

Information Technology Planning and Reporting Cycle

Revised 8/29/2017

Odd-numbered Calendar Year											
Odd-numbered Fiscal Year						Even-numbered Fiscal Year					
January	February	March	April	May	June	July	August	September	October	November	December
Regular Legislative Session				Interim Legislative Session							
State Strategic Information Technology Plan											
		SITSD drafts the plan.							SITSD submits the draft plan to ITMC for review and comment.		SITSD submits the draft plan to ITB for review and approval.
Agency Information Technology Plans											
								SITSD submits the draft template to ITMC for review and comment.	SITSD distributes the templates and instructions to agencies.		
Agency Information Technology Biennial Performance Reports											
								SITSD submits the draft template to ITMC for review and comment.	SITSD distributes the templates and instructions to agencies.		
State Biennial Report											

Even- numbered Calendar Year											
Even-numbered Fiscal Year						Odd-numbered Fiscal Year					
January	February	March	April	May	June	July	August	September	October	November	December
Interim Legislative Session											
State Strategic Information Technology Plan											
SITSD submits the draft plan to Governor for review and comment.		SITSD submits the final plan to the Governor and Legislature.	SITSD publishes the plan April 1, or the following business day.		SITSD submits the plan to LFC.			SITSD submits the updated plan to the Governor, if applicable.			
Agency Information Technology Plans											
			Plans are due to SITSD no later than April 30, or the following business day.	The State CIO will review the plans.	The State CIO will distribute approval letters to agency directors no later than June 30.						
Agency Information Technology Biennial Performance Reports											
			Reports are due to SITSD no later than April 30, or the following business day.								
State Biennial Report											
				SITSD drafts the report.		SITSD submits the report to ITMC for review and comment.	SITSD submits the report to the Governor for review and comment.	SITSD publishes the report on September 1.			
						SITSD submits the report to ITB for review and comment.		STISD submits the report to the Governor and Legislature on September 1.			