



Monthly and Quarterly Reporting (Amendments)

KSSOW project compliance – Projects cannot go over the KSSOW-approved budget or end date. All KSSOW projects cannot go more than 5 years.

Knowledge Services emails managers a KSSOW project report each quarter:

- When the project is scheduled to end.
- Stats of remaining budget.

Your report will look something like this.

KSSOW #	Start Date	Estimated End Date	Budget	Total Spend	Remaining Funds
KSSOW 23***	11/4/2022	6/30/2027	\$125,000.00	\$92,900.00	\$32,100.00
KSSOW 24***	2/26/2024	5/31/2028	\$2,496,000.00	\$ -	\$2,496,000.00
KSSOW 23***	7/1/2023	6/30/2028	\$1,000,000.00	\$594,958.63	\$405,041.37

Knowledge Services will note things that need attention and offer recommendations.

IE. You have 10k remaining on a project that ends a year from now.

We would suggest looking at your projections for the project and submitting an amendment to approve more funds (*Services Amendment Form* below). We suggest the same for the end date.

[Utah KSSOW Services Amendment Form](#)

When a project is approaching 5 years, we offer you the option to close out the project by completing the offboarding request. If the project is needed, a new request would need to be submitted ASAP (links to forms below).

- [Offboarding Request Form](#)
- [Project Posting Request Form](#)