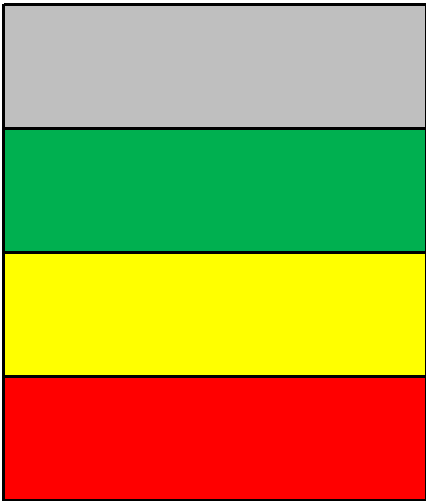


GDOE Transition Plan  
Bi-Weekly Status Report Status Key and Gantt Chart  
*as of March 30, 2018*

**Status Color**



**Status Interpretation**

Grey: Denotes completion.

Green: Denotes progress as planned and on track to meet target completion date.

Yellow: Denotes progress may be hindered if measures are not addressed and target completion date may be missed.

Red: Denotes progress has stopped, immediate measures need to be taken and target completion date will be missed.

GDOE Transition Plan  
 Executive Summary: Bi-Weekly Status Report  
 as of March 30, 2018

Label	Initiative Description	Leader	Previous Status	Current Status	Comments/Notes
1	Personnel Allocation/TDR and Reimbursement	Christine Rosario			<ul style="list-style-type: none"> <li>Updated payroll reimbursement processes in place; draft payroll &amp; time certification SOPs under review</li> <li>Draft payroll reimbursement procedures under review</li> </ul>
2	FMIS	Jackie Mesa			<ul style="list-style-type: none"> <li>Requested assistance from MUNIS on grant master module</li> <li>New projects being discussed</li> </ul>
3	Internal Controls	Franklin Cooper-Nurse			<ul style="list-style-type: none"> <li>MIC draft being finalized</li> <li>Contacted by OPA for coordination of audit entrance meeting</li> </ul>
4	Procurement "OSM"	Carmen Taitano			<ul style="list-style-type: none"> <li>Reports and meetings ongoing</li> <li>Deadlines for requisition submission to be set to ensure sufficient time for formal procurements</li> </ul>
5	Property Mgmt	Marc Pido			<ul style="list-style-type: none"> <li>SY17-18 Inventory in process</li> <li>Permit for warehouse obtained; RPM asked to begin planning move to Tiyan</li> </ul>
6	SOP's	Franklin Cooper-Nurse			<ul style="list-style-type: none"> <li>Various SOPs undergoing update</li> <li>Internal audit completed review of Sole Source and SEFA SOPs; review of TDR SOP on hold until update approved</li> </ul>
7	Indirect Costs	Jackie Mesa			<ul style="list-style-type: none"> <li>Received notice from DOI that review of FY19 application has begun</li> </ul>
8	Accounting & Accounts Payable	Lourdes Perez			<ul style="list-style-type: none"> <li>Late liquidation SOP draft provided to Fed Programs for review and update</li> </ul>

**Notes/Issues:**

- Transition attendees included Taling Taitano, Christine Rosario, Lou Perez, Frank Cooper-Nurse, Travis Carbon, Carmen Charfauros, Marc Pido and via GTM Tony Boob, Denise Wempe, April Slade for Federal Programs
- Technical assistance for insular areas scheduled for week of April 16

**Risks (and mitigation strategies, if applicable):**

- Freeze on hiring of central office positions.

3/30/2018

GDOE Transition Plan  
 Bi-Weekly Status Report  
 as of March 30, 2018

Initiative #1 - Personnel Allocation/TDR and Reimbursement

GDOE Lead: Chris Rosario | TPGA Liaison: Chris Carrington

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
Re-Test Verification of Disadvantages	1.O.5	Re-Validate SOP	FPO	09/29/17	TBD	
Re-edit TDR SOP Procedures incorporating A-87	1.P.1	Finalize and re-edit work flow process and responsibilities incorporating A-87	CMR	09/29/17	04/30/18	
Training	1.Q.1	Training and accessibility for program managers / project directors / federal program state	FPO	09/29/17	On-going	
Personnel Allocation/TDR/Time Certification and Reimbursement	1.R.2	Development of Training Manual	CMR	02/02/18	04/30/18	
	1.R.3	Training of USDOE Regulations including OMB Omni-Circular as related to payroll reimbursements for Federal grant activities.	CMR	09/26/16	On-going	
	1.R.5	Training on Payroll Reimbursement Process, including the relationship between all GDOE Departments related to payroll	CMR	09/26/16	On-going	
	1.R.6	Training on Payroll Reimbursement analysis, including: 1) 3-way-match between PR documents, 2) spreadsheet and raw data analysis	CMR	09/26/16	On-going	
	1.R.7	Project Management training, including: 1) coordination of payroll documents from GDOE Departments (i.e. Federal Programs, Business Office, etc.), 2) scheduling; 3) error reporting	CMR	10/24/16	On-going	
	1.R.8	MUNIS Training (i.e. MUNIS invoice entry; raw data report generation; etc.)	CMR	10/31/16	On-going	
	1.R.9	Excel Spreadsheet Training (focus on payroll reimbursement analysis spreadsheet creation and payroll report generation)	CMR	On-going	On-going	

<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>1.O.5 Fed Programs provided draft of SOP for consideration. While SOP is being reviewed, Fed Programs will be issuing guidance.</li> <li>Draft provided to TPGA for feedback; will bring unresolved issues to technical assistance training for discussion</li> </ul>	3/30/2018
<p><b>Risks (and mitigation strategies, if applicable):</b></p> <ul style="list-style-type: none"> <li>Competing priorities affect ability to meet deadlines.</li> </ul>	

GDOE Transition Plan  
Bi-Weekly Status Report

as of March 30, 2018

Initiative #2 - FMIS

GDOE Lead: Jackie Mesa | TPFA Liaison: Chris Carrington / John Hampford

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
PURCHASE +	2.F.2	TEST PURCHASE + FUNCTIONALITY IN TEMPORARY ENVIRONMENT	CTC/JPM	07/03/17	07/31/17	
	2.F.3	Adjust setting and infrastructure as per test findings. Reperform Tests.	CTC/JPM	11/30/15	09/25/17	
	2.F.4	Meet with Management regarding Bid Management process, requirements as tested and Management's desired outcomes.	CTC/JPM	12/28/15	10/16/17	
	2.F.5	Create End User Instructions (Incorporate in DTPs)	CTC/JPM	12/04/17	12/04/17	
	2.F.6	Train End Users (Buyers)	CTC/JPM	12/11/17	12/11/17	
	2.F.7	Train End Users (Schools and Divisions)	CTC/JPM	12/18/17	12/18/17	
	2.F.8	Roll out the use of PURCHASE +	CTC/JPM	12/18/17	12/18/17	
	EMPLOYEE EXPENSE (Local Mileage)	2.G.10	Finalize and document process in SOP and End User Instructions (as necessary)	AGM/JPM	08/01/17	07/31/17
2.G.11		Train USERS on Employee Expense (In ESS) -All mileage reimbursements processed in GDOE Munis ONLY	AGM/JPM	01/25/16	07/03/17	
2.G.12		Roll-out for Department wide use.	AGM/JPM	01/26/16	07/03/17	
Grant Master	2.L.1	POC meetings to review set up and procedure documentation.	NS/CR/JPM	06/06/16	06/05/17	
	2.L.2	Create checklist of steps to be taken in Munis to set up the Module.	NS/CR/JPM	06/20/16	07/24/17	
	2.L.3	Build and test limited Grant Master listing Temporary Environment (XXX) using checklist	NS/CR/JPM	06/27/16	08/28/17	
	2.L.4	Adjust setting and infrastructure as per test findings. Reperform Tests.	NS/CR/JPM	07/11/16	09/25/17	
	2.L.5	Present system capabilities with adjusted set up.	NS/CR/JPM	12/18/17	12/18/17	
	2.L.6	Build Grant Master (listing complete with current active grants) in Live environment per updated checklist.	NS/CR/JPM	03/12/18	04/02/18	
	2.L.7	Create End User Instructions (Incorporate in DTPs) and propose adjustments to SOPs if necessary.	NS/CR/JPM	02/26/18	02/26/18	
	2.L.8	Train End Users	NS/CR/JPM	03/12/18	04/02/18	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
ESS LEAVE REQUEST	2.M.1	POC meetings to review set up and procedure documentation.	JRSNS / AMS	08/01/16	01/30/17	
	2.M.2	Create checklist of steps to be taken in ESS and Munis to set up Leave Requests	JRSNS / AMS	08/15/16	TBD	
	2.M.3	Build and Test ESS Leave Request in Temporary Environment (XXX) using checklist	JRSNS / AMS	09/19/16	TBD	
	2.M.4	Adjust setting and infrastructure as per test findings. Reperform Tests.	JRSNS / AMS	10/17/16	TBD	
	2.M.5	Meet with Management to present ESS Leave Request.	JRSNS / AMS	10/31/16	TBD	
	2.M.6	Build ESS Leave Request in Live environment per updated checklist and Management feedback.	JRSNS / AMS	12/14/15	TBD	
	2.M.7	Update End User Instructions (Incorporate in DTPs) and propose adjustments to SOPs if necessary.	JRSNS / AMS	TBD	TBD	
	2.M.8	Train End Users	JRSNS / AMS	TBD	TBD	
	2.M.9	Refresh and prepare temporary environment for Pilot	JRSNS /	TBD	TBD	
	2.M.10	Create End User Instructions for Pilot group	JRSNS /	TBD	TBD	
	2.M.11	Perform Pilot	JRSNS /	TBD	TBD	
	2.M.12	Address Pilot issues	JRSNS / AMS	TBD	TBD	
MAINTENANCE SERVICE REQUESTS	2.P.6	Create or adjust existing End User Instructions (DTPs) and propose adjustments to SOPs if necessary.	YD/JPM	11/28/16	01/02/17	
FIXED ASSETS	2.Q.4	Test proposed actions in temporary environment	JPM/TSA	11/28/16	03/27/17	
	2.Q.6	Create or adjust existing End User Instructions (DTPs)	MP/TSA	04/17/17	07/03/17	
	2.Q.7	Train End Users	MP/TSA	09/04/17	09/04/17	
TRANSITION	2.S.1	MUNIS system management / updates - TPFA is required to maintain control over the TPFA MUNIS system as long as a TPFA is mandated.	TPFA	Ongoing	Ongoing	

**Notes:**

- 2.L.6/8 Resolved link between billing module and grant master internally
- Account review & cleanup with accountants to prepare report writer for report issuance to end users; closing inactive accounts and validating end users

**Risks (and mitigation strategies, if applicable):**

- Timelines dependent on MUNIS response and POC availability.

3/30/2018

GDOE Transition Plan  
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as of March 30, 2018

Initiative #3 - Internal Controls

GDOE Lead: Franklin Cooper-Nurse | TPGA Liaison: Chris Carrington / John Hampford

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
Risk Assessment of GDOE	3.B.21	Provide tool & training to Division Mgrs/Administrator	FCN/JB	01/23/17	01/22/18	
	3.B.22	Require Division Mgrs/Administrators to submit MIC	FCN/JB	02/22/18	02/19/18	
	3.B.23	Follow-up non-submissions	FCN/JB	02/23/18	02/19/18	
	3.B.24	Update MIC Report to include late submissions	FCN/JB	03/02/18	02/26/18	
	3.B.25	Compile MIC Assessments into a database	FCN/JB	03/02/18	02/26/18	
	3.B.26	Analyze results of MIC Assessment	FCN/JB	03/02/18	02/26/18	
	3.B.27	Identify non-submissions and high-risk areas	FCN/JB	03/09/18	03/05/18	
	3.B.28	Develop draft and submit MIC Assessment Report to Sup.	FCN/JB	04/06/18	04/09/18	
	3.B.30	IAO validates MIC Assessments of high-risk areas	FCN/JB	04/30/18	04/30/18	
	3.B.31	IAO to determine necessary corrective actions	FCN/JB	04/30/18	04/30/18	
	3.B.32	Finalize report for Sup.'s disposition	FCN/JB	05/28/18	05/28/18	
Establish Internal Controls Framework (COSO)	3.D.1	Division/Program develop SOPs for operations	Divisions	06/15/15	See SOP Section	
	3.D.2	Division/Program obtain approval of SOPs	Divisions	09/28/15		
	3.D.3	Division/Program to conduct training on SOPs	Divisions	01/11/16		
	3.D.4	IAO to audit compliance to SOPs	IAO Staff	02/29/16		
	3.D.5	IAO to report and recommend improvements to internal control deficiencies	IAO Staff	02/29/16		
	3.D.6	Division/Program to amend SOPs accordingly	Divisions	02/29/16		
	3.D.7	Division/Program to obtain approval on amended SOPs	Divisions	02/29/16		
	3.D.8	Division/Program to conduct training on amended SOPs	Divisions	06/27/16		
SEFA Reconciliation	3.E.6	Business Office provides a copy of the approved report to IAO	LRP	06/27/16	On-going	
	3.F.2	Contract Independent Audit Services (Amendment for FY 2017)	Sup/Legal/T T/FCN	10/20/17	10/16/17	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
Timely Completion of GDOE's Financial and Single Audit	3.F.3	Timely close accounting records (milestone for FY 17)	LRP	12/05/17	12/04/17	Grey
	3.F.4	Timely replies to audit requests (milestone for FY 17)	LRP/FCN	02/28/18	04/30/18	Green
	3.F.5	Audit report issuance per contract (milestone for FY 17)	TT/FCN	03/31/18	04/30/18	Green
	3.F.6	IAO to ensure implementation of corrective action plans	FCN/TT	08/23/17	08/28/17	Grey

<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• 3.B.28 to 30 - Finalizing draft to present to Superintendent for review.</li> <li>• 3.F. Coordinating with OPA for the entrance meeting</li> </ul>	3/30/2018
<p><b>Risks (and mitigation strategies, if applicable):</b></p> <ul style="list-style-type: none"> <li>• Internal Audit Staff working to balance mandated work, audit plan, and ad hoc requests.</li> <li>• Internal Audit Staff salaries lower than those at OPA and autonomous agencies; may be difficult to recruit and retain</li> </ul>	

GDOE Transition Plan  
 Bi-Weekly Status Report  
 as of March 30, 2018

Initiative #4 - Procurement

GDOE Lead: Carmen Taitano | TPFA Liaison: Lia Beauvais

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
Training	4.B.3	Continued Training for procurement staff on Guam Code Annotated, Title 5, Division 1, Chapter 5, Guam Procurement Law & Guam Administrative Rules and Regulations, Title 2, Division 4, Guam Procurement Regulations	CTC/FC/LB	10/06/15	Annually	On Track
	4.B.4	Conduct divisional (corporate functions) procurement training	CTC/FC/LB	10/07/15	Annually	
Procurement Transition	4.F.1	TPFA removed from workflow (req to PO process). TPFA will be final approver until special conditions are reduced / eliminated	TPFA	TBD	TBD	At Risk
	4.F.2	Transition the conversion review form requisition to P.O. from TPFA to the GDOE (federal). TPFA will continue to manage until special conditions are reduced / eliminated	TPFA	TBD	TBD	

<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Sending out routine reports</li> <li>• Setting deadlines for requisition submission to ensure that formal procurements will be completed given AG deadlines as well as deadlines for obligation and expenditures</li> </ul> <p><b>Risks (and mitigation strategies, if applicable):</b></p> <ul style="list-style-type: none"> <li>• Hiring freeze will impact work loads</li> </ul>	3/30/2018
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GDOE Transition Plan  
 Bi-Weekly Status Report  
 as of March 30, 2018

Initiative #5 - Property Management

GDOE Lead: Marc Pido | TPFA Liaison: Tony Bobb

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
Tagging of USDOE-funded assets	5.A.2	Ensure Fixed Asset records include an identifiable funding source.	MYP	11/01/17	10/30/17	
	5.A.7	Internal record management (i.e. documentation, spreadsheet analysis, reporting, etc.).	MYP	01/02/18	01/01/18	
Annual Physical Inventory	5.B.3	Manage the current year inventory audit project (including team leadership assignments, team selections, logistics, BMI scanner and audit material preparation)	MYP	12/14/16	01/01/18	
	5.B.6	Manage the current year post-audit evaluation process to emphasize the inventory management accountability of fixed assets and procedures at each school and division.	MYP	07/25/17	07/23/18	
	5.B.8	Generate the current year status reports for dissemination to USDOE and GDOE Upper Management.	MYP	07/25/17	07/23/18	
	5.B.10	GDOE PMO staff will conduct the current year reconciliation of USDOE funded fixed assets.	MYP	06/20/17	07/30/18	
	5.B.11	GDOE PMO staff will conduct the one-on-one evaluations after the completion of each site's inventory audit.	MYP	06/28/17	06/25/18	
	5.B.12	GDOE PMO will conduct and monitor the progress of the required follow-up actions of each site.	MYP	06/29/17	09/17/18	
	5.B.13	Clearly defined organizational structure, positions of leadership and associated responsibilities.	MYP	12/31/17	10/15/18	
	5.B.14	PMO and RW staff have proper GDOE-issued office space to efficiently and effectively carry out their responsibilities and duties.	MYP	03/31/18	04/30/18	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
Staff training on BMI software, Munis fixed assets module, computer skills.	5.C.1	PMO will provide ongoing training of BMI software, Munis fixed assets module, and computer skills as they relate to inventory management.	MYP	12/31/17	12/25/17	
	5.C.2	PMO staff will demonstrate mastery of using BMI software, Munis, and have basic-to-intermediate computer skills.	MYP	12/31/17	12/25/17	
	5.C.3	PMO staff will understand Microsoft Excel, spreadsheet creation, and analysis.	MYP	12/25/17	12/25/17	
	5.C.4	PMO staff will demonstrate mastery of using computer software to provide internal training.	MYP	12/25/17	12/25/17	
	5.C.5	PMO staff will be proactive in addressing and correcting any training concerns among staff.	MYP	12/25/17	12/25/17	
Standard Operating Procedures	5.D.2	PMO will continue to enforce SOP guidelines for all fixed assets regardless of funding.	MYP	11/20/17	11/20/17	
Receiving assets (warehouse & schools)	5.E.4	Fill the Warehouse Supervisor position.	MYP	12/31/17	10/15/18	

<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• 5.B SY17-18 Physical Inventory progressing</li> <li>• 5.B.13 Unit set up as separate cost center; working with HR to establish Manager position</li> <li>• 5.B.14 Requested to have data and phone lines installed. Move to be scheduled once lines installed and working.</li> <li>• 5.E.4 Included request for warehouse supervisor in FY19 budget request</li> </ul> <p><b>Risks (and mitigation strategies, if applicable):</b></p> <ul style="list-style-type: none"> <li>• Hiring freeze will impact work loads</li> </ul>	3/20/2018
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GDOE Transition Plan  
Bi-Weekly Status Report

as of March 30, 2018

Initiative #6 - SOP's

GDOE Lead: Franklin Cooper-Nurse | TPFA Liaison: Chris Carrington / John Hampford

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
SOP 200-016: Capital Assets Accounting and Reporting	6.A.2	Staff Training on SOP	LRP	06/17/17	06/12/17	Yellow
	6.A.3	Staff Acknowledgement Forms	LRP	06/12/17	05/08/17	
	6.A.4	Amendment to SOP Submitted	LRP	05/23/16	06/12/17	
	6.A.5	Amendment to SOP Approved by Sup	TT	06/15/17	06/12/17	
	6.A.6	IAO Walkthrough of SOP	FCN	TBD	TBD	
	6.A.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.A.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.A.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.A.10	Amendment to SOP (if necessary)	LRP	TBD	TBD	
	SOP 200-017: Month End and Year End Closing Policy	6.B.2	Staff Training on SOP	LRP	10/30/17	
6.B.3		Staff Acknowledgement Forms	LRP	10/30/17	10/30/17	
6.B.4		Amendment to SOP Submitted	LRP	08/15/17	NA	
6.B.5		Amendment to SOP Approved by Sup	TT	08/29/17	NA	
6.B.6		IAO Walkthrough of SOP	FCN	TBD	TBD	
6.B.7		IAO Assessment of SOP	FCN	TBD	TBD	
6.B.8		IAO Testing of SOP	FCN	TBD	TBD	
6.B.9		IAO Reporting of Testing Results	FCN	TBD	TBD	
6.B.10		Amendment to SOP (if necessary)	LRP	TBD	TBD	
SOP 200-021: Off-Island Travel Procedures		6.C.2	Staff Training on SOP	LRP	03/26/18	03/26/18
	6.C.3	Staff Acknowledgement Forms	LRP	03/26/18	03/26/18	
	6.C.4	Amendment to SOP Submitted	LRP	04/09/18	04/09/18	
	6.C.5	Amendment to SOP Approved by Sup	TT	04/23/18	04/23/18	
	6.C.10	Amendment to SOP (if necessary)	LRP	TBD	TBD	
SOP 200-022: Bank Reconciliation Procedures	6.D.2	Staff Training on SOP	LRP	06/12/17	05/08/17	Yellow
	6.D.3	Staff Acknowledgement Forms	LRP	06/12/17	05/08/17	
	6.D.4	Amendment to SOP Submitted	LRP	08/18/17	09/04/17	
	6.D.5	Amendment to SOP Approved by Sup	TT	09/01/17	08/28/17	
	6.D.6	IAO Walkthrough of SOP	FCN	TBD	TBD	
	6.D.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.D.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.D.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.D.10	Amendment to SOP (if necessary)	LRP	TBD	TBD	
	SOP 200-028: General Ledger Policy and Procedures	6.E.2	Staff Training on SOP	LRP	10/30/17	
6.E.3		Staff Acknowledgement Forms	LRP	10/30/17	10/30/17	
6.E.4		Amendment to SOP Submitted	LRP	07/13/17	07/10/17	
6.E.5		Amendment to SOP Approved by Sup	TT	08/30/17	08/28/17	
6.E.6		IAO Walkthrough of SOP	FCN	TBD	TBD	
6.E.7		IAO Assessment of SOP	FCN	TBD	TBD	
6.E.8		IAO Testing of SOP	FCN	TBD	TBD	
6.E.9		IAO Reporting of Testing Results	FCN	TBD	TBD	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
	6.E.10	Amendment to SOP (if necessary)	LRP	TBD	TBD	
SOP 200-034: Accounts Payable and Cash Disbursement	6.G.2	Staff Training on SOP	LRP	04/30/18	04/30/18	
	6.G.3	Staff Acknowledgement Forms	LRP	04/30/18	04/30/18	
	6.G.4	Amendment to SOP Submitted	LRP	03/27/18	03/26/18	
	6.G.5	Amendment to SOP Approved by Sup	TT	04/10/18	04/09/18	
	6.G.6	IAO Walkthrough of SOP	FCN	TBD	TBD	
	6.G.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.G.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.G.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.G.10	Amendment to SOP (if necessary)	LRP	TBD	TBD	
	SOP 200-039: Federal Grants Accounts Receivable	6.H.2	Staff Training on SOP	LRP	10/30/17	10/30/17
6.H.3		Staff Acknowledgement Forms	LRP	10/30/17	10/30/17	
6.H.4		Amendment to SOP Submitted	LRP	07/25/16	08/28/17	
6.H.5		Amendment to SOP Approved by Sup	TT	09/06/17	09/04/17	
6.H.6		IAO Walkthrough of SOP	FCN	TBD	TBD	
6.H.7		IAO Assessment of SOP	FCN	TBD	TBD	
6.H.8		IAO Testing of SOP	FCN	TBD	TBD	
6.H.9		IAO Reporting of Testing Results	FCN	TBD	TBD	
6.H.10		Amendment to SOP (if necessary)	LRP	TBD	TBD	
SOP 200-042: Revenue Control and Management Policy		6.J.2	Staff Training on SOP	LRP	10/30/17	10/30/17
	6.J.3	Staff Acknowledgement Forms	LRP	10/30/17	10/30/17	
	6.J.4	Amendment to SOP Submitted	LRP	09/08/17	09/04/17	
	6.J.5	Amendment to SOP Approved by Sup	TT	09/22/17	09/25/17	
	6.J.6	IAO Walkthrough of SOP	FCN	TBD	TBD	
	6.J.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.J.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.J.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.J.10	Amendment to SOP (if necessary)	LRP	TBD	TBD	
	SOP 200-015: Fixed Asset Management for Property Management Office and Central Receiving Warehouse	6.K.2	Staff Training on SOP	MP	10/13/17	10/09/17
6.K.3		Staff Acknowledgement Forms	MP	10/13/17	10/09/17	
6.K.4		Amendment to SOP Submitted	MP	04/16/18	04/16/18	
6.K.5		Amendment to SOP Approved by Sup	TT	04/30/18	04/30/18	
6.K.6		IAO Walkthrough of SOP	FCN	TBD	12/26/16	
6.K.7		IAO Assessment of SOP	FCN	TBD	01/30/17	
6.K.8		IAO Testing of SOP	FCN	TBD	01/30/17	
6.K.9		IAO Reporting of Testing Results	FCN	TBD	04/10/17	
6.K.10		Amendment to SOP (if necessary)	MP	TBD	TBD	
SOP 200-019: Fixed Asset Management for Schools and Divisions		6.L.2	Staff Training on SOP	MP	12/04/17	12/04/17
	6.L.3	Staff Acknowledgement Forms	MP	01/01/18	01/01/18	
	6.L.4	Amendment to SOP Submitted	MP	04/16/18	04/16/18	
	6.L.5	Amendment to SOP Approved by Sup	TT	04/30/18	04/30/18	
	6.L.6	IAO Walkthrough of SOP	FCN	06/20/16	12/26/16	
	6.L.7	IAO Assessment of SOP	FCN	07/04/16	01/30/17	
	6.L.8	IAO Testing of SOP	FCN	08/01/16	01/30/17	
	6.L.9	IAO Reporting of Testing Results	FCN	09/05/16	04/10/17	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
	6.L.10	Amendment to SOP (if necessary)	MP	TBD	TBD	
SOP 200-018: Sole Source Procurement	6.M.2	Staff Training on SOP	CTC	03/12/18	11/27/17	
	6.M.3	Staff Acknowledgement Forms	CTC	03/12/18	11/27/17	
	6.M.4	Amendment to SOP Submitted	CTC	11/06/17	11/06/17	
	6.M.5	Amendment to SOP Approved by Sup	TT	02/05/18	04/02/18	
	6.M.6	IAO Walkthrough of SOP	FCN	05/17/17	05/22/17	
	6.M.7	IAO Assessment of SOP	FCN	05/31/17	05/29/17	
	6.M.8	IAO Testing of SOP	FCN	06/05/17	09/11/17	
	6.M.9	IAO Reporting of Testing Results	FCN	02/05/18	02/05/18	
	6.M.10	Amendment to SOP (if necessary)	CTC	TBD	TBD	
	SOP 200-020: Open Purchase Order Monitoring and Reporting	6.N.2	Staff Training on SOP	CTC	03/12/18	11/27/17
6.N.3		Staff Acknowledgement Forms	CTC	03/12/18	11/27/17	
6.N.4		Amendment to SOP Submitted	CTC	02/23/18	02/12/18	
6.N.5		Amendment to SOP Approved by Sup	TT	03/09/18	04/02/18	
6.N.6		IAO Walkthrough of SOP	FCN	TBD	TBD	
6.N.7		IAO Assessment of SOP	FCN	TBD	TBD	
6.N.8		IAO Testing of SOP	FCN	TBD	TBD	
6.N.9		IAO Reporting of Testing Results	FCN	TBD	TBD	
6.N.10		Amendment to SOP (if necessary)	CTC	TBD	TBD	
SOP 200-025: Procedures for Maintaining the Procurement File		6.O.2	Staff Training on SOP	CTC	03/12/18	11/27/17
	6.O.3	Staff Acknowledgement Forms	CTC	03/12/18	11/27/17	
	6.O.4	Amendment to SOP Submitted	CTC	02/19/18	02/19/18	
	6.O.5	Amendment to SOP Approved by Sup	TT	03/02/18	03/05/18	
	6.O.6	IAO Walkthrough of SOP	FCN	TBD	TBD	
	6.O.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.O.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.O.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.O.10	Amendment to SOP (if necessary)	CTC	TBD	TBD	
	SOP 200-026: Competitive Sealed Bidding - IQBs	6.P.2	Staff Training on SOP	CTC	03/12/18	11/27/17
6.P.3		Staff Acknowledgement Forms	CTC	03/12/18	11/27/17	
6.P.4		Amendment to SOP Submitted	CTC	03/16/18	03/12/18	
6.P.5		Amendment to SOP Approved by Sup	TT	03/30/18	04/16/18	
6.P.6		IAO Walkthrough of SOP	FCN	TBD	TBD	
6.P.7		IAO Assessment of SOP	FCN	TBD	TBD	
6.P.8		IAO Testing of SOP	FCN	TBD	TBD	
6.P.9		IAO Reporting of Testing Results	FCN	TBD	TBD	
6.P.10		Amendment to SOP (if necessary)	CTC	TBD	TBD	
SOP 200-027: Competitive Sealed Bidding - IFBs		6.Q.2	Staff Training on SOP	CTC	03/12/18	11/27/17
	6.Q.3	Staff Acknowledgement Forms	CTC	03/12/18	11/27/17	
	6.Q.4	Amendment to SOP Submitted	CTC	03/16/18	03/12/18	
	6.Q.5	Amendment to SOP Approved by Sup	TT	03/30/18	04/16/18	
	6.Q.6	IAO Walkthrough of SOP	FCN	TBD	TBD	
	6.Q.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.Q.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.Q.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.Q.10	Amendment to SOP (if necessary)	CTC	TBD	TBD	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
SOP 200-030: Emergency Procurement	6.R.2	Staff Training on SOP	CTC	03/12/18	11/27/17	
	6.R.3	Staff Acknowledgement Forms	CTC	03/12/18	11/27/17	
	6.R.4	Amendment to SOP Submitted	CTC	03/26/18	03/26/18	
	6.R.5	Amendment to SOP Approved by Sup	TT	04/06/18	04/02/18	
	6.R.6	IAO Walkthrough of SOP	FCN	TBD	TBD	
	6.R.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.R.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.R.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.R.10	Amendment to SOP (if necessary)	CTC	TBD	TBD	
	SOP 200-031: Competitive Selection Procedures for Services - RFPs	6.S.2	Staff Training on SOP	CTC	03/12/18	11/27/17
6.S.3		Staff Acknowledgement Forms	CTC	03/12/18	11/27/17	
6.S.4		Amendment to SOP Submitted	CTC	03/23/18	04/02/18	
6.S.5		Amendment to SOP Approved by Sup	TT	04/13/18	04/16/18	
6.S.6		IAO Walkthrough of SOP	FCN	TBD	TBD	
6.S.7		IAO Assessment of SOP	FCN	TBD	TBD	
6.S.8		IAO Testing of SOP	FCN	TBD	TBD	
6.S.9		IAO Reporting of Testing Results	FCN	TBD	TBD	
6.S.10		Amendment to SOP (if necessary)	CTC	TBD	TBD	
SOP 200-033: Competitive Multi-Step Sealed Bidding		6.T.2	Staff Training on SOP	CTC	03/12/18	11/27/17
	6.T.3	Staff Acknowledgement Forms	CTC	03/12/18	11/27/17	
	6.T.4	Amendment to SOP Submitted	CTC	03/30/18	04/02/18	
	6.T.5	Amendment to SOP Approved by Sup	TT	04/20/18	04/16/18	
	6.T.6	IAO Walkthrough of SOP	FCN	TBD	TBD	
	6.T.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.T.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.T.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.T.10	Amendment to SOP (if necessary)	CTC	TBD	TBD	
	SOP 900-020: Personnel Allocation/TDR and Reimbursement	6.AE.2	Staff Training on SOP	FPD	08/31/17	TBD
6.AE.3		Staff Acknowledgement Forms	FPD	08/31/17	TBD	
6.AE.4		Amendment to SOP Submitted	FPD	02/02/18	02/05/18	
6.AE.5		Amendment to SOP Approved by Sup (tied to 1.R.2)	CMR	02/09/18	04/30/18	
6.AE.6		IAO Walkthrough of SOP	FCN	06/10/16	05/07/18	
6.AE.7		IAO Assessment of SOP	FCN	06/30/17	03/06/17	
6.AE.8		IAO Testing of SOP	FCN	06/30/17	10/30/17	
6.AE.9		IAO Reporting of Testing Results	FCN	03/05/18	TBD	
SOP 900-: Grant Procedure Manual		6.AF.1	Adoption of SOP	TBD	08/31/17	TBD
	6.AF.2	Staff Training on SOP	TBD	04/25/16	TBD	
	6.AF.3	Staff Acknowledgement Forms	TBD	05/02/16	TBD	
	6.AF.4	Amendment to SOP Submitted	TBD	TBD	TBD	
	6.AF.5	Amendment to SOP Approved by Sup	IS	TBD	TBD	
	6.AF.6	IAO Walkthrough of SOP	FCN	TBD	TBD	
	6.AF.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.AF.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.AF.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.AF.10	Amendment to SOP (if necessary)	TBD	TBD	TBD	



Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
SOP 200-44: SEFA Reconciliation	6.AH.1	Adoption of SOP	LRP	09/07/16	09/05/16	
	6.AH.2	Staff Training on SOP	LRP	01/12/18	01/08/18	
	6.AH.3	Staff Acknowledgement Forms	LRP	01/12/18	01/08/18	
	6.AH.4	Amendment to SOP Submitted	LRP	11/16/17	11/20/17	
	6.AH.5	Amendment to SOP Approved by Sup	TT	12/04/17	12/04/17	
	6.AH.6	IAO Walkthrough of SOP	FCN	05/12/17	05/08/17	
	6.AH.7	IAO Assessment of SOP	FCN	05/19/17	05/15/17	
	6.AH.8	IAO Testing of SOP	FCN	09/08/17	09/04/17	
	6.AH.9	IAO Reporting of Testing Results	FCN	02/13/18	02/05/18	
	6.AH.10	Amendment to SOP (if necessary)	LRP	TBD	TBD	

<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Moving official SOP review and update to every two years from annually; SOP will be updated sooner if circumstances require</li> <li>• SOPs with Superintendent for review and approval: 200-036 Accounts Payable &amp; Cash Disburesment (6.G.5), 200-018 Sole Source Procurement (6.M.5), SOP 200-020 Open Purchase Order Monitoring &amp; Reporting (6.N.5), SOP 200-030 Emergency Procurement (6.R.5)</li> <li>• SOPs with Procurement to review edits: SOP 200-026 IQBs (6.P.4), SOP 200-033 IFBs (6.Q.4)</li> <li>• SOPs updates delayed: SOP 200-31 RFP (6.S.4) and SOP 200-033 Competitive Muliti-Step Bid (6.T.4)</li> <li>• Federal Programs to provide dates for Grants Procedure Manual SOP</li> </ul>	3/30/2018
<p><b>Risks (and mitigation strategies, if applicable):</b></p> <ul style="list-style-type: none"> <li>• Competing priorities affect ability to meet deadlines.</li> </ul>	

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Initiative #7 - Indirect Costs

GDOE Lead: Jackie Mesa | TPFALiaison: Tom Shaffer

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
Revisit Indirect Cost Manual	7.Q.2	Finalize manual	JPM/TSA	08/29/16	10/16/17	Grey
Indirect Cost True-ups and Reimbursement Requests	7.R.1	Prepare instructions on calculating the Indirect Cost reimbursement true-ups	JPM/TSA	06/30/18	06/25/18	Green
	7.R.3	Perform quarterly Indirect Cost true-ups and submit requests for reimbursement FY 17 - 1st quarter	JPM/TSA	01/26/18	01/22/18	Grey
	7.R.4	Perform quarterly Indirect Cost true-ups and submit requests for reimbursement FY 17 - 2nd quarter	JPM/TSA	04/15/18	04/09/18	Green
	7.R.5	Perform quarterly Indirect Cost true-ups and submit requests for reimbursement FY 17 - 3rd quarter	JPM/TSA	07/15/18	07/09/18	Green
Indirect Cost Strategy	7.S.5	Prepare, test, and roll-out indirect cost-related true-up templates and related documents.	JPM/TSA	02/26/17	TBD	Yellow

<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>Working with BBMR to get info needed for indirect cost proposal review</li> </ul>	3/30/2018
<p><b>Risks (and mitigation strategies, if applicable):</b></p> <ul style="list-style-type: none"> <li>Competing priorities affect ability to meet deadlines.</li> </ul>	



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Initiative #8 - Accounting & Accounts Payable

GDOE Lead: Lou Perez | TPFA Liaison: Chris Carrington / Lia Beauvais

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
Accounts Payable	8.A.1	Management of the A/P process (federal). No transition needed, Eloise is already a GDOE employee	Eloise	Ongoing	Ongoing	Grey
	8.A.2	Processing of checks and payment to vendors (federal). TPFA will manage process until special conditions are reduced / eliminated	TPFA	Ongoing	Ongoing	Green
Reporting & Accountability	8.B.1	Transition the grant status report from TPFA to GDOE financial affairs division	LP	Ongoing	Ongoing	Grey
	8.B.2	Transition the late liquidation process to Fed Programs. Includes preparing late liquidation requests & following up w/ vendors and end users	Fed Programs / Nora	02/26/18	04/30/18	Green
	8.B.4	Train and have GDOE mirror the production of bank reconciliation (federal). TPFA will produce until special conditions are reduced / eliminated	TPFA	Ongoing	Ongoing	Green
	8.B.5	Train and have GDOE mirror the production of the invoice by GL report - Involves reconciliation to federal bank accounts. TPFA will produce until special conditions are reduced / eliminated	TPFA	Ongoing	Ongoing	Green
	8.B.6	Train and have GDOE mirror the production of the A/P Invoice report (federal) - TPFA will produce until special conditions are reduced / eliminated	TPFA	Ongoing	Ongoing	Green

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
Reporting & Accountability	8.B.7	Transition open PO report. Procurement currently now handling, TPFA will be monitoring until special conditions are reduced / eliminated	TPFA	Ongoing	Ongoing	█
	8.B.10	Late Liquidation management - ensure that there is coordination of effort between the business office, procurement and federal programs in order to handle the late liquidations effectively. Includes vendor follow-up.	Fed Programs / Nora	10/01/17	04/30/18	
Accounting / GL	8.C.1	Management and completion of monthly and annual close process. TPFA will be manage until special conditions are reduced / eliminated	TPFA	Ongoing	Ongoing	

<b>Notes:</b> <ul style="list-style-type: none"> <li>●8.B.2 Draft SOP provided to Fed Programs for review and update</li> </ul>	3/30/2018
<b>Risks (and mitigation strategies, if applicable):</b> <ul style="list-style-type: none"> <li>● Competing priorities affect ability to meet deadlines.</li> </ul>	