

**SUMMARY OF REQUIRED INFORMATION TECHNOLOGY REPORTS AND ACTIVITIES**  
**Revised May 2010**

Report/Activity	Source	Instructions to Departments	Send to	Due Dates
<b><i>Project-related Documents</i></b>				
Feasibility Study Report (FSR), Special Project Report (SPR), FSR-Reporting Exemption Request (FSR-RER)	SAM Sections 4819 and 4920-4945  ITPL10-07	Send an electronic copy to the OCIO-PMO (FSRs, SPRs, and FSR-RERs).  Send one hard copy to the Legislative Analyst's Office (LAO) (FSRs and SPRs only).  If the project exceeds the Department of General Services-Procurement Division's (DGS-PD) delegated purchasing authority, send one hard copy to DGS-PD (FSRs and SPRs only).	OCIO-PMO*, LAO, DGS/PD	Second Monday in January each year if related to a budget action for the spring process and no deadlines if not tied to budget action.  Third Monday in July each year if related to a budget action for the fall process.  FSRs, SPRs, or FSR-RERs that are not related to a budget action can be submitted at any time of the year.
Information Technology Procurement Plan (ITPP)	State Contracting Manual (SCM), Volume 3, Chapter 1  MM 07-02	See the SCM, Volume 3, Chapter 1	See the SCM, Volume 3, Chapter 1	See the SCM, Volume 3, Chapter 1.
Independent Project Oversight Report (IPOR)	SAM Section 4819.36  BL 08-06 and ITPL 09-01 ITPL 10-07	Send an electronic copy to the OCIO-PMO.	OCIO-PMO*	The tenth working day of the month as follows:  High Criticality/Risk – Monthly  Medium Criticality/Risk – Quarterly in January, April, July, and October  Low Criticality/Risk – Semi-Annually in January and July, if requested by the OCIO

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<b>Project-related Documents</b>				
Project Status Report (California Project Management Methodology SIMM Section 17A and 17D.2)	SAM Section 4819.31.5 and 4910 ITPL 10-07	Send an electronic copy of the Executive Status Report, Cost Tracking, and Milestone Tracking templates in Excel to the OCIO-PMO for all IT projects reportable to the OCIO (i.e., for projects with OCIO-approved FSRs or equivalent documents).	OCIO-PMO*	The fifth working day of the month as follows:  High Criticality/Risk – Monthly  Medium Criticality/Risk – Quarterly in January, April, July, and October  Low Criticality/Risk – Semi-Annually in January and July.
Microsoft Project Schedule	ITPL 10-07	Send a copy of the project schedule in MS Project format with the Project Status Report.	OCIO-PMO*	See Project Status Report Due Dates.
Post Implementation Evaluation Report (PIER)	SAM Section 4947	Send an electronic copy to the OCIO-PMO and one hard copy to the LAO.	OCIO-PMO*, LAO	Within 18 months of project completion.

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<b>Organizational/Planning Documents</b>				
Information Technology Capital Plan (ITCP)	SAM Section 4904	Submit electronically to the OCIO.	OCIO	Submission date for 2010 to be determined.
Agency Information Management Strategy (AIMS) and Certification	SAM Sections 4900.3 and 4900.5	Departments should collect internally. Retain the AIMS with the department's CIO.		Annually, August. However, submittal to the OCIO is suspended until further notice from the OCIO.
Information Management Organization	SAM Section 4903.1	Send electronic version of organization charts to the OCIO-PMO.	OCIO-PMO*	Annually, June.
Information Management Costs	SAM Section 4903.2 BL 10-06	Complete as instructed in BL 10-06.	Department of Finance	Due as described in BL 10-06.

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<b>Organizational/Planning Documents</b>				
Software Management Policy Annual Statement of Compliance	SAM Section 4846.2	Retain annual certification along with summary of updated inventories for three years.	Each agency CIO shall retain internally for three years.	Annually, January.
Enterprise Architecture Inventory Package	SAM Section 4819.31.5 and 4906 ITPL 09-03	Submit electronically to the OCIO Enterprise Architect.	OCIO-EA**	Annually, last Friday in June.
IT Facility/Space Construction Review	ITPL 09-04	Submit electronically to the OCIO.	OCIO***	Prior to initiating: (1) a CRUISE (Customer Requests: Upgraded Information Sharing Environment) request to DGS; or (2) any other site design activities conducted through another design entity.
Information Technology Acquisition Plan (ITAP)	ITPL 09-06 ITPL 10-07	Submit electronically to the OCIO-PMO.	OCIO-PMO*	The second Monday of each quarter.  See table below.

**ITAP** – Reporting due date is the second Monday of March, June, September, and December as follows:

Reporting Due Date (2 <sup>nd</sup> Monday)	Approval of Planned Acquisitions (for the upcoming quarter)	Reporting of Actual Acquisition Costs (for the prior quarter)
March	Q2 (Apr, May, Jun)	Q4 (Oct, Nov, Dec)
June	Q3 (Jul, Aug, Sept)	Q1 (Jan, Feb Mar)
September	Q4 (Oct, Nov, Dec)	Q2 (Apr, May, Jun)
December	Q1 (Jan, Feb Mar)	Q3 (Jul, Aug, Sept)

**Please note:** The OCIO will accept early submission of the quarterly ITAPs

### ***Security-related Documents***

The following security-related documents and schedule for submission are located on the OCIO's SIMM Web site at [http://www.cio.ca.gov/Government/IT\\_Policy/SIMM.html](http://www.cio.ca.gov/Government/IT_Policy/SIMM.html).

- Agency Designation Letter (SIMM Section 70A).
- Agency Information Security Incident Notification and Reporting Instructions (SIMM Section 65B).
- Agency Information Security Incident Report (SIMM Section 65C).
- Agency Operational Recovery Plan Certification (SIMM Section 70B).
- Agency Operational Recovery Plan Transmittal Letter (SIMM Section 70D).
- Agency Risk Management and Privacy Program Compliance Certification (SIMM Section 70C).
- Questionnaire for Information Security and Privacy Components in Feasibility Study Reports and Project-Related Documents (SIMM 20D).
- Operational Recovery Documentation for Agencies Preparation Instructions (SIMM Section 65A).
- Security Breach Involving Personal Information: Requirements and Decision-Making Criteria for State Agencies (SIMM Section 65D)
- Social Media Standard (SIMM Section 66B)
- Telework and Remote Access Security Standard (SIMM Section 66A)

### ***Budget-related Documents***

Budget-related documents are Budget Change Proposals and Spring Finance Letters, which are submitted to the Department of Finance (Finance). Please see Finance's Budget Letters web page for instructions and due dates at [http://www.dof.ca.gov/budgeting/budget\\_letters/](http://www.dof.ca.gov/budgeting/budget_letters/).

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Send OCIO documents to:

Office of the State Chief Information Officer  
Attn: Program Management Office  
1325 J Street, Suite 1600  
Sacramento, CA 95814

\*Submit electronically to the OCIO-PMO Manager or Principal (*firstname.lastname@state.ca.gov*). A listing of OCIO-PMO Managers and Principals and departmental assignments can be found at the OCIO Web site at: [http://www.cio.ca.gov/Contact\\_Us/staff\\_assignments.html](http://www.cio.ca.gov/Contact_Us/staff_assignments.html).

\*\*Submit electronically to [EASubmission@state.ca.gov](mailto:EASubmission@state.ca.gov).

\*\*\*Submit electronically to [ComputerRoom.Review@state.ca.gov](mailto:ComputerRoom.Review@state.ca.gov).

Send Finance-ITOC documents to:

Department of Finance  
Information Technology Operations and Consulting  
915 L Street, 6<sup>th</sup> Floor  
Sacramento, CA 95814

Send OIS documents to:

Office of the State Chief Information Officer  
Attn: Office of Information Security  
1325 J Street, Suite 1650  
Sacramento, CA 95814

Send LAO documents to:

Legislative Analyst's Office  
925 L Street, Suite 1000  
Sacramento, CA 95814

Send DGS documents to:

Department of General Services  
Procurement Division  
Technology Acquisitions  
707 Third Street  
West Sacramento, CA 95605-2811