

## General Information

The Environment submittal information is a convenient means of communicating the one or more different functional hosting areas used by a Customer system. In order to provide the best hosting services possible, certain information is necessary and requirements must be met to avoid delays.

Please complete this information before attachment to the Project service request. We recommend compiling this information when the other related technology submittals are complete or almost complete. For example, after completing the platform, application server, web server, database and local area network submittals for this specific environment.

This submittal and the related details are intended to convey information about the project systems, software, hardware, structure, and details important and necessary to hosting successful projects.

### **Related Documents**

The Environment submittal is published in conjunction with the New System Profile Environment and the appropriate Platform, Application Server, Database, Local Area Network, and depending on project conditions additional submittal documents as they may apply.

This family of documents is intended to reflect the relationships among the technology products used in the design build and host a project.

## Using the Environment Submittal

The following provides brief description and instructions regarding hosting environment information to be submitted. Please note that this and all OTech submittal forms contain similar tool-tips to assist in their completion.

### **Heading**

The heading is common project identification information and will be found on each OTech submittal form. The basic project information includes the Service Request number, the submittal days date, official Project name or abbreviation to be used and the number indicating which project submittal this is. Sequential numbering allows easy tracking.

### **Hosting Environment Designation and Information**

The purpose of this information is to communicate the Customer's computing environment use to the OTech Engineering disciplines. While OTech views all environments as being production work, it is important we understand, and can distinguish, the Customer's intended purpose or purposes for the environment.

Be as accurate as possible when entering the Tentative Delivery Date information for the designated environment. Inaccurate dates may result in rescheduling within OTech's schedule and cause delays in meeting service needs.

### **Server Detail, Technologies, Server High Availability, Authentication, Storage, Local Area Network and Disaster Recovery**

The purpose of providing the information indicated in these sections is to inform and assist OTech's project management coordination of this work and general capacity planning activities.

### **Environment Completion Requirements**

The purpose of this information is to provide OTech important details regarding Customer project expectations. OTech does understand project environment detail will vary depending on a variety of conditions. However, it is imperative to our successful project collaboration that this information is provided to satisfy the required results of this particular environment.

California Department of Technology, Office of Technology Services  
Environment Submittal Instructions

Issued: 07/10/2013

Tech.Ref No.04.00.00

***Information Classification***

This environmental classification of information is required and important to both the OTech and Customer for administrative purposes.

It is imperative the official name of the agency unit designated as owner of the project information and the various types of information to be included in this project environment be identified. This information is required to avoid delays. Tool-tips are provided for general guidance on the various different types of information. See the State Administrative Manual (SAM) section 5320.5 for additional information.