

2023 Quarterly Reporting Deadlines for Major IT Projects

Version. 1

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For additional information, please contact:

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ENTERPRISE
information services

2023 QUARTERLY REPORTING DEADLINES

This document provides information regarding the 2023 deadlines for Major IT Project Quarterly Reporting, and reporting requirements.

Quarterly reporting must begin toward the end of Stage 3 or as required by your oversight analyst.

Due Dates

Major IT Quarterly Reports for 2023 are due on the following dates:

- February 17th
- May 12th
- August 18th
- November 17th

Reporting Attachments

Please coordinate the following reports for all Major IT Projects in your agency and submit all files as attachments in a single email:

- Cover Letter/Memo
- Independent Contractor Deliverables Distribution Report (xls)*
- Project Assessment Report (xls)*
- Project Variance Report (xls)* that refers to Project Variance Report Definitions (doc)*
- Project Update Report (doc)*
- Independent QA Report (most recent quarterly report)
- Closing Report (if applicable)

*These reports **MUST BE SUBMITTED** using the Reporting Templates that have been developed by the EIS, without modification. Please go to the Statewide QA Program reporting webpage at: <https://www.oregon.gov/das/OSCIO/Pages/Reporting.aspx> or contact your Oversight Analyst if you need the templates.

Submission Information

Who prepares and submits the reports?

Except for the Independent QA Report, EIS considers these quarterly reports to be from agency management. It is acceptable for contractors to participate in the preparation of these reports, especially the Independent Contractor Deliverables Distribution Report, but they will be regarded by EIS as reports from agency management. For details, see Exhibit A to Policy #107-004-030¹.

¹ https://www.oregon.gov/das/OSCIO/Documents/107-004-030_Exhibits.pdf



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Who do I send the reports to?	In a single email, send to: <ul style="list-style-type: none">• statewideQA@oregon.gov• Your assigned Oversight Analyst(s)
Subject line	“Major IT Project(s) Reporting – [Agency Name]”
Cover Letter or Memo contents	It identifies which projects are being reported, introduces new projects to be covered in future quarters, and describes any general information relevant to EIS that you wish to share.
Reporting period	<p>The quarterly reporting period is for the three months immediately prior to the report due date, or the three months as close to that date as possible, and remains consistent across reporting periods.</p> <p>For example, we would prefer to receive the quarterly reports the months of November, December, and January for the February report deadline, as this would give us the most up-to-date picture of the project’s status.</p> <p>We understand and accept project financial information that ends earlier (e.g. December 31 financial information in the February report).</p>
Additional materials	Additional materials are welcome in your submission package - either as appendices to the above reporting templates or as separate documents.

