

SUMMARY OF REQUIRED INFORMATION TECHNOLOGY REPORTS AND ACTIVITIES

Report/Activity	Source	Instructions to Departments	Send to	Due Dates
<i>Budget-related Documents</i>				
Budget Change Proposals, Spring Finance Letters (SFL)	SAM Section 4819.42 BL 09-01	See BL 09-01 Originals should be sent to Finance Budgets.	Finance	February 13, 2009, if related to a budget action for the spring process.

Report/Activity	Source	Instructions to Departments	Send to	Due Dates
<i>Project-related Documents</i>				
Feasibility Study Reports (FSR), Special Project Reports (SPR), FSR-Reporting Exemption Requests (RER)	SAM Sections 4819 and 4920-4945 BL 09-01 ITPL 09-02	Send an electronic copy to the OCIO (FSRs, SPRs, and FSR-RERs), one hard copy to the Legislative Analyst's Office (LAO) (FSRs and SPRs only), and one hard copy to the Department of General Services/ Procurement Division (DGS/PD) (FSRs and SPRs only) when project exceeds DGS/PD delegated purchasing authority.	OCIO, LAO, DGS/PD	July 17, 2009, if related to a budget action for the fall process. The submission date for projects related to a budget action for the spring process will be announced at a later date. There is no deadline if a project is <u>not</u> tied to a budget action.
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	SAM Section 4819.36 BL 08-06 ITPL 09-01	Send an electronic copy to the OCIO.	OCIO	Ongoing, submit in accordance with the IT Project Oversight Framework requirements (See SIMM Section 45 and BL 08-06.

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Project-related Documents				
Project Status Report Excerpt	SAM Section 4819.31.5, and 4910 ITPL 09-01	Send an electronic copy to the OCIO.	OCIO	The fifth working day of the month in which IPORs are submitted to the OCIO. For instances where IPORs have not been submitted to the OCIO (typically for low criticality projects), every six months beginning no later than July 31, 2009.
Post Implementation Evaluation Reports	SAM Section 4947	Send an electronic copy to the OCIO and one hard copy to the LAO.	OCIO, LAO	Within 18 months of project completion.

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Organizational/Planning Documents				
Information Technology Capital Plan (ITCP)	SAM Section 4904 ITPL 09-02	Submit electronically to the OCIO.	OCIO	July 17, 2009
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.	OCIO	Annually, June.
Information Management Costs (tracks prior year, current year, and budget year costs—combination of actuals and estimates)	SAM Section 4903.2	Departments should collect internally. Retain the Information Management Costs with the department's CIO.		Annually, January. However, submittal to the OCIO is suspended until further notice from the OCIO.

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Organizational/Planning Documents				
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.
Statewide Enterprise Architecture, Submission of "As-Is" Inventory Packages	SAM Section 4819.31(6) and 4906 ITPL 09-03	Submit electronically to the OCIO.	OCIO	June 30, 2009
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.

Security-related Documents

The following security-related documents and schedule for submission are located on the Office of Information Security and Privacy Protection's website at www.oispp.ca.gov/government/activities_schedule.asp:

- 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).
- Operational Recovery Documentation for Agencies Preparation Instructions (SIMM Section 65A).

Send OCIO documents to:

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

Send Finance-ITCU documents to:

Department of Finance
Information Technology Consulting Unit
915 L Street, 6th Floor
Sacramento, CA 95814

Send OISPP documents to:

Office of Information Security and Privacy Protection
Attn: California 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
Marjorie Rubenstein, Branch Manager, Technology Acquisitions
707 Third Street
West Sacramento, CA 95605-2811