Report/Activity	Source	Instructions to Agencies and State Entities	Send To	Due Dates
Project-related Documents				
Special Project Report (SPR)	SAM Section 4945 ITPL10-07	Send an electronic copy to the Department of Technology with a cc to the Legislative Analyst's Office (LAO).	Department of Technology Office of Project Delivery, Project Approvals and Oversight (PAO), LAO	• Second Monday in January each year if related to a budget action for the spring process. • Third Monday in July each year if related to a budget action for the fall process. • SPRs that are not related to a budget action can be submitted at any time of the year.
Project Approval Lifecycle Stage/Gate Deliverables	SAM Sections 4800 and 4900 TL 15-02, 16-02 & 16-07	Send an electronic copy to the Department of Technology.	Department of Technology, PAO	May be submitted any time of the year in accordance with the SIMM 19 Submittal Instructions.
Project Approval Lifecycle Reporting Exemption Request (PAL-RER)	SAM Sections 4819 and 4920-4945 TL 15-02	Send an electronic copy to the Department of Technology.	Department of Technology, PAO	May be submitted any time of the year in accordance with the SIMM 19 Submittal Instructions.
Agency State Entity Portfolio Report	SIMM 19A.5 TL 16-08	Agencies are required to provide a portfolio report of all Agency approved Stage 1 Business Analyses.	Department of Technology PAO and the Department of Finance (DOF)	The fifth working day of the month.

Report/Activity	Source	Instructions to Agencies and State Entities	Send To	Due Dates
Project-related Documents				
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 Department of Technology.	Department of Technology PAO	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 Department of Technology.
Project Status Report (PSR) IT Project Oversight Framework SIMM Section 45: Appendix E – Project Status Reports Template and Appendix F – Project Status Report Instructions	SAM Sections 4819.31, 4819.35, 4819.36, 4910, 4940.1, 4940.2, 4940.3, 4910, 4947 TL 17-04	Send an electronic copy of the Executive Status Report, Cost Tracking, and Milestone Tracking templates in Excel to the Department of Technology for all IT projects reportable to the Department of Technology (i.e., for projects with Department of Technology-approved Project Approval Lifecycle Stagge/Gate Deliverables, FSRs or equivalent documents).	Department of Technology PAO	Unless otherwise specified by the Department of Technology, the fifth working day of the month as follows: High Criticality/Risk – Monthly Medium Criticality/Risk – Monthly Low Criticality/Risk – Quarterly in January, April, July, and October.

Report/Activity	Source	Instructions to Agencies and State Entities	Send To	Due Dates
Project-related Documents				
Microsoft Project Schedule	ITPL 10-07	Send a copy of the project schedule in MS Project format with the Project Status Report (PSR). Note: The Project Schedule for low criticality/risk projects should not be included with the PSR unless requested by the Department of Technology.	Department of Technology PAO	See PSR Due Dates.
Post Implementation Evaluation Report (PIER)	SAM Section 4947	Send an electronic copy to the Department of Technology and one hard copy to the LAO.	Department of Technology PAO, and LAO	Within 18 months of project completion.

Report/Activity	Source	Instructions to Agencies and State Entities	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 Department of Technology is suspended until further notice.
Information Management Organization	SAM Section 4903.1	Send electronic version of organization charts to the Department of Technology.	Department of Technology PAO	Annually, June.
Information Technology Cost Report	SAM Section 4903.2 SIMM 55 TL 17-01	Send electronic versions of the completed IT Cost Report Template and the signed and scanned Transmittal Letter. When naming each document, use your Agency or state entity code followed by your departmental acronym at the front of each file name (e.g., 8860_DOF_ITCostReport_FY20xx-xx.xls)	Department of Technology PAO	Annually by February 1. However, for the FY 2015-16 IT Cost Report only, the Department of Technology submission deadline is extended to March 1, 2017.
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.

Report/Activity	Source	Instructions to Agencies and State Entities	Send To	Due Dates
Organizational/Planning Documents				
Enterprise Architecture Construction Review	SAM Sections 4819.31 and 4906 ITPL 09-03.	Reporting instructions will be provided at a later date.	Department of Technology Office of Enterprise Architecture (EA)	Report completion and submittal is suspended until further notice from the Department of Technology.
Security-related Documents				
The following security-related documents and schedule for submission are located on the Department of Technology's web site at https://cdt.ca.gov/security/ .				
Designation Letter	SIMM 5330-A		Department of Technology, OIS	Submissions due according to SIMM Section 5330-C.
Information Security and Privacy Program Compliance Certification	SIMM 5330-B		Department of Technology, OIS	Submissions due according to SIMM Section 5330-C.
Technology Recovery Program Certification	SIMM 5325-A SIMM 5325-B		Department of Technology, OIS	Annually pursuant to TRP Submission Schedule.

Report/Activity	Source	Instructions to Agencies and State Entities	Send To	Due Dates
Security-related Documents				
Information Security Incident Report	SIMM 5340-A 5340-B 5340-C		Department of Technology, OIS	Immediately report incidents in accordance with SAM Sections 5340-5340.4 requirements.

Please note the below method and directions for where to send the required submissions.

Send documents to:	California Department of Technology Attn: Office of Project Delivery, Project Approvals and Oversight 1325 J Street, Suite 1600 Sacramento, CA 95814
ᵒSubmit electronically to ProjectOversight@State.ca.gov with a cc: to your Portfolio Oversight Manager.	
▼Submit electronically to EASubmission@state.ca.gov	
Send OIS documents to:	California Department of Technology Attn: Office of Information Security (OIS) P.O. Box 1810, Mail Stop Y-01 Rancho Cordova, CA 95741-1810
Submit electronically to:	Security@state.ca.gov
Send LAO documents electronically to:	Lourdes.Morales@lao.ca.gov

Budget-related Documents

Please see the Department of Finance's Budget Letters web page for submission instructions and due dates for budget-related documents, i.e., Budget Change Proposals and Spring Finance Letters at http://www.dof.ca.gov/budget/Budget_Letters/.