California Project Management Framework (CA-PMF) – Key Elements

**Processes**
- Concept Development and Readiness Assessment
- Project Priorities Assessment
- Complexity Assessment
- Project Status Reports
- Issue Log Template
- Risk Log Template

**Roles**
- Executive Sponsor(s)
- Project Sponsor
- IT Sponsor
- Business Owner(s)
- Stakeholders

**Outputs**
- Completed Concept Process Phase Checklist
- Completed Stage 1 Business Analysis (PAL)
- Updated RACI Matrix
- Completed Process Improvement Plan
- Completed Final Status Report(s) (Oversight)
- Updated Project Schedule

**Activities**
- It’s Never Too Early to Engage Users
- Effective Sponsorship is the Key to Success
- The Business Need Drives the Project
- The Project’s Objectives May Be Misaligned
- Engage Stakeholders Strategically
- Track the Project Cost/Benefit Analysis and Deliver Incrementally to Reduce Risk
- Clearly Define How the Project is Measured
- So, Start Planning for Your Change Early

**Tasks**
- Identify the Project Sponsor(s) and Stakeholders
- Conduct a Readiness Assessment
- Project Approval Process
- Concept Process Phase Review

**Tools**
- Concept Development and Readiness Assessment Template
- Stage 1 Business Analysis Template (PAL)
- Concept Process Phase Checklist Template

**Outcomes**
- Completed Concept Priorities Assessment Template
- MAO Matrix Template
- Stakeholder Register Template
- Project Charter Template
- Status Reports (Oversight)
- Stage 2 Business Analysis Template (PAL)
- Project Document Library Repository
- Project Document Approval Template
- Initializing Process Phase Checklist Template

**Recommend and Practice**
- Validate Your Concept for a Strong Foundation
- Have a Strong Business Case
- Is Your Organization Ready for Change?
- Don’t Underestimate or Overemphasize User Research and Engagement

**Concept**
- Establish Project Staffing
- Create a Project Library
- Review Current Documentation
- Conduct Stakeholder Meetings
- Perform Change Analysis
- Monitoring and Controlling
- Approve Plan
- Initiating Process Phase Review

**Planning**
- Prepare for Planning Process Phase Activities
- Develop Planning Process Phase Artifacts
- Approve and Finalize Planning Process Phase Artifacts
- Optimize Planning Process Phase Artifacts
- Monitoring and Controlling
- Conduct Procurements
- Planning Process Phase Review

**Executing**
- Acquire the Project Team and Commit Resources
- Conduct Contractor On-Boarding
- Hold Executing Process Phase Kickoff Meeting
- Set Project Priorities
- Develop the Project Management Plan (PMP)
- Develop Subordinate Project Plans
- Develop the Work Breakdown Structure
- Baseline Project Plans
- Optimize Project Plans
- Monitor and Control the Project
- Completing the Planning Process Phase Checklist

For more information on the CA-PMF visit the website at: http://capmf.cio.ca.gov/