

**SUMMARY OF REQUIRED INFORMATION TECHNOLOGY REPORTS AND ACTIVITIES**  
**Revised December 2011**

Report/Activity	Source	Instructions to Departments	Send to	Due Dates
<b>Project-related Documents</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 PMO (FSRs, SPRs, and FSR-RERs).  Send one hard copy to the Legislative Analyst's Office (LAO) (FSRs and SPRs only).  For reportable projects that contain a procurement which exceeds the agency's DGS-delegated purchasing authority, send a copy of the FSR to the DGS Procurement Division (DGS-PD).  For delegated or non-reportable projects that contain a procurement which exceeds the agency's DGS-delegated purchasing authority, send a copy of sections 1-5 of non-reportable or delegated FSRs to the DGS-PD.	Technology Agency PMO <sup>o</sup> , 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.
Formal Solicitation Documents and Addenda	ITPL 11-03  SAM Sections 4819.31 and 4819.41  SCM, Volume 3, Chapter 4, Section B1.0	Send an electronic copy to the Technology Agency PMO.	Technology Agency PMO <sup>o</sup>	No later than 45 business days prior to release to the public.
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 <sup>o</sup>	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

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Service Contract Information Technology (SCIT) Certification	SAM Sections 4819.31 and 4819.41 ITPL 11-02	Submit in accordance with the instructions in item #7 of the SCIT Certification		
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 <sup>o</sup>	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 <sup>o</sup>	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 <sup>o</sup> , 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 <sup>o</sup>	Annually, June.

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Information Management Costs	SAM Section 4903.2	The required submission of the 2012 IT Cost Report (previously due by February 1, 2012) is temporarily postponed. The Technology Agency will collaborate with agencies to design and develop a streamlined IT Cost Report format and report preparation process. After completion of this effort, the Technology Agency will announce the revised 2012 submission date for this report.	Technology Agency PMO <sup>o</sup>	2012 submission date to be announced.
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 <sup>v</sup>	Annually, last Friday in June.
IT Facility/Space Construction Review	ITPL 09-04	Send an electronic copy to the Technology Agency PMO.	Technology Agency PMO <sup>o</sup>	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 <sup>o</sup>	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

**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/).

<b>Send Technology Agency documents to:</b>	California Technology Agency Attn: Program Management Office 1325 J Street, Suite 1600 Sacramento, CA 95814
◦Submit electronically to <a href="mailto:CIOPMOSubmission@State.ca.gov">CIOPMOSubmission@State.ca.gov</a>	
▼Submit electronically to <a href="mailto:EASubmission@state.ca.gov">EASubmission@state.ca.gov</a>	
<b>Send OIS documents to:</b>	California Technology Agency Attn: Office of Information Security 1325 J Street, Suite 1650 Sacramento, CA 95814
<b>Send LAO documents electronically to:</b>	<a href="mailto:Erika.Li@lao.ca.gov">Erika.Li@lao.ca.gov</a>
<b>Send DGS documents to:</b>	Department of General Services Procurement Division Technology Acquisitions 707 Third Street West Sacramento, CA 95605-2811