

DELIVERABLES AT-A-GLANCE

DATE SPECIFIC

Date	Deliverable	How to submit
Feb. 2, 2026	Submit 2025 Gallup Employee Satisfaction Survey Results	Email Gallup Employee Engagement Survey reports (completed by 12/31/25) to lisa.b.hylton@das.oregon.gov .
May 31, 2026	Submit Audit recommendation status report	Complete on Statewide Audit Contacts Teams page under "SharePoint links." Email eli.ritchie@das.oregon.gov for access.
June 1, 2026	Submit annual Progress Report on IT Strategic Plan	For reporting agencies see link below for information to be included in the Agency's Annual IT Strategic Plan Progress Report. EIS - Agency IT Strategy Template and Guidelines (page 6) <i>For revised plans to be updated/added to the Transparency site, post to agency web site and send link(s) to strategic.initiatives@das.oregon.gov.</i>
	Submit annual report on Agency Strategic Plan	Complete form at: LINK TO FORM WHEN READY <i>NOTE: This is the same as the DEI action planning form. Only one survey required for both.</i> <i>For new plans to be updated/added to the Transparency site, post to agency web site and send link(s) to strategic.initiatives@das.oregon.gov.</i>
	Submit annual progress report on Diversity, Equity and Inclusion Plans	Complete form at: LINK TO FORM WHEN READY <i>NOTE: This is the same as the strategic planning form. Only one survey required for both.</i> In the form, you will have the opportunity to upload any new plans and share website links. <i>For new plans to be updated/added to the Transparency site, post to agency web site and send link(s) to strategic.initiatives@das.oregon.gov.</i>

Date	Deliverable	How to submit
Sept. 30, 2026	Update COOP Plans in Veoci Software	Submit at https://veoci.com/v/home/tab/rooms .
Nov. 30, 2026	Audit recommendation status report	Complete on Statewide Audit Contacts Teams page under "SharePoint links." Email eli.ritchie@das.oregon.gov for access.
Dec. 31, 2026	Update Succession Plan and submit to DAS CHRO	Email plans to katie.j.curtis@das.oregon.gov .
	Complete Gallup Employee Satisfaction Survey	<i>These results will be shared February 1, 2027.</i>
Feb. 2, 2027	Submit progress report on Affirmative Action Plans	Complete short survey at: COMING SOON
Per annual schedule	Director 360 Reviews	Email information to krista.j.campbell@das.oregon.gov .

QUARTERLY

Deliverable	How to submit
Performance Feedback for Employees	No agency action required. Data pulled from Workday.
Agency Hiring Practices (Time to fill, Vacancy Rates)	No agency action required. Data pulled from Workday.
Developing New Employees and Managers, Customer Service Training, and Uplift	No agency action required. Data pulled from Workday.

ACCOUNTABILITY MEASURES

Accountability Measure	Tools/Resources	Agency Actions Due	Frequency
DIRECTOR 360 REVIEWS krista.j.campbell@das.oregon.gov	DAS price agreement/template on Strategic Initiatives Website	According to schedule and guidance outlined by CHRO	Every 2 years
PERFORMANCE FEEDBACK FOR EMPLOYEES jennifer.lassen@das.oregon.gov	DAS – CHRO - Job Aide – Performance Accountability & Feedback Model – DAS - CHRO - Creating a Check-in using Workday DAS - CHRO - Creating Goals in Workday	Maintain 90% compliance.	Quarterly check-ins by all managers
MEASURING EMPLOYEE SATISFACTION lisa.b.hylton@das.oregon.gov	DAS has a price agreement with Gallup. Buyers guide template (oregon.gov) CHRO will help create action plans as needed.	Complete survey by December 31, 2025, and submit scores to DAS by February 1, 2026. Complete survey by December 31, 2026, and submit scores to DAS by February 1, 2027.	Annually
STRATEGIC PLANNING zak.ostertag@das.oregon.gov	DAS vendor price agreements and templates posted on Strategic Initiatives website .	All agencies will submit an update (via form) on progress implementing current Strategic Plan by June 1, 2026. Submit agency updates LINK TO FORM WHEN READY	New Strategic Plan every 3 years Progress reports submitted annually

Accountability Measure	Tools/Resources	Agency Actions Due	Frequency
MANAGING IT PROCESSES scott.emry@das.oregon.gov	EIS will assist through vendors and Assistant State CIOs and templates. Agencies can access resources here .	All agencies will submit Progress Report annually on June 1. See link for information to be included in the Agency's Annual IT Strategic Plan Progress Report. EIS - Agency IT Strategy Template and Guidelines (page 6)	At the same time as the Agency Strategic Plan updates
SUCCESSION PLANNING FOR THE WORKFORCE katie.j.curtis@das.oregon.gov	DAS has developed a succession planning toolkit posted on Strategic Initiatives website .	Complete or update plan and submit to CHRO by December 31, 2026.	Ongoing
DIVERSITY, EQUITY AND INCLUSION PLANS tobias.sherwood@das.oregon.gov	Oregon DEI Action Plan: DEI_Action_Plan_2021.pdf (oregon.gov)	DEI plans can be combined with Agency Strategic Plans. All agencies will submit an update (via form) on progress implementing current DEI Plan update by June 1, 2026. Submit agency updates LINK TO FORM WHEN READY .	Every 3 years (with annual check-in to track DEI plan progress)
AFFIRMATIVE ACTION PLANS juliet.o.valdez@das.oregon.gov	Guidance for agencies: Affirmative Action Plan Guide and Affirmative Action Virtual Workshop	Agencies submit an Affirmative Action Plan to the Office of Cultural Change and with their Agency Request Budget during budget development year. August 1 - early submittal agencies and August 31 – for all other agencies.	Every 2 years (with annual check-in to track affirmative action plan progress)

Accountability Measure	Tools/Resources	Agency Actions Due	Frequency
AGENCY EMERGENCY PREPAREDNESS alaina.mayfield@oem.oregon.gov	Oregon Emergency Management has developed a Continuity of Operations Plan Overview posted on Strategic Initiatives website .	Update plan in Veoci Software by September 30, 2026.	Update annually
AGENCY HIRING PRACTICES katie.matysik@das.oregon.gov	FAQ posted on Strategic Initiatives website .	Meet target of 50 days to fill positions.	DAS CHRO will pull reports quarterly and send to agencies
AUDIT ACCOUNTABILITY eli.ritchie@das.oregon.gov	Guidance document and forms To gain the Teams page and Sharepoint site. For access, please email Eli Ritchie at eli.ritchie@das.oregon.gov .	Agencies report on audit recommendation status. Audit Accountability agency submissions are completed on the Statewide Audit Contacts Teams page under "SharePoint Links".	Biannually: May 31 st and November 30 th
NEW EMPLOYEE ORIENTATION jennifer.lassen@das.oregon.gov	Guidance Documents posted on Strategic Initiatives website .	Agencies must be able to demonstrate all employees are participating within 60 days of hire.	Ongoing
INTRODUCTORY MANAGER TRAINING jennifer.lassen@das.oregon.gov	Foundational management training available in Workday Learning. Guidance is posted here .	Agencies must ensure managers new to managing in state government complete training within 4 months.	Ongoing
CUSTOMER SERVICE TRAINING jennifer.lassen@das.oregon.gov	DAS enrolls all new employees in required Customer Service Training as outlined here .	All new employees complete training.	Ongoing

Accountability Measure	Tools/Resources	Agency Actions Due	Frequency
UPLIFT OREGON BENEFITS WORKSHOP jennifer.lassen@das.oregon.gov	Uplift Oregon has provided training available in Workday Learning .	Agencies must incorporate Uplift into onboarding and ensure all new employees complete the workshop within 30 days of hire.	Ongoing