

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 07-08 BL 08-02 BL 08-06	See BL 07-08; 08-02 Originals should be sent to Finance Budgets.	Finance	Annually in September if related to a budget action for the fall process. SFLs are due February 14, 2008.

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 07-08	Send three hard copies 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	Annually in July if related to a budget action for the fall process. January 18, 2008 if related to a budget action for the spring process and no deadlines if not tied to 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	Send one copy to the OCIO.	OCIO	Ongoing, submit in accordance with the IT Project Oversight Framework requirements (See SIMM Section 45 and BL 08-06).
Post Implementation Evaluation Reports	SAM Section 4947	Send one hard copy to the OCIO and one hard copy to the LAO.	OCIO, LAO	Within 18 months of project completion.

Report/Activity	Source	Instructions to Departments	Send to	Due Dates
Organizational/Planning Documents				
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 two hard copies 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.
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.

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: Review and Oversight
C/O 915 L Street, 6th Floor
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
C/O 915 L Street, 6th Floor
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
Marnell Voss, Manager, Technology Acquisitions Section
707 Third Street
West Sacramento, CA 95605-2811