

## Texas Project Delivery Framework Reference Guide

Framework Step	Deliverable	Description	Submission Instructions	Frequency
STEP 1 - INITIATE	Business Case	Provides narrative comparison of business solution costs and project benefits based on a business case analysis process.	Submit for <b>QAT Approval</b> prior to expending funds for the project.	Submit initially. Resubmit when costs, scope or schedule significantly change.
	Business Case Financial Workbook	Provides quantified estimates of business solution costs, project benefits, and return on investment.	Submit for <b>QAT Approval</b> prior to expending funds for the project.	
	Statewide Impact Analysis	Provides information necessary for assessment of the project's impact on use of information technology resources across the state.	Submit with Business Case.	Once
	Execution Capability Assessment	Provides assessment to determine the agency's capability for implementing the project, to reduce the agency's financial risk, and to increase the probability of successful implementation.	Submit prior to spending any appropriated funds on a project.	Once
	Technical Architecture Assessment	Provides assessment of proposed technical architecture for project to ensure agency is using industry accepted architecture standards in planning for implementation.	Submit with Business Case.	Once
STEP 2 - PLAN	Project Plan	Provides general project planning information, monitoring and control methods, quality, communication, configuration, performance, and risk management.	Submit prior to spending 10% of project budget & prior to posting a solicitation for procurement.	Submit initially. Update and resubmit as needed
	Acquisition Plan	Provides procurement planning information for acquiring goods and/or services outside of the organization through management of solicitations and contracts.	Submit prior to spending 10% of project budget & prior to posting a solicitation for procurement.	Once
	Solicitation Notice	Provides notice of upcoming procurement solicitation.	Submit when posting a solicitation to the vendor community. Must have Project Plan & Acquisition Plan submitted to QAT.	Each Solicitation
	Over \$10M Unexecuted Contract Review	Provides all unexecuted contract documents to QAT for review and approval.	Submit for <b>QAT Approval</b> after vendor signs contract documents but prior to agency signing contract.	Each contract
	\$10M or more Contract Notice of Execution	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 Approval	Provides a summary of contract amendment and change order information for QAT approval. Also provides proposed amendment prior to execution.	If an amendment(s) or change order(s) increases the value of a contract by 10% or more from its initial value, submit for <b>QAT Approval</b> prior to its execution. <b>Note: Agency must also notify</b> the Governor, Lieutenant Governor, Speaker of the House, Senate Finance Committee, House Appropriations Committee.	Each amendment or change order over 10%.
STEP 4 - MONITOR & CONTROL	Monitoring Report	Provides project status information to QAT for monitoring purposes.	Submit according to QAT directed interval.	Determined by QAT
	IV&V Reports	Provides QAT independent verification and validation reports.	Submit within 10 days of receiving IV&V report.	Ongoing - when received.
	50% or More Over Budget or Schedule Cost Benefit Analysis	Provides a cost-benefit analysis to compare canceling or continuing any contract that is more than 50 percent over budget or behind schedule.	Submit for <b>QAT Approval</b> prior to making a contract payment to determine if project should continue.	Each time an agency is making a payment when project is 50% or more over
STEP 5 - CLOSING	Post-Implementation Review of Business Outcomes – 6 Months	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
	Post-Implementation Review of Business Outcomes – 2 years	Provides the comparison of the project results at 24 months' post-implementation to stated project goals and objectives.	Submit six months after project completion.	Once