

2024

# 2024 Quarterly Reporting Deadlines for Major IT Projects

**Version. 1**

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For additional information, please contact:

[jack.mcdowell@das.oregon.gov](mailto:jack.mcdowell@das.oregon.gov)

[phoebe.k.colman@das.oregon.gov](mailto:phoebe.k.colman@das.oregon.gov)



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# 2024 QUARTERLY REPORTING DEADLINES

This document provides information regarding the 2024 deadlines for Major IT Project Quarterly Reporting, and reporting requirements.

***The reporting schedule and some required templates have changed for 2024. Please read the following information carefully.***

## Due Dates

Major IT Quarterly Reports for 2024 are due on the following dates:

- April 12, 2024
- July 12, 2024
- October 18, 2024
- January 17, 2025

**Note:** The 2024 reporting schedule has been changed to align with calendar quarters. In general, reports are due two full weeks after the end of each calendar quarter. There will be a small break in coverage between the last 2023 report and the first 2024 report to align with the new schedule.

## 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:

- Independent Contractor Deliverables Distribution Report (xls)\*
- Project Assessment Report (xls)\* ← **Updated format for 2024**
- Project Variance Report (xls)\* that refers to Project Variance Report Definitions (doc)\* ← **Updated format for 2024**
- Project Update Report (doc)\* ← **Updated format for 2024**
- Independent QA Report (Submit the quarterly report that most closely coincides with the current reporting period. If the report is not finalized, submit the most recent draft.)
- Closing Report (if applicable)

\*These reports **MUST BE SUBMITTED** using the reporting templates that have been developed by the EIS, without modification. Templates are available on the Statewide QA Program reporting webpage at: <https://www.oregon.gov/eis/shared-services/Pages/reporting-services.aspx>.

## Submission Information

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<b>What projects are required to report?</b>	Reporting is required for projects with iQMS that have received Stage Gate 3 endorsement by the first day of the reporting period.
<b>Who prepares and submits the reports?</b>	Except for the Independent QA Report, EIS considers these quarterly reports to be from agency management. It is acceptable for

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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 #107-004-030<sup>1</sup>.

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**Who do I send the reports to?** In a single email, send to:

- [statewideQA@oregon.gov](mailto:statewideQA@oregon.gov)
- Your assigned Oversight Analyst(s)

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**Subject line** “Major IT Project(s) Reporting – [Agency Name]”

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**Cover Letter 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.

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**Reporting period** The quarterly reporting period is for the calendar quarter immediately prior to the report due date:

- Q1: Jan, Feb, Mar
- Q2: Apr, May, Jun
- Q3: Jul, Aug, Sep
- Q4: Oct, Nov, Dec

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We understand and accept project financial information that ends earlier (e.g., February 29 financial information in the Q1 report).

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**Additional materials** Additional materials may be provided in your submission package, either as appendices to the above reporting templates or as separate documents. (Do not alter the required templates to accommodate additional information.)

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<sup>1</sup> [https://www.oregon.gov/das/Policies/107-004-030\\_Exhibits.pdf](https://www.oregon.gov/das/Policies/107-004-030_Exhibits.pdf)