.	Each Contract.
	Over $10M Unexecuted Contract Review TGC 2054.160 (a)(2) & 2054.160 (b)	Provides a copy of the final negotiated unsigned version of the contract including all appendices and attachments. Includes all contracts associated with any phase of SDLC.	For negotiated contracts of at least $10 million, submit the final unsigned contract to QAT for review. Agency must comply with QAT recommendation or submit explanation why the recommendation is not applicable.	Each contract.
	$10M or more Contract Notice of Execution GAA Art. IX Sec. 9.02(c)(3)	Provides notice of completed contract after execution.	Submit within 10 days after contract has been awarded.	Each contract.
STEP 3 - EXECUTE	**Contract Amendment and Change Order** TGC 2054.160 (d); TGC 2054.307 (b); GAA Art. IX Sec. 9.01(e)	Provides a justification and summary of contract amendment and change order information for QAT. Also provides proposed amendment prior to execution.	If an amendment(s) or change order(s) increases the value of a contract under $10M by 10% or more from its initial value, submit to QAT prior to its execution. Note: Agency must also notify the Governor, Lieutenant Governor, Speaker of the House, Senate Finance Committee, and House Appropriations Committee.	Each amendment or change order over 10%.
	10% or More Over Cost or Schedule Revised Business Case TGC 2054.1181(j)1	Provides justification of increases over 10% to project costs and schedule based on projected benefits.	Submit to QAT for review.	Each time project cost or schedule increases over 10%.
	50% or More Over Project Cost or Schedule OR 10% or more increase in $10M+ Contract - Cost-Benefit Analysis TGC 2054.1181(j)1	Provides a cost-benefit analysis to compare canceling or continuing any project exceeding its initial budget or schedule by 50% or more OR increasing a MIRP contract valued at $10M or more by 10% or more.	For project schedule/cost increases over 50%, submit to QAT for review prior to expending added funds. For contracts with a value of at least $10M, submit to QAT prior to executing contract amendment. In both instances, any recommendations received from QAT must be provided an agency response detailing how the agency complies with QAT recommendations or submits explanation why the recommendations are not applicable to the project under review.	Each time cost/schedule increase over 50% and/or a >$10 million contract is amended by >10%.

STEP 4 - MONITOR & CONTROL	**Monitoring Report** TGC 2054.1181 (g) & TGC 2054.159	Provides project status information to QAT for monitoring purposes.	Submit according to QAT directed interval.	Determined by QAT.
	IV&V and QA Reports TGC 2054.159 (f)	Provides QAT independent verification and validation reports and independent quality assurance reports.	Submit within 10 days of report receipt by agency.	Throughout project lifecycle.
STEP 5 - CLOSING	**Post-Implementation Review of Business Outcomes** – 6 Months TGC 2054.306	Provides the comparison of the project results at 6 months post-implementation to stated project goals and objectives.	Submit six months after project completion.	Once.