

**SUMMARY OF REQUIRED INFORMATION TECHNOLOGY REPORTS AND ACTIVITIES**  
**Revised December 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 Technology Agency <sup>1</sup> -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).	Technology Agency-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 Technology Agency-PMO.	Technology Agency-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 Technology Agency

<sup>1</sup> Effective January 1, 2011, the Office of the State Chief Information Officer (OCIO) is renamed the California Technology Agency (Technology Agency).  
 Required IT Reports and Activities  
 December 2010

Report/Activity	Source	Instructions to Departments	Send to	Due Dates
<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 Technology Agency-PMO for all IT projects reportable to the Technology Agency (i.e., for projects with Technology Agency-approved FSRs or equivalent documents).	Technology Agency-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.  Note: The Project Schedule for Low Criticality/Risk Projects should not be included with the PSR unless requested by the Technology Agency-PMO.	Technology Agency-PMO*	See Project Status Report Due Dates.
Post Implementation Evaluation Report (PIER)	SAM Section 4947	Send an electronic copy to the Technology Agency-PMO and one hard copy to the LAO.	Technology Agency-PMO*, LAO	Within 18 months of project completion.
<b>Organizational/Planning Documents</b>				
Information Technology Capital Plan (ITCP)	SAM Section 4904	Submit electronically to the Technology Agency.	Technology Agency in accordance with the SIMM 57 Secure File Submittal Instructions.	Third Monday in October each year.
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 Technology Agency is suspended until further notice from the Technology Agency.
Information Management Organization	SAM Section 4903.1	Send electronic version of organization charts to the Technology Agency-PMO.	Technology Agency-PMO*	Annually, June.

Report/Activity	Source	Instructions to Departments	Send to	Due Dates
<b>Organizational/Planning Documents</b>				
Information Management Costs	SAM Section 4903.2 ITPL 10-18	Send electronic versions of the completed IT Cost report Template and the signed and scanned Transmittal Letter. When naming each document, use your organization code followed by your departmental acronym at the front of each file name (e.g., 8860_DOF_ITCostReport.xls)	Technology Agency-PMO****	Annually by February 1.
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 Technology Agency Enterprise Architect.	Technology Agency-EA**	Annually, last Friday in June.
IT Facility/Space Construction Review	ITPL 09-04	Submit electronically to the Technology Agency.	Technology Agency***	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.
Data Center Consolidation Survey and Assessment (S&A)	SAM Section 4982.1 ITPL 10-14	Submit electronically to the Technology Agency-PMO.	Technology Agency-PMO*	Level 1, 10/30/2010 Level 2, 12/31/2010 Level 3, 3/31/2011 Level 4, 3/30/2012 Level 5, 6/28/2013

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<b>Organizational/Planning Documents</b>																			
Information Technology Acquisition Plan (ITAP)	ITPL 09-06 ITPL 10-07	Submit electronically to the Technology Agency.	Technology Agency****	The second Monday of each quarter.  See table below.															
<p><b>ITAP – Reporting due date is the second Monday of March, June, September, and December as follows:</b></p> <table border="1"> <thead> <tr> <th>Reporting Due Date (2<sup>nd</sup> Monday)</th> <th>Approval of Planned Acquisitions (for the upcoming quarter)</th> <th>Reporting of Actual Acquisition Costs (for the prior quarter)<sup>1</sup></th> </tr> </thead> <tbody> <tr> <td>March</td> <td>April, May, June</td> <td>October, November, December</td> </tr> <tr> <td>June</td> <td>July, August, September</td> <td>January, February, March</td> </tr> <tr> <td>September</td> <td>October, November, December</td> <td>April, May, June</td> </tr> <tr> <td>December</td> <td>January, February, March</td> <td>July, August, September</td> </tr> </tbody> </table> <p><sup>1</sup> Reporting of Actual Acquisition Costs is not required at this time. Instructions for reporting Actual Acquisition Costs will be included in a separate transmittal. Continue reporting Planned Acquisition Costs in accordance with the instructions provided in ITPL 09-06.</p> <p><b>Please note:</b> The Technology Agency will accept early submission of the quarterly ITAPs</p>					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) <sup>1</sup>	March	April, May, June	October, November, December	June	July, August, September	January, February, March	September	October, November, December	April, May, June	December	January, February, March	July, August, September
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) <sup>1</sup>																	
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### **Security-related Documents**

The following security-related documents and schedule for submission are located on the Technology Agency'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 California Technology Agency documents to:

California Technology Agency  
Attn: Program Management Office  
1325 J Street, Suite 1600  
Sacramento, CA 95814

\*Submit electronically to the Technology Agency-PMO Manager or Principal (*firstname.lastname@state.ca.gov*). A listing of Technology Agency-PMO Managers and Principals and departmental assignments can be found at the Technology Agency 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).

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

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

Send OIS documents to:

California Technology Agency  
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