GDOE Transition Plan
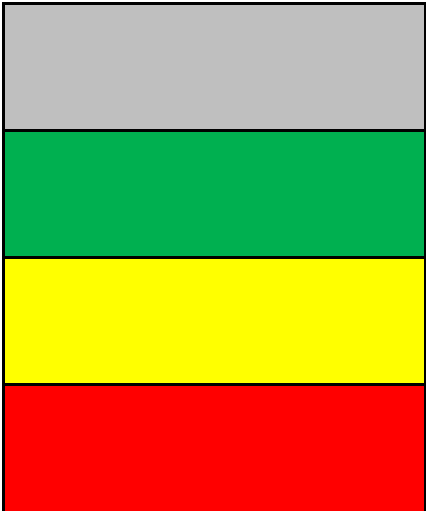## Bi-Weekly Status Report Status Key and Gantt Chart
as of July 06, 2018

Status Color	**Status Interpretation**
Grey	Grey: Denotes completion.
Green	Green: Denotes progress as planned and on track to meet target completion date.
Yellow	Yellow: Denotes progress may be hindered if measures are not addressed and target completion date may be missed.
Red	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 July 06, 2018

Label	Initiative Description	Leader	Previous Status	Current Status	Comments/Notes
1	Personnel Allocation/TDR and Reimbursement	Christine Rosario	🟩	🟨	● Personnel Allocation SOP to be updated to include all Federally funded programs ● Draft payroll reimbursement procedures to be circulated for feedback before finalization
2	FMIS	Jackie Mesa	🟩	🟩	● Meeting with end users on Grant master to be scheduled before end of July ● New projects being discussed
3	Internal Controls	Franklin Cooper-Nurse	🟩	🟩	● MIC summary being drafted for release to management team ● Audit completed 6/25/18
4	Procurement "OSM"	Carmen Taitano	🟩	🟩	● Reports and meetings ongoing ● Working on formal solicitations to complete by end of Fiscal Year ● Moved into new offices 7/5/18
5	Property Mgmt	Marc Pido	🟩	🟩	● SY17-18 Inventory reconciliation in process ● RPM occupied Tiyan warehouse on 6/25/18
6	SOP's	Franklin Cooper-Nurse	🟨	🟨	● Two procurement SOPs with DS for review ● Four accounting SOPs in process of being updated or approved
7	Indirect Costs	Jackie Mesa	🟩	🟩	●Working on Third Quarter true ups ●USDOE restricted rate 9.5% for FY19; USDOE forwarded to DOI to update Indirect Cost Rate Agreement
8	Accounting & Accounts Payable	Lourdes Perez	🟩	🟩	● Late liquidation SOP to be folded into Federal Grants Manual; anticipated completion date 12/2018

<u>Notes/Issues:</u> ● **7/10/18 Transition Plan Meet** attended in person by Rachel Duenas, Tony Bobb, Franklin Cooper-Nurse, Marcus Pido, Christine Rosario, Taling Taitano, Travis Carbon, Lourdes Perez, Carmen Taitano. **Attendees via phone.** Jackie Mesa ●Warehouse moved to Tiyan 6/25, Procurement moved to new building 7/5, Federal Programs in process of moving <u>Risks (and mitigation strategies, if applicable):</u> ● Freeze in place on hiring of central office positions; rproposed repeal of tax increase will impact local budget	7/6/2018

GDOE Transition Plan
Bi-Weekly Status Report
as of July 06, 2018
Initiative #1 - Personnel Allocation/TDR and Reimbursement
GDOE Lead: Chris Rosario | TPFA 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	TBD	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	07/31/18	08/27/18	
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	07/31/18	07/31/18	
	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	

Notes:	
● 1.O.5 Updating SOP to reflect all Federally funded programs. While SOP is being reveiwed, Fed Programs has issued guidance. ●1.P.1 Updating SOP to reflect all Federally funded programs ●1.R.3 Draft to be shared with TPFA for review and comment	7/6/2018
Risks (and mitigation strategies, if applicable):	
● Competing priorities affect ability to meet deadlines.	

GDOE Transition Plan
Bi-Weekly Status Report
as of July 06, 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	05/14/18	05/14/18	
	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	TBD	TBD	
	2.M.3	Build and Test ESS Leave Request in Temporary Environment (XXX) using checklist	JRSNS / AMS	TBD	TBD	
	2.M.4	Adjust setting and infrastructure as per test findings. Reperform Tests.	JRSNS / AMS	TBD	TBD	
	2.M.5	Meet with Management to present ESS Leave Request.	JRSNS / AMS	TBD	TBD	
	2.M.6	Build ESS Leave Request in Live environment per updated checklist and Management feedback.	JRSNS / AMS	TBD	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 / AMS	TBD	TBD	
	2.M.10	Create End User Instructions for Pilot group	JRSNS / AMS	TBD	TBD	
	2.M.11	Perform Pilot	JRSNS / AMS	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	
	2.Q.4	Test proposed actions in temporary environment	JPM/TSA	11/28/16	03/27/17	
FIXED ASSETS	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 Meeting to be scheduled with end users to roll out use of module
- Meeting with HR & Payroll to identify priorities for the year to be held before end of the month
- Followup meeting with Accountants to discuss report writer for report issuance to end users
- Hardware and software ready for next update: testing to be scheduled

7/6/2018

Risks (and mitigation strategies, if applicable):
- Timelines dependent on MUNIS response and POC availability.

GDOE Transition Plan
Bi-Weekly Status Report
as of July 06, 2018
Initiative #3 - Internal Controls
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**
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	05/11/18	05/11/18	
	3.B.30	IAO validates MIC Assessments of high-risk areas	FCN/JB	05/28/18	05/28/18	
	3.B.31	IAO to determine necessary corrective actions	FCN/JB	05/28/18	05/28/18	
	3.B.32	Finalize report for Sup.'s disposition	FCN/JB	06/25/18	06/25/18	
Establish Internal Controls Framework (COSO)	3.D.1	Division/Program develop SOPs for operations	Divisions	See SOP Section	See SOP Section	
	3.D.2	Division/Program obtain approval of SOPs	Divisions			
	3.D.3	Division/Program to conduct training on SOPs	Divisions			
	3.D.4	IAO to audit compliance to SOPs	IAO Staff			
	3.D.5	IAO to report and recommend improvements to internal control deficiencies	IAO Staff			
	3.D.6	Division/Program to amend SOPs accordingly	Divisions			
	3.D.7	Division/Program to obtain approval on amended	Divisions			
	3.D.8	Division/Program to conduct training on amended	Divisions			
SEFA Reconciliation	3.E.6	Business Office provides a copy of the approved report to IAO	LRP	06/27/16	On-going	

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.2	Contract Independent Audit Services (Amendment for FY 2017)	Sup/Legal/TT/FCN	10/20/17	10/16/17	
	3.F.3	Timely close accounting records (milestone for FY 17)	LRP	12/05/17	12/04/17	
	3.F.4	Timely replies to audit requests (milestone for FY 17)	LRP/FCN	06/29/18	06/29/18	
	3.F.5	Audit report issuance per contract (milestone for FY	TT/FCN	06/29/18	06/29/18	
	3.F.6	IAO to ensure implementation of corrective action	FCN/TT	08/23/17	08/28/17	

Notes:
● 3.B.32 Preparing summary of report for distribution to Deputies
● 3.F. Unmodified Audits issued June 25, 2018 for FY18

Risks (and mitigation strategies, if applicable):
● Internal Audit Staff working to balance mandated work, audit plan, and ad hoc requests.
● Internal Audit Staff salaries lower than those at OPA and autonomous agencies; may be difficult to recruit and retain

7/6/2018

GDOE Transition Plan
Bi-Weekly Status Report
as of July 06, 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		
	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		
	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		

Notes:	
● Annual Training for End Users for New fiscal Year "2019" will happen in October or November 2018.	
● Working on formal procurements to ensure obligated before end of fiscal year.	7/6/2018
Risks (and mitigation strategies, if applicable):	
● Hiring freeze will impact work loads	

GDOE Transition Plan
Bi-Weekly Status Report
as of July 06, 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	06/28/18	06/28/18	
	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	10/15/18	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	10/15/18	10/15/18	

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	12/31/18	12/31/18	🟩
	5.C.2	PMO staff will demonstrate mastery of using BMI software, Munis, and have basic-to-intermediate computer skills.	MYP	12/31/18	12/31/18	
	5.C.3	PMO staff will understand Microsoft Excel, spread-sheet creation, and analysis.	MYP	12/31/18	12/31/18	
	5.C.4	PMO staff will demonstrate mastery of using computer software to provide internal training.	MYP	12/31/18	12/31/18	
	5.C.5	PMO staff will be proactive in addressing and correcting any training concerns among staff.	MYP	12/31/18	12/31/18	
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	🟩

Notes:	
● 5.B SY17-18 Physical Inventory reconcilation ongoing ● 5.B.14 PMO moved into new warehouse on 6/25/18 ● 5.E.4 Included request for warehouse supervisor in FY19 budget request	7/6/2018
Risks (and mitigation strategies, if applicable):	
● Hiring freeze will impact work loads	

GDOE Transition Plan
Bi-Weekly Status Report
as of July 06, 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	06/29/18	06/29/18	
	6.A.3	Staff Acknowledgement Forms	LRP	06/29/18	06/29/18	
	6.A.4	Amendment to SOP Submitted	LRP	05/21/18	05/21/18	
	6.A.5	Amendment to SOP Approved by Sup	TT	06/04/18	06/04/18	
	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	06/29/18	06/29/18	
	6.B.3	Staff Acknowledgement Forms	LRP	06/29/18	06/29/18	
	6.B.4	Amendment to SOP Submitted	LRP	06/29/18	06/29/18	
	6.B.5	Amendment to SOP Approved by Sup	TT	07/30/18	07/30/18	
	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	07/15/18	10/29/18	
	6.C.3	Staff Acknowledgement Forms	LRP	07/15/18	10/29/18	
	6.C.4	Amendment to SOP Submitted	LRP	08/13/18	08/13/18	
	6.C.5	Amendment to SOP Approved by Sup	TT	08/27/18	08/27/18	
	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	07/03/18	07/03/18	
	6.D.3	Staff Acknowledgement Forms	LRP	07/03/18	07/03/18	
	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	07/03/18	07/03/18	
	6.E.3	Staff Acknowledgement Forms	LRP	07/03/18	07/03/18	
	6.E.4	Amendment to SOP Submitted	LRP	06/08/18	06/08/18	
	6.E.5	Amendment to SOP Approved by Sup	TT	06/15/18	06/15/18	
	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	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	**Label**	**Milestone Description**	**Main POC**	**Target Date Original**	**Target Date Updated**	**Current Status**
	6.E.9	IAO Reporting of Testing Results	FCN	TBD	TBD	Yellow
	6.E.10	Amendment to SOP (if necessary)	LRP	TBD	TBD	Yellow
SOP 200-034: Accounts Payable and Cash Disbursement	6.G.2	Staff Training on SOP	LRP	05/18/18	05/18/18	Gray
	6.G.3	Staff Acknowledgement Forms	LRP	05/18/18	05/18/18	Gray
	6.G.4	Amendment to SOP Submitted	LRP	03/27/18	03/26/18	Gray
	6.G.5	Amendment to SOP Approved by Sup	TT	03/29/18	03/26/18	Gray
	6.G.6	IAO Walkthrough of SOP	FCN	TBD	TBD	Yellow
	6.G.7	IAO Assessment of SOP	FCN	TBD	TBD	Yellow
	6.G.8	IAO Testing of SOP	FCN	TBD	TBD	Yellow
	6.G.9	IAO Reporting of Testing Results	FCN	TBD	TBD	Yellow
	6.G.10	Amendment to SOP (if necessary)	LRP	TBD	TBD	Yellow
SOP 200-039: Federal Grants Accounts Receivable	6.H.2	Staff Training on SOP	LRP	07/13/18	09/17/18	Yellow
	6.H.3	Staff Acknowledgement Forms	LRP	07/13/18	09/17/18	Yellow
	6.H.4	Amendment to SOP Submitted	LRP	07/06/18	07/06/18	Yellow
	6.H.5	Amendment to SOP Approved by Sup	TT	07/30/18	07/30/18	Yellow
	6.H.6	IAO Walkthrough of SOP	FCN	TBD	TBD	Yellow
	6.H.7	IAO Assessment of SOP	FCN	TBD	TBD	Yellow
	6.H.8	IAO Testing of SOP	FCN	TBD	TBD	Yellow
	6.H.9	IAO Reporting of Testing Results	FCN	TBD	TBD	Yellow
	6.H.10	Amendment to SOP (if necessary)	LRP	TBD	TBD	Yellow
SOP 200-042: Revenue Control and Management Policy	6.J.2	Staff Training on SOP	LRP	07/13/18	07/30/18	Yellow
	6.J.3	Staff Acknowledgement Forms	LRP	07/13/18	07/30/18	Yellow
	6.J.4	Amendment to SOP Submitted	LRP	07/06/18	07/06/18	Gray
	6.J.5	Amendment to SOP Approved by Sup	TT	07/20/18	07/20/18	Gray
	6.J.6	IAO Walkthrough of SOP	FCN	TBD	TBD	Yellow
	6.J.7	IAO Assessment of SOP	FCN	TBD	TBD	Yellow
	6.J.8	IAO Testing of SOP	FCN	TBD	TBD	Yellow
	6.J.9	IAO Reporting of Testing Results	FCN	TBD	TBD	Yellow
	6.J.10	Amendment to SOP (if necessary)	LRP	TBD	TBD	Yellow
SOP 200-015: Fixed Asset Management for Property Management Office and Central Receiving Warehouse	6.K.2	Staff Training on SOP	MP	10/01/18	10/01/18	Green
	6.K.3	Staff Acknowledgement Forms	MP	10/01/18	10/01/18	Green
	6.K.4	Amendment to SOP Submitted	MP	08/31/18	08/31/18	Green
	6.K.5	Amendment to SOP Approved by Sup	TT	09/14/18	09/14/18	Green
	6.K.6	IAO Walkthrough of SOP	FCN	TBD	12/26/16	Gray
	6.K.7	IAO Assessment of SOP	FCN	TBD	01/30/17	Gray
	6.K.8	IAO Testing of SOP	FCN	TBD	01/30/17	Gray
	6.K.9	IAO Reporting of Testing Results	FCN	TBD	04/10/17	Gray
	6.K.10	Amendment to SOP (if necessary)	MP	TBD	TBD	Yellow
SOP 200-019: Fixed Asset Management for Schools and Divisions	6.L.2	Staff Training on SOP	MP	11/05/18	11/05/18	Green
	6.L.3	Staff Acknowledgement Forms	MP	12/03/18	12/03/18	Green
	6.L.4	Amendment to SOP Submitted	MP	08/31/18	08/31/18	Green
	6.L.5	Amendment to SOP Approved by Sup	TT	09/14/18	09/14/18	Green
	6.L.6	IAO Walkthrough of SOP	FCN	06/20/16	12/26/16	Gray
	6.L.7	IAO Assessment of SOP	FCN	07/04/16	01/30/17	Gray
	6.L.8	IAO Testing of SOP	FCN	08/01/16	01/30/17	Gray
	6.L.9	IAO Reporting of Testing Results	FCN	09/05/16	04/10/17	Gray

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	11/30/18	11/30/18	
	6.M.3	Staff Acknowledgement Forms	CTC	11/30/18	11/30/18	
	6.M.4	Amendment to SOP Submitted	CTC	11/06/17	11/06/17	
	6.M.5	Amendment to SOP Approved by Sup	TT	04/13/18	04/09/18	
	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	11/30/18	11/30/18	
	6.N.3	Staff Acknowledgement Forms	CTC	11/30/18	11/30/18	
	6.N.4	Amendment to SOP Submitted	CTC	02/23/18	02/12/18	
	6.N.5	Amendment to SOP Approved by Sup	TT	04/13/18	04/09/18	
	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	11/30/18	11/30/18	
	6.O.3	Staff Acknowledgement Forms	CTC	11/30/18	11/30/18	
	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	11/30/18	11/30/18	
	6.P.3	Staff Acknowledgement Forms	CTC	11/30/18	11/30/18	
	6.P.4	Amendment to SOP Submitted	CTC	03/16/18	03/12/18	
	6.P.5	Amendment to SOP Approved by Sup	TT	05/31/18	05/31/18	
	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	11/26/18	11/30/18	
	6.Q.3	Staff Acknowledgement Forms	CTC	11/26/18	11/30/18	
	6.Q.4	Amendment to SOP Submitted	CTC	03/16/18	03/12/18	
	6.Q.5	Amendment to SOP Approved by Sup	TT	05/31/18	05/31/18	
	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	11/26/18	11/30/18	Green
	6.R.3	Staff Acknowledgement Forms			CTC	11/26/18	11/30/18	Green
	6.R.4	Amendment to SOP Submitted			CTC	03/26/18	03/26/18	Gray
	6.R.5	Amendment to SOP Approved by Sup			TT	04/13/18	04/13/18	Gray
	6.R.6	IAO Walkthrough of SOP			FCN	TBD	TBD	Yellow
	6.R.7	IAO Assessment of SOP			FCN	TBD	TBD	Yellow
	6.R.8	IAO Testing of SOP			FCN	TBD	TBD	Yellow
	6.R.9	IAO Reporting of Testing Results			FCN	TBD	TBD	Yellow
	6.R.10	Amendment to SOP (if necessary)			CTC	TBD	TBD	Yellow
SOP 200-031: Competitive Selection Procedures for Services - RFPs	6.S.2	Staff Training on SOP			CTC	11/26/18	11/30/18	Green
	6.S.3	Staff Acknowledgement Forms			CTC	11/26/18	11/30/18	Green
	6.S.4	Amendment to SOP Submitted			CTC	05/30/18	05/30/18	Gray
	6.S.5	Amendment to SOP Approved by Sup			TT	06/20/18	07/30/18	Yellow
	6.S.6	IAO Walkthrough of SOP			FCN	TBD	TBD	Yellow
	6.S.7	IAO Assessment of SOP			FCN	TBD	TBD	Yellow
	6.S.8	IAO Testing of SOP			FCN	TBD	TBD	Yellow
	6.S.9	IAO Reporting of Testing Results			FCN	TBD	TBD	Yellow
	6.S.10	Amendment to SOP (if necessary)			CTC	TBD	TBD	Yellow
SOP 200-033: Competitive Multi-Step Sealed Bidding	6.T.2	Staff Training on SOP			CTC	11/26/18	11/30/18	Green
	6.T.3	Staff Acknowledgement Forms			CTC	11/26/18	11/30/18	Green
	6.T.4	Amendment to SOP Submitted			CTC	06/01/18	06/01/18	Gray
	6.T.5	Amendment to SOP Approved by Sup			TT	06/20/18	07/30/18	Yellow
	6.T.6	IAO Walkthrough of SOP			FCN	TBD	TBD	Yellow
	6.T.7	IAO Assessment of SOP			FCN	TBD	TBD	Yellow
	6.T.8	IAO Testing of SOP			FCN	TBD	TBD	Yellow
	6.T.9	IAO Reporting of Testing Results			FCN	TBD	TBD	Yellow
	6.T.10	Amendment to SOP (if necessary)			CTC	TBD	TBD	Yellow
SOP 900-020: Personnel Allocation/TDR and Reimbursement	6.AE.2	Staff Training on SOP			FPD	08/31/17	TBD	Yellow
	6.AE.3	Staff Acknowledgement Forms			FPD	08/31/17	TBD	Yellow
	6.AE.4	Amendment to SOP Submitted			FPD	02/02/18	08/13/18	Yellow
	6.AE.5	Amendment to SOP Approved by Sup (tied to 1.R.2)			CMR	07/13/18	08/27/18	Yellow
	6.AE.6	IAO Walkthrough of SOP			FCN	06/10/16	05/07/16	Gray
	6.AE.7	IAO Assessment of SOP			FCN	06/30/17	03/06/17	Gray
	6.AE.8	IAO Testing of SOP			FCN	06/30/17	10/30/17	Gray
	6.AE.9	IAO Reporting of Testing Results			FCN	03/05/18	TBD	Yellow
SOP 900-: Grant Procedure Manual	6.AF.1	Adoption of SOP			TBD	12/31/18	12/31/18	Green
	6.AF.2	Staff Training on SOP			TBD	TBD	TBD	Yellow
	6.AF.3	Staff Acknowledgement Forms			TBD	TBD	TBD	Yellow
	6.AF.4	Amendment to SOP Submitted			TBD	TBD	TBD	Yellow
	6.AF.5	Amendment to SOP Approved by Sup			IS	TBD	TBD	Yellow
	6.AF.6	IAO Walkthrough of SOP			FCN	TBD	TBD	Yellow
	6.AF.7	IAO Assessment of SOP			FCN	TBD	TBD	Yellow
	6.AF.8	IAO Testing of SOP			FCN	TBD	TBD	Yellow
	6.AF.9	IAO Reporting of Testing Results			FCN	TBD	TBD	Yellow
	6.AF.10	Amendment to SOP (if necessary)			TBD	TBD	TBD	Yellow

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.2	Staff Training on SOP	LRP	09/17/18	09/17/18	
	6.AH.3	Staff Acknowledgement Forms	LRP	09/07/18	09/07/18	
	6.AH.4	Amendment to SOP Submitted	LRP	08/27/18	08/27/18	
	6.AH.5	Amendment to SOP Approved by Sup	TT	09/10/18	09/10/18	
	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	

Notes:
● 6.B.5 & 6.H.D SOPs (Month & Year End Closing and Federal Grants Receivable) submitted to Superintendnent for review and approval
● 6.C Offisland Travel SOP to be circulated for end user input to proposed changes
● 6.J.5 SOP 200-42 Revenue Control & Management Policy signed on 7/9/18
● 6.AE.5 SOP 900-20 Personnel Allocation Draft to be updated to address all federally funded programs
● 6.AH Reviewing Internal Audit report to determine if SOP updates are necessary; MLC suggests more interaction with TPFA to make reconciliations more efficient and timely

7/6/2018

Risks (and mitigation strategies, if applicable):
● Competing priorities affect ability to meet deadlines.

GDOE Transition Plan
Bi-Weekly Status Report
as of July 06, 2018
Initiative #7 - Indirect Costs
GDOE Lead: Jackie Mesa | TPFA Liaison: 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	
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	10/01/18	
	7.R.3	Perform quarterly Indirect Cost true-ups and submit requests for reimbursement FY 18 - 1st quarter	JPM/TSA	01/26/18	01/22/18	
	7.R.4	Perform quarterly Indirect Cost true-ups and submit requests for reimbursement FY 18 - 2nd quarter	JPM/TSA	06/04/18	06/04/18	
	7.R.4	Perform quarterly Indirect Cost true-ups and submit requests for reimbursement FY 18 - 2nd quarter	JPM/TSA	07/13/18	10/15/18	
	7.R.6	Perform quarterly Indirect Cost true-ups and submit requests for reimbursement FY 18 - 4th quarter	JPM/TSA	07/13/18	09/30/18	
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	

Notes:
- Received copy of email from USDOE to DOI with restricted rate on 4/3/18; waiting for official notice from DOI.
- Working with Federal Programs to ensure appropriate level of indirect costs are charged
- As we move from direct salaries to stipends, requested guidance on how to apply indirect cost rates
- With FY18 audit complete, work will start on new indirect rate proposal

Risks (and mitigation strategies, if applicable):
- Competing priorities affect ability to meet deadlines.

7/6/2018

GDOE Transition Plan
Bi-Weekly Status Report
as of July 06, 2018
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	
	8.A.2	Processing of checks and payment to vendors (federal). TPFA will manage process until special conditions are reduced / eliminated	TPFA	Ongoing	Ongoing	
Reporting & Accountability	8.B.1	Transition the grant status report from TPFA to GDOE financial affairs division	LP	Ongoing	Ongoing	
	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	12/31/18	12/31/18	
	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	
	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	
	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	

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	12/31/18	12/31/18		
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		

Notes:
●8.B.2 SOP to be rolled into the grant procedural manual; see 6.AF

Risks (and mitigation strategies, if applicable):
● Competing priorities affect ability to meet deadlines.

7/6/2018