

2025

2025 Quarterly Reporting Deadlines for Major IT Projects

Version 1

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For additional information, please contact:

Sergey.Kukharik@das.oregon.gov

Phoebe.K.Colman@das.oregon.gov



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2025 QUARTERLY REPORTING DEADLINES

This document provides information regarding the 2025 deadlines for Major IT Project Quarterly Reporting, and reporting requirements.

Some required templates have been updated with minor cosmetic changes for 2025. Please ensure that you are using the most current version of each template.

Due Dates

The 2025 reporting schedule is aligned with calendar quarters. Reports are due two full weeks after the end of each calendar quarter:

- Q1 2025: due April 18, 2025
- Q2 2025: due July 18, 2025
- Q3 2025: due October 17, 2025
- Q4 2025: due January 16, 2026

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)* ← **Updated for 2025**
- Project Assessment Report (xls)* ← **Updated for 2025**
- Project Variance Report (xls)* that refers to Project Variance Report Definitions (doc)*
- Project Update Report (doc)* ← **Updated for 2025**
- 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. Agencies must use the most current version of each template. These are available on the Statewide QA Program reporting webpage at:

<https://www.oregon.gov/eis/shared-services/Pages/reporting-services.aspx>.

Submission Information

What projects are required to report?	Reporting is required for projects with iQMS that have received Stage Gate 3 endorsement by the first day of the reporting period.
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

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	Report, but they will be regarded by EIS as reports from agency management.
Who do I send the reports to?	In a single email, send to: <ul style="list-style-type: none">• statewideQA@das.oregon.gov• Your assigned Oversight Analyst(s)
Subject line	“Major IT Project(s) Reporting – [Agency Name]”
Cover Letter contents	The cover letter 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 calendar quarter immediately prior to the report due date:</p> <ul style="list-style-type: none">• Q1: Jan, Feb, Mar• Q2: Apr, May, Jun• Q3: Jul, Aug, Sep• Q4: Oct, Nov, Dec <p>We understand and accept project financial information that ends earlier (e.g., February 28 financial information in the Q1 report).</p>
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.
