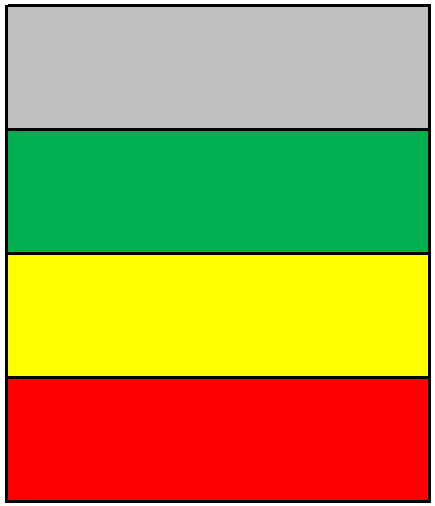
GDOE Transition Plan
Bi-Weekly Status Report Status Key and Gantt Chart
as of September 01, 2017

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.

Gantt Chart

**** Blue Shaded sections reflect proposed transition work plans / periods.

**** Dates / Periods directly after the blue shaded sections denote that objective / milestone target dates have been complete. At this point it is up to the GDOE to determine if they feel as though adequate progress has been made to request reconsideration of the Special Conditions imposed by the USDOE.

GDOE Transition Plan
Executive Summary: Bi-Weekly Status Report
as of September 01, 2017

Label	Initiative Description	Leader	Previous Status	Current Status	Comments/Notes
1	Personnel Allocation/TDR and Reimbursement	Dina Lorenzo			● Draft update of SOP circulating for comment.
2	FMIS	Jackie Mesa			● Projects moving as expected ● Waiting for MUNIS feedback related to ESS leave processing
3	Internal Controls	Franklin Cooper-Nurse			● FY17 audit procedures have begun; target dates for completion of audit set
4	Procurement "OSM"	Carmen Taitano			● Reports and meetings ongoing ● Contract manager included in board approved budget for FY18
5	Property Mgmt	Marc Pido			● Upcoming training scheduled ● Request for warehouse supervisor in board approved budget for FY18 Budget
6	SOP's	Franklin Cooper-Nurse			● Internal audit working on testing of Sole Source Procurement, TDR, and SEFA Reconcilation SOPs ● Extention of dates due to year end activity
7	Indirect Costs	Jackie Mesa			● Working on completion of manual & submission of next application based on FY16 audit
8	Accounting & Accounts Payable	Lourdes Perez			● Late liquidation SOP to be updated to ensure smooth transition

<u>Notes/Issues:</u>
● 9/5 Meeting included for GDOE Taling, Carmen, Arlita (for Lou), Maribeth (for Marc), Dina, Jackie, Christine, Travis (for Frank) and John from TPFA
● Preparing for program visit week of 9/11 as well as year end closing
● Board to approve FY18 Budget before end of month

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

9/1/2017

GDOE Transition Plan
Bi-Weekly Status Report
as of September 01, 2017
Initiative #1 - Personnel Allocation/TDR and Reimbursement
GDOE Lead: Dina Lorenzo | 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**
Meeting with FMIS to discuss Manual TDR process to Employee Tracking System	1.L.1	Process workflow - FMIS - PR/HR	DSNL / J. Mesa	02/01/16	02/01/16	
	1.L.2	Structure of Account Set-up Personnel Action (HR)	DSNL / J. Mesa	02/01/16	02/01/16	
	1.L.3	Structure of Account Set-up for Timesheet / TDR (Payroll)	DSNL / J. Mesa	02/01/16	02/01/16	
Meeting with DSFAS on staffing list and structure of account set-up between Budget, HR and Payroll regarding Employee Time Tracker > A87	1.M.1	Re-Verify Structure of Account (Federal list to Budget > HR > Federal Programs > Accounting (Labor cost and draw) > Employee Time Tracker > 3-way match to A-87	DSNL / J. Mesa	02/01/16	02/22/16	
Re-Test Workflow Process	1.N.1	Budget runs and exports Job Salary Report > HR and Federal Programs	DSNL / J. Mesa	02/01/16	02/15/16	
	1.N.2	HR to input Federal Staffing (Position Control, Master and Job Salary) Single and Multiple Cost Objectives > Job Allocation for Multiple Cost	DSNL / J. Mesa	02/01/16	05/02/16	
	1.N.3	Accounting > Labor Cost > AJE's / JV's	DSNL / J. Mesa	02/01/16	05/02/16	
Re-Test Verification of Disadvantages	1.O.1	Verify Structure of Account (Budget/HR/Payroll)	DSNL	02/01/16	09/26/16	
	1.O.2	Verify Structure of HR on staffing for 3-way match	DSNL	02/01/16	09/26/16	
	1.O.3	Verify Structure of PR on single and multiple cost objective in PR system	DSNL	02/01/16	09/26/16	
	1.O.4	Verify Structure of Employee Job Salary Report > Staffing vs. Employee Time Tracker > TDR	DSNL	02/01/16	09/26/16	
Re-Test Verification of Disadvantages	1.O.5	Re-Validate SOP	DSNL	09/29/17	09/25/17	
Re-edit TDR SOP Procedures incorporating A-87	1.P.1	Finalize and re-edit work flow process and responsibilities incorporating A-87	DSNL	09/29/17	09/25/17	
Training	1.Q.1	Training and accessibility for program managers / project directors / federal program state	DSNL / J. Mesa	09/29/17	09/25/17	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	**Label**	**Milestone Description**	**Main POC**	**Target Date Original**	**Target Date Updated**	**Current Status**
Personnel Allocation/TDR/Time Certification and Reimbursement	1.R.1	Selection of staff member is paramount to completing any of the additional transition plan objectives involving payroll reimbursements.	CR	09/26/16	10/31/16	
	1.R.2	Development of Training Manual	DSNL	09/29/17	09/25/17	
	1.R.3	Training of USDOE Regulations including OMB Omni-Circular as related to payroll reimbursements for Federal grant activities.	CR/DSNL	09/26/16	Ongoing	
	1.R.5	Training on Payroll Reimbursement Process, including the relationship between all GDOE Departments related to payroll	CR	09/26/16	Ongoing	
	1.R.6	Training on Payroll Reimbursement analysis, including: 1) 3-way-match between PR documents, 2) spreadsheet and raw data analysis	CR	09/26/16	Ongoing	
	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	CR	10/24/16	Ongoing	
	1.R.8	MUNIS Training (i.e. MUNIS invoice entry; raw data report generation; etc.)	CR	10/31/16	Ongoing	
	1.R.9	Excel Spreadsheet Training (focus on payroll reimbursement analysis spreadsheet creation and payroll report generation)	CR	Ongoing	Ongoing	

Notes:

'● 1.O.5 SOP draft circulating for comments; comments due 9/6/17

'● 1.R.5 9/6/17 Meeting with Tony at 3pm 09.06.17 for a status update

9/1/2017

Risks (and mitigation strategies, if applicable):

● Competing priorities affect ability to meet deadlines.

GDOE Transition Plan
Bi-Weekly Status Report
as of September 01, 2017
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**
REPORTING	2.A.6	Analysis of active accounts by Budget and Accounting to identify accounts that should be inactivated/closed.	KAR/MA	03/23/15	03/14/16	
	2.A.7	Closure/Inactivation of expired accounts in Munis.	JPM	05/25/15	04/11/16	
	2.A.8	Schedule preprogramed system generated reports for remaining active accounts	JPM	06/29/15	04/25/16	
	2.A.9	Propose SOP creation / amendments to address the timely inactivation/closure of expired accounts.	MA/KAR	07/13/15	05/16/16	
STAFFING PATTERN REPORT	2.C.2	Review the MUNIS staffing pattern and submit a custom report request to address additional / amended spec requests.	AMS/JPM	06/15/15	06/13/16	
	2.C.3	Create End User Instructions	JPM	07/13/15	01/25/16	
	2.C.4	Train End Users	AMS/JPM	07/27/15	01/25/16	
PURCHASE +	2.F.1	POC meeting to review bid processing DTPs.	CTC/JPM	09/28/15	11/14/16	
	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	10/02/17	
	2.F.5	Create End User Instructions (Incorporate in DTPs)	CTC/JPM	01/25/16	10/16/17	
	2.F.6	Train End Users (Buyers)	CTC/JPM	01/25/16	10/30/17	
	2.F.7	Train End Users (Schools and Divisions)	CTC/JPM	02/29/16	10/30/17	
	2.F.8	Roll out the use of Bid Management	CTC/JPM	12/28/15	11/06/17	
	~~2.F.9~~	~~Review for changes~~	~~CTC/JPM~~	~~TBD~~	~~NA~~	
EMPLOYEE EXPENSE (Local Mileage)	2.G.1	POC meeting to review set up documentation and compare to existing settings in Munis	AGM/JPM	02/29/16	05/23/16	
	2.G.2	Create checklist of steps to be taken in Munis to use Module	AGM/JPM	03/14/16	06/20/16	
	2.G.3	Build and Test sample of Employee Expense in Munis and ESS temporary enviroment (XXXX) using checklist	AGM/JPM	03/28/16	07/11/16	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	**Label**	**Milestone Description**	**Main POC**	**Target Date Original**	**Target Date Updated**	**Current Status**
EMPLOYEE EXPENSE (Local Mileage)	2.G.4	Adjust settings and infrastructure as per test findings. Re-test.	AGM/JPM	04/25/16	07/25/16	
	2.G.5	Meet with Management regarding Employee expense process, requirements as tested and Management's desired outcomes.	AGM/JPM	05/16/16	08/22/16	
	2.G.6	Build Employee Expense infrastructure in Live per updated checklist.	AGM/JPM	05/30/16	09/26/16	
	2.G.7	Create End User Instructions (Incorporate in DTPs)	AGM/JPM	06/27/16	10/03/16	
	2.G.8	Train Pilot users (next group of travelers)	AGM/JPM	07/25/16	11/21/16	
	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	
CONTRACT MANAGEMENT (DATA)	2.H.4	Create End User Instructions (Incorporate in DTPs)	CTC/TSA	05/30/16	12/28/15	
	2.H.5	Contract Management Workflow	CTC/TSA	06/27/16	02/15/16	
	2.H.6	Compile contract information	CTC/TSA	06/27/16	03/07/16	
	2.H.7	Train End Users	CTC/TSA	09/28/15	03/07/16	
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	10/23/17	10/23/17	
GRANT MASTER	2.L.6	Build Grant Master (listing complete with current active grants) in Live environment per updated checklist.	NS/CR/JPM	08/08/16	12/11/17	
	2.L.7	Create End User Instructions (Incorporate in DTPs) and propose adjustments to SOPs if necessary.	NS/CR/JPM	03/21/16	01/08/18	
	2.L.8	Train End Users	NS/CR/JPM	04/18/16	01/08/18	

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	05/16/16	04/11/16	
	2.M.2	Create checklist of steps to be taken in ESS and Munis to set up Leave Requests	JRSNS / AMS	08/01/16	01/30/17	
	2.M.3	Build and Test ESS Leave Request in Temporary Environment (XXX) using checklist	JRSNS / AMS	08/15/16	TBD	
	2.M.4	Adjust setting and infrastructure as per test findings. Reperform Tests.	JRSNS / AMS	09/19/16	TBD	
	2.M.5	Meet with Management to present ESS Leave Request.	JRSNS / AMS	10/17/16	TBD	
	2.M.6	Build ESS Leave Request in Live environment per updated checklist and Management feedback.	JRSNS / AMS	10/31/16	TBD	
	2.M.7	Update End User Instructions (Incorporate in DTPs) and propose adjustments to SOPs if necessary.	JRSNS / AMS	12/14/15	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 /	TBD	TBD	
	2.M.11	Perform Pilot	JRSNS /	TBD	TBD	
	2.M.12	Address Pilot issues	JRSNS /	TBD	TBD	
	2.M.13	Meet with Management to present ESS Leave Request pilot results.	JRSNS / AMS	TBD	TBD	
PA PILOT	2.N.2	Launch of PA pilot --effective date 1/01/2016-6/30/2016	AMS/JPM	01/11/16	01/04/16	
	2.N.3	Survey end users - feedback on pilot effectiveness	AMS/JPM	01/25/16	03/07/16	
	2.N.4	Pilot close meeting	AMS/JPM	02/08/16	05/16/16	
	2.N.5	Draft SOP updates if necessary	AMS/JPM	09/26/16	09/26/16	
MUNIS STUDENT ACTIVITIES	2.O.1	POC meetings to review current process, documentation and needs	TSA/CV	10/03/16	12/14/15	
	2.O.2	Research and identify possible Munis solutions to address needs and issues.	TSA/CV	10/24/16	12/28/15	
	2.O.3	Test proposed actions in temporary environment	TSA/CV	11/07/16	01/04/16	
	2.O.4	Present proposed solutions to IAO.	TSA/CV	11/14/16	01/11/16	
MUNIS STUDENT ACTIVITIES	2.O.5	Create or adjust existing End User Instructions (DTPs) and propose adjustments to SOPs if necessary.	TSA/CV	11/28/16	01/25/16	
	2.O.6	Train End Users	TSA/CV	12/12/16	02/08/16	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	**Label**	**Milestone Description**	**Main POC**	**Target Date Original**	**Target Date Updated**	**Current Status**
MAINTENANCE SERVICE REQUESTS	2.P.1	Survey end users regarding Maintenance Service Requests	YD/JPM	09/26/16	09/26/16	
	2.P.2	POC meetings to review current process, documentation and needs	YD/JPM	10/03/16	10/10/16	
	2.P.3	Research and identify possible Munis solutions to address needs and issues (N/A)	YD/JPM	10/24/16	N/A	
	2.P.4	Test proposed actions in temporary environment (N/A)	YD/JPM	11/07/16	N/A	
	2.P.5	Present proposed solutions to Management (N/A)	YD/JPM	11/14/16	11/21/16	
	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.P.7	Train End Users	YD/JPM	11/28/16	09/26/16	
FIXED ASSETS	2.Q.1	Survey end users regarding Fixed Assets	MP/TSA	11/28/16	10/10/16	
	2.Q.2	POC meetings to review current process, documentation and needs	MP/TSA	11/28/16	10/10/16	
	2.Q.3	Research and identify possible Munis solutions to address needs and issues.	MP/TSA	11/14/16	11/21/16	
	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	
TYLER CONTENT MANAGER (TCM)	2.R.1	Meet with Comptroller and Deputy regarding Business Office reporting and TCM storage	TSA	11/28/16	02/15/16	
	2.R.2	Train staff to use the TCMEE	TSA	11/28/16	02/22/16	
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:

- 2M waiting for feedback from Tyler MUNIS
- 2.Q.7 Office closure resulted in rescheduling of training

Risks (and mitigation strategies, if applicable):

- Timelines dependent on MUNIS response and POC availability.

9/1/2017

GDOE Transition Plan
Bi-Weekly Status Report
as of September 01, 2017
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**
Rebuild Internal Audit Office	3.A.12	Review applications of candidates	FCN	01/04/16	01/04/16	
	3.A.13	Interview & recommend best candidates to Sup.	FCN	01/25/16	01/25/16	
	3.A.14	Hire Auditor II	FCN	02/29/16	02/29/16	
	3.A.15	Create a budget for Auditor I	FCN	11/16/15	11/16/15	
	3.A.16	Obtain budget approval for Auditor I	FCN	08/29/16	08/29/16	
	3.A.17	Submit a completed Request to Fill form to HR	FCN	09/19/16	09/19/16	
	3.A.18	Work with HR on position announcement	FCN	10/10/16	10/10/16	
	3.A.19	Review applications of candidates	FCN	10/24/16	10/24/16	
	3.A.20	Interview & recommend best candidates to Sup.	FCN	10/31/16	10/31/16	
	3.A.21	Hire Auditor I	FCN	11/07/16	11/07/16	
	3.A.22	Train Auditor I for roles in IAO	FCN	11/07/16	11/21/16	
Risk Assessment of GDOE	3.B.21	Provide tool & training to Division Mgrs/Administrator	FCN/JB	10/17/16	12/05/16	
	3.B.22	Require Division Mgrs/Administrators to submit MIC	FCN/JB	10/17/16	12/12/16	
	3.B.23	Follow-up non-submissions	FCN/JB	10/17/16	12/19/16	
	3.B.24	Update MIC Report to include late submissions	FCN/JB	10/24/16	12/12/16	
	3.B.25	Compile MIC Assessments into a database	FCN/JB	10/24/16	12/12/16	
	3.B.26	Analyze results of MIC Assessment	FCN/JB	10/24/16	12/26/16	
	3.B.27	Identify non-submissions and high-risk areas	FCN/JB	10/24/16	12/26/16	
	3.B.28	Develop draft and submit MIC Assessment Report to Sup.	FCN/JB	11/21/16	02/13/17	
	3.B.29	Finalize report for Sup.'s disposition	FCN/JB	11/28/16	02/13/17	
	3.B.30	IAO validates MIC Assessments of high-risk areas	FCN/JB	12/12/16	03/20/17	
	3.B.31	IAO to determine necessary corrective actions	FCN/JB	12/19/16	03/20/17	
	3.B.32	Finalize report for Sup.'s disposition	FCN/JB	01/02/17	03/27/17	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	**Label**	**Milestone Description**	**Main POC**	**Target Date Original**	**Target Date Updated**	**Current Status**
Develop a Three-Year Audit Plan	3.C.1	Identify IAO's resources	IAO Staff	07/18/16	07/18/16	
	3.C.2	Analyze available staff hours	IAO Staff	07/18/16	07/18/16	
	3.C.3	Identify the audit universe	IAO Staff	07/18/16	07/18/16	
	3.C.4	Incorporate risk assessments (ie. MIC & Audit Ass.)	IAO Staff	07/18/16	07/18/16	
	3.C.5	Review & research IAO's mandates	IAO Staff	07/18/16	07/18/16	
	3.C.6	Incorporate CCAP, SOP, and NAF duties	IAO Staff	07/18/16	07/18/16	
	3.C.7	Identify audit topics	IAO Staff	07/25/16	07/25/16	
	3.C.8	Develop IAO's audit selection matrix	IAO Staff	07/25/16	07/25/16	
	3.C.9	Use auditor judgement to select audit topics	IAO Staff	08/31/16	07/25/16	
	3.C.10	Create and submit a report to the Sup.	IAO Staff	08/31/16	10/10/16	
	3.C.11	Obtain approval of Sup on the report	IAO Staff	08/31/16	10/17/16	
	3.C.12	Present audit plan to DOE management	IAO Staff	08/31/16	12/05/16	
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.1	Business Office develop SOPs for SEFA Reconciliation.	LRP	06/27/16	09/19/16	
	3.E.2	Business Office submits draft SOP to Deputy of Finance and Supt. for review and approval.	LRP	06/27/16	09/19/16	
	3.E.3	Accounting staff to perform monthly reconciliations between General Ledger, SEFA, and Federal Expenditures	Accounting staff	06/27/16	09/12/16	
	3.E.4	Comptroller reviews monthly report for completeness and accuracy	LRP	06/27/16	09/12/16	
	3.E.5	Comptroller provides monthly reconciliation to Deputy Sup. of Financial Affairs for review.	LRP	06/27/16	09/26/16	
	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	11/06/17	11/06/17	
	3.F.4	Timely replies to audit requests (milestone for FY 17)	LRP/FCN	02/28/18	02/26/18	
	3.F.5	Audit report issuance per contract (milestone for FY 17)	TT/FCN	03/31/18	03/26/18	
	3.F.6	IAO to ensure implementation of corrective action plans	FCN/TT	08/23/17	08/28/17	

Notes:

3.F.2 to 5: Dates proposed by Accounting
3.F.6: Meeting held with auditors to clarify some of the management letter concerns

9/1/2017

Risks (and mitigation strategies, if applicable):

- Internal Audit Staff working to balance mandated work, audit plan, and ad hoc requests.

GDOE Transition Plan
Bi-Weekly Status Report
as of September 01, 2017
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**
Rebuild/Staff Augmentation of Procurement Office	4.A.2	Determine staff augmentation needs over the summer months leading up to grant year-end	CTC/FC/LB	02/29/16	02/29/16	
	4.A.23	Review long-term staffing needs of the Procurement Office	CTC/FC/LB	11/30/15	12/26/16	
	4.A.24	Review metrics and other statistics to determine additional needs of the Procurement Office	CTC/FC/LB	11/30/15	12/26/16	
	4.A.25	Determine the need for a Contract Management Administrator	CTC/FC/LB	12/28/15	12/26/16	
Training	4.B.1	Formalize training program for all current and future procurement staff - including content development and training materials	CTC/FC/LB	10/05/15	02/01/16	
	4.B.2	Train procurement staff on 2 CFR Part 200, Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Award	CTC/FC/LB	10/05/15	04/25/16	
	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	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	**Label**	**Milestone Description**	**Main POC**	**Target Date Original**	**Target Date Updated**	**Current Status**
Quality Control & Compliance	4.C.1	Establish a program to evaluate vendor performance and take steps to end vendor relationships if history of non-performance exits	CTC/FC/LB	10/05/15	06/27/16	
	4.C.2	Establish a program to evaluate contract performance to ensure professional services contracts are statisfactorily performed	CTC/FC/LB	02/01/16	06/27/16	
	4.C.4	Establish protocol and training to confirm and alter work flow if need to perform final checks before requisitions are converted to P.O. Checks include ensuring procurement efforts are appropriately documented, vendor selection rational is included and ensuring the fixed asset tag is selected when needed (local)	CTC/FC/LB	02/29/16	02/29/16	
Reporting & Accountability	4.D.2	Create a detailed district-wide procurement calendar	CTC/FC/LB	07/06/15	02/08/16	
	4.D.6	Transition the creation of the open requisition and open PO report from TPFA to the GDOE (federal)	CTC/FC/LB	07/20/15	02/01/16	
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	
	4.F.3	Transition PO issuance to GDOE Procurement Office	CTC	2014	2014	

Notes:
- FY18 spending plan to be addressed by Board in September
- FY17 year end appears to be moving smoothly

Risks (and mitigation strategies, if applicable):
- Hiring freeze will impact work loads during upcoming busy period

9/1/2017

GDOE Transition Plan
Bi-Weekly Status Report
as of September 01, 2017
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	09/28/17	10/30/17	
	5.A.7	Internal record management (i.e. documentation, spreadsheet analysis, reporting, etc.).	MYP	11/09/17	10/30/17	
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	01/02/17	
	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	07/24/17	
	5.B.8	Generate the current year status reports for dissemination to USDOE and GDOE Upper Management.	MYP	07/25/17	07/24/17	
	5.B.10	GDOE PMO staff will conduct the current year reconciliation of USDOE funded fixed assets.	MYP	06/20/17	07/31/17	
	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	06/26/17	
	5.B.12	GDOE PMO will conduct and monitor the progress of the required follow-up actions of each site.	MYP	06/29/17	09/18/17	
	5.B.13	Clearly defined organizational structure, positions of leadership and associated responsibilities.	MYP	06/27/17	10/30/17	
	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	03/26/18	
	5.B.15	PMO staff will have proper equipment and supplies to effectively and efficiently carry out their responsibilities and duties during the annual inventory audit of USDOE funded fixed assets.	MYP	01/18/16	03/07/16	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	**Label**	**Milestone Description**	**Main POC**	**Target Date Original**	**Target Date Updated**	**Current Status**
	5.B.16	PMO staff will have proper transportation to effectively and efficiently carry out their responsibilities and duties.	MYP	04/04/16	05/02/16	
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, spread-sheet creation, and analysis.	MYP	09/30/17	09/25/17	
	5.C.4	PMO staff will demonstrate mastery of using computer software to provide internal training.	MYP	09/30/17	09/25/17	
	5.C.5	PMO staff will be proactive in addressing and correcting any training concerns among staff.	MYP	09/30/17	09/25/17	
Standard Operating Procedures	5.D.3	Addition to proposed Amendment to SOP# 200-019, Section VI.D.3, Responsibilities of Inventory Management Officer: "Ensures that Asset Tags are always in the possession of and placed on fixed assets by PMO or TPFA staff."	MYP	03/30/16	01/11/16	
Receiving assets (warehouse & schools)	5.E.4	Fill the Warehouse Supervisor position.	MYP	07/13/17	10/30/17	
Staff Augmentation of PMO Property Management Office	5.G.2	Supplemental staffing provided by procurement	MYP	05/30/16	05/30/16	

Notes:

- 5.B.14 Construction of new warehouse ongoing; should be ready for occupancy before the end of the year.
- 5.C.1-2 Change in scanning software is likely a year a way as the software is still in testing stage
- 5.C.3 Training scheduled week of 9/4

Risks (and mitigation strategies, if applicable):

- Hiring freeze will impact work load

9/1/2017

GDOE Transition Plan
Bi-Weekly Status Report
as of September 01, 2017
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	
	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	07/06/17	07/03/17	
	6.B.3	Staff Acknowledgement Forms	LRP	07/06/17	07/03/17	
	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	11/30/17	11/27/17	
	6.C.3	Staff Acknowledgement Forms	LRP	11/30/17	11/27/17	
	6.C.4	Amendment to SOP Submitted	LRP	09/22/17	09/18/17	
	6.C.5	Amendment to SOP Approved by Sup	TT	10/06/17	10/02/17	
	6.C.6	IAO Walkthrough of SOP	FCN	07/24/15	01/11/16	
	6.C.7	IAO Assessment of SOP	FCN	10/09/15	10/05/15	
	6.C.8	IAO Testing of SOP	FCN	12/30/15	01/18/16	
	6.C.9	IAO Reporting of Testing Results	FCN	01/29/16	04/11/16	
	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	
	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	09/18/17	
	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	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	**Label**	**Milestone Description**	**Main POC**	**Target Date Original**	**Target Date Updated**	**Current Status**
SOP 200-028: General Ledger Policy and Procedures	6.E.2	Staff Training on SOP	LRP	05/12/17	05/08/17	
	6.E.3	Staff Acknowledgement Forms	LRP	05/12/17	05/08/17	
	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	
	6.E.10	Amendment to SOP (if necessary)	LRP	TBD	TBD	
SOP 200-029: Local Mileage Reimbursement	6.F.2	Staff Training on SOP	LRP	03/20/17	03/20/17	
	6.F.3	Staff Acknowledgement Forms	LRP	03/20/17	03/20/17	
	6.F.4	Amendment to SOP Submitted	LRP	07/10/17	07/31/17	
	6.F.5	Amendment to SOP Approved by Sup	TT	09/14/17	09/11/17	
	6.F.6	IAO Walkthrough of SOP	FCN	TBD	TBD	
	6.F.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.F.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.F.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.F.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	TBD	10/30/17	
	6.G.3	Staff Acknowledgement Forms	LRP	TBD	10/30/17	
	6.G.4	Amendment to SOP Submitted	LRP	09/15/17	09/11/17	
	6.G.5	Amendment to SOP Approved by Sup	TT	09/29/17	09/25/17	
	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	10/27/16	10/30/17	
	6.H.3	Staff Acknowledgement Forms	LRP	10/27/16	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	08/22/16	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 200-041: School Meals Collection	6.I.2	Staff Training on SOP	LRP	TBD	TBD	
	6.I.3	Staff Acknowledgement Forms	LRP	TBD	TBD	
	6.I.4	Amendment to SOP Submitted	LRP	08/15/16	TBD	
	6.I.5	Amendment to SOP Approved by Sup	TT	09/12/16	03/20/17	
	6.I.6	IAO Walkthrough of SOP	FCN	06/10/16	01/09/17	
	6.I.7	IAO Assessment of SOP	FCN	07/15/16	02/27/17	
	6.I.8	IAO Testing of SOP	FCN	08/19/16	03/20/17	
	6.I.9	IAO Reporting of Testing Results	FCN	10/21/16	04/17/17	
	6.I.10	Amendment to SOP (if necessary)	LRP	TBD	TBD	
	6.J.2	Staff Training on SOP	LRP	10/31/16	10/30/17	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	**Label**	**Milestone Description**	**Main POC**	**Target Date Original**	**Target Date Updated**	**Current Status**
SOP 200-042: Revenue Control and Management Policy	6.J.3	Staff Acknowledgement Forms	LRP	10/31/16	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	09/18/17	
	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	10/16/17	10/16/17	
	6.K.3	Staff Acknowledgement Forms	MP	10/16/17	10/16/17	
	6.K.4	Amendment to SOP Submitted	MP	02/29/16	09/04/17	
	6.K.5	Amendment to SOP Approved by Sup	TT	10/24/16	09/18/17	
	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	08/07/17	09/04/17	
	6.L.5	Amendment to SOP Approved by Sup	TT	08/21/17	09/18/17	
	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	
	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	03/12/18	
	6.M.3	Staff Acknowledgement Forms	CTC	03/12/18	03/12/18	
	6.M.4	Amendment to SOP Submitted	CTC	09/15/17	09/11/17	
	6.M.5	Amendment to SOP Approved by Sup	TT	10/06/17	10/02/17	
	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	06/19/17	
	6.M.9	IAO Reporting of Testing Results	FCN	6-31-17	09/11/17	
	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	03/12/18	
	6.N.3	Staff Acknowledgement Forms	CTC	03/12/18	03/12/18	
	6.N.4	Amendment to SOP Submitted	CTC	09/22/17	09/18/17	
	6.N.5	Amendment to SOP Approved by Sup	TT	10/13/17	10/09/17	
	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	
	6.O.2	Staff Training on SOP	CTC	03/12/18	03/12/18	
	6.O.3	Staff Acknowledgement Forms	CTC	03/12/18	03/12/18	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	**Label**	**Milestone Description**	**Main POC**	**Target Date Original**	**Target Date Updated**	**Current Status**
SOP 200-025: Procedures for Maintaining the Procurement File	6.O.4	Amendment to SOP Submitted	CTC	09/29/17	09/25/17	
	6.O.5	Amendment to SOP Approved by Sup	TT	10/20/17	10/16/17	
	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	03/12/18	
	6.P.3	Staff Acknowledgement Forms	CTC	03/12/18	03/12/18	
	6.P.4	Amendment to SOP Submitted	CTC	10/06/17	10/02/17	
	6.P.5	Amendment to SOP Approved by Sup	TT	10/27/17	10/23/17	
	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	03/12/18	
	6.Q.3	Staff Acknowledgement Forms	CTC	03/12/18	03/12/18	
	6.Q.4	Amendment to SOP Submitted	CTC	10/13/17	10/09/17	
	6.Q.5	Amendment to SOP Approved by Sup	TT	11/03/17	10/30/17	
	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	
SOP 200-030: Emergency Procurement	6.R.2	Staff Training on SOP	CTC	03/12/18	03/12/18	
	6.R.3	Staff Acknowledgement Forms	CTC	03/12/18	03/12/18	
	6.R.4	Amendment to SOP Submitted	CTC	10/20/17	10/23/17	
	6.R.5	Amendment to SOP Approved by Sup	TT	11/09/17	11/13/17	
	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	03/12/18	
	6.S.3	Staff Acknowledgement Forms	CTC	03/12/18	03/12/18	
	6.S.4	Amendment to SOP Submitted	CTC	10/27/17	10/23/17	
	6.S.5	Amendment to SOP Approved by Sup	TT	11/17/17	11/13/17	
	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	
	6.T.2	Staff Training on SOP	CTC	03/12/18	03/12/18	
	6.T.3	Staff Acknowledgement Forms	CTC	03/12/18	03/12/18	
	6.T.4	Amendment to SOP Submitted	CTC	11/03/17	11/13/17	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	**Label**	**Milestone Description**	**Main POC**	**Target Date Original**	**Target Date Updated**	**Current Status**
SOP 200-033: Competitive Multi-Step Sealed Bidding	6.T.5	Amendment to SOP Approved by Sup	TT	11/24/17	11/27/17	
	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 200-036: Request for Information Procedures	6.U.2	Staff Training on SOP	CTC	03/12/18	03/12/18	
	6.U.3	Staff Acknowledgement Forms	CTC	03/12/18	03/12/18	
	6.U.4	Amendment to SOP Submitted	CTC	11/09/17	11/06/17	
	6.U.5	Amendment to SOP Approved by Sup	TT	12/01/17	11/27/17	
	6.U.6	IAO Walkthrough of SOP	FCN	TBD	TBD	
	6.U.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.U.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.U.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.U.10	Amendment to SOP (if necessary)	CTC	TBD	TBD	
SOP 200-037: Requisition Entry	6.V.2	Staff Training on SOP	CTC	03/12/18	03/12/18	
	6.V.3	Staff Acknowledgement Forms	CTC	03/12/18	03/12/18	
	6.V.4	Amendment to SOP Submitted	CTC	11/17/17	11/13/17	
	6.V.5	Amendment to SOP Approved by Sup	TT	12/08/17	12/04/17	
	6.V.6	IAO Walkthrough of SOP	FCN	TBD	TBD	
	6.V.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.V.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.V.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.V.10	Amendment to SOP (if necessary)	CTC	TBD	TBD	
SOP 200-040: Protest / Appeal Procedures	6.W.2	Staff Training on SOP	CTC	03/12/18	03/12/18	
	6.W.3	Staff Acknowledgement Forms	CTC	03/12/18	03/12/18	
	6.W.4	Amendment to SOP Submitted	CTC	11/24/17	11/20/17	
	6.W.5	Amendment to SOP Approved by Sup	TT	12/15/17	12/11/17	
	6.W.6	IAO Walkthrough of SOP	FCN	TBD	TBD	
	6.W.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.W.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.W.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.W.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 200-023: Budget Preparation Process - Local Appropriation	6.X.2	Staff Training on SOP	JR/TT	10/11/17	10/09/17	
	6.X.3	Staff Acknowledgement Forms	JR/TT	10/11/17	10/09/17	
	6.X.4	Amendment to SOP Submitted	TT	09/01/17	08/28/17	
	6.X.5	Amendment to SOP Approved by Sup	TT	09/05/17	09/04/17	
	6.X.6	IAO Walkthrough of SOP	FCN	TBD	TBD	
	6.X.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.X.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.X.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.X.10	Amendment to SOP (if necessary)	TT	TBD	TBD	
SOP 200-024: Budget Entry Process	6.Y.2	Staff Training on SOP	TT	10/11/17	10/09/17	
	6.Y.3	Staff Acknowledgement Forms	TT	10/11/17	10/09/17	
	6.Y.4	Amendment to SOP Submitted	TT	09/01/17	08/28/17	
	6.Y.5	Amendment to SOP Approved by Sup	TT	09/05/17	09/04/17	
	6.Y.6	IAO Walkthrough of SOP	FCN	TBD	TBD	
	6.Y.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.Y.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.Y.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.Y.10	Amendment to SOP (if necessary)	TT	TBD	TBD	
SOP 800-006: Request to Fill Position(s) for Recruitment	6.Z.2	Staff Training on SOP	AMS	12/31/17	06/12/17	
	6.Z.3	Staff Acknowledgement Forms	AMS	12/31/17	06/12/17	
	6.Z.4	Amendment to SOP Submitted	AMS	08/31/17	08/28/17	
	6.Z.5	Amendment to SOP Approved by Sup	TT	09/04/17	09/04/17	
	6.Z.6	IAO Walkthrough of SOP	FCN	TBD	TBD	
	6.Z.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.Z.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.Z.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.Z.10	Amendment to SOP (if necessary)	AMS	TBD	TBD	
SOP 800-007: Employee Name Change Request	6.AA.2	Staff Training on SOP	AMS	12/31/17	06/12/17	
	6.AA.3	Staff Acknowledgement Forms	AMS	12/31/17	06/12/17	
	6.AA.4	Amendment to SOP Submitted	AMS	08/31/17	08/28/17	
	6.AA.5	Amendment to SOP Approved by Sup	TT	09/04/17	09/04/17	
	6.AA.6	IAO Walkthrough of SOP	FCN	TBD	TBD	
	6.AA.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.AA.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.AA.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.AA.10	Amendment to SOP (if necessary)	AMS	TBD	TBD	
SOP 800-008: Transfer and Voluntary Demotion	6.AB.2	Staff Training on SOP	AMS	12/31/17	06/12/17	
	6.AB.3	Staff Acknowledgement Forms	AMS	12/31/17	06/12/17	
	6.AB.4	Amendment to SOP Submitted	AMS	08/31/17	08/28/17	
	6.AB.5	Amendment to SOP Approved by Sup	TT	09/04/17	09/04/17	
	6.AB.6	IAO Walkthrough of SOP	FCN	TBD	TBD	
	6.AB.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.AB.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.AB.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.AB.10	Amendment to SOP (if necessary)	AMS	TBD	TBD	
	6.AC.2	Staff Training on SOP	AMS	12/31/17	06/12/17	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	**Label**	**Milestone Description**	**Main POC**	**Target Date Original**	**Target Date Updated**	**Current Status**
SOP 800-009: Reclassification of Teachers	6.AC.3	Staff Acknowledgement Forms	AMS	12/31/17	06/12/17	
	6.AC.4	Amendment to SOP Submitted	AMS	08/31/17	08/28/17	
	6.AC.5	Amendment to SOP Approved by Sup	TT	09/04/17	09/04/17	
	6.AC.6	IAO Walkthrough of SOP	FCN	TBD	TBD	
	6.AC.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.AC.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.AC.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.AC.10	Amendment to SOP (if necessary)	AMS	TBD	TBD	
SOP 800-010: Salary Increments and Detailed Differential Pay	6.AD.2	Staff Training on SOP	AMS	12/31/17	06/12/17	
	6.AD.3	Staff Acknowledgement Forms	AMS	12/31/17	06/12/17	
	6.AD.4	Amendment to SOP Submitted	AMS	08/31/17	08/28/17	
	6.AD.5	Amendment to SOP Approved by Sup	TT	09/04/17	09/04/17	
	6.AD.6	IAO Walkthrough of SOP	FCN	TBD	TBD	
	6.AD.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.AD.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.AD.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.AD.10	Amendment to SOP (if necessary)	AMS	TBD	TBD	
SOP 900-020: Personnel Allocation/TDR and Reimbursement	6.AE.2	Staff Training on SOP	DSNL	08/31/17	08/28/17	
	6.AE.3	Staff Acknowledgement Forms	DSNL	08/31/17	08/28/17	
	6.AE.4	Amendment to SOP Submitted	DSNL	08/31/17	09/11/17	
	6.AE.5	Amendment to SOP Approved by Sup	IS	09/25/17	09/25/17	
	6.AE.6	IAO Walkthrough of SOP	FCN	05/06/16	02/20/17	
	6.AE.7	IAO Assessment of SOP	FCN	06/10/16	03/06/17	
	6.AE.8	IAO Testing of SOP	FCN	06/30/17	09/11/17	
	6.AE.9	IAO Reporting of Testing Results	FCN	06/30/17	TBD	
	6.AE.10	Amendment to SOP (if necessary)	DSNL	TBD	TBD	
SOP 900-: Grant Procedure Manual	6.AF.1	Adoption of SOP	DSNL	08/31/17	TBD	
	6.AF.2	Staff Training on SOP	DSNL	04/25/16	TBD	
	6.AF.3	Staff Acknowledgement Forms	DSNL	05/02/16	TBD	
	6.AF.4	Amendment to SOP Submitted	DSNL	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)	DSNL	TBD	TBD	
SOP 1500-006: Payroll Processing	6.AG.2	Staff Training on SOP	JSN	TBD	TBD	
	6.AG.3	Staff Acknowledgement Forms	JSN	TBD	TBD	
	6.AG.4	Amendment to SOP Submitted	JSN	06/26/17	09/04/17	
	6.AG.5	Amendment to SOP Approved by Sup	TT	07/10/17	09/18/17	
	6.AG.6	IAO Walkthrough of SOP	FCN	TBD	TBD	
	6.AG.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.AG.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.AG.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.AG.10	Amendment to SOP (if necessary)	JSN	TBD	TBD	
	6.AH.1	Adoption of SOP	LRP	09/15/17	09/11/17	

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	10/31/17	10/30/17	
	6.AH.3	Staff Acknowledgement Forms	LRP	08/01/16	10/30/17	
	6.AH.4	Amendment to SOP Submitted	LRP	09/08/17	08/28/17	
	6.AH.5	Amendment to SOP Approved by Sup	TT	09/22/17	09/25/17	
	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	09/29/17	09/25/17	
	6.AH.10	Amendment to SOP (if necessary)	LRP	TBD	TBD	
SOP 200-38: Purchase Order Change Order	6.AI.1	Adoption of SOP	CTC	03/12/18	03/12/18	
	6.AI.2	Staff Training on SOP	CTC	03/12/18	03/12/18	
	6.AI.3	Staff Acknowledgement Forms	CTC	12/01/17	11/27/17	
	6.AI.4	Amendment to SOP Submitted	CTC	12/22/17	12/18/17	
	6.AI.5	Amendment to SOP Approved by Sup	TT	06/15/15	TBD	
	6.AI.6	IAO Walkthrough of SOP	FCN	TBD	TBD	
	6.AI.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.AI.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.AI.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.AI.10	Amendment to SOP (if necessary)	CTC	TBD	TBD	
SOP 200-012: School Breakfast and Lunch Cash Collection	6.AJ.1	Adoption of SOP	LRP	2010	2010	
	6.AJ.2	Staff Training on SOP	LRP	TBD	TBD	
	6.AJ.3	Staff Acknowledgement Forms	LRP	TBD	TBD	
	6.AJ.4	Amendment to SOP Submitted	LRP	04/17/17	TBD	
	6.AJ.5	Amendment to SOP Approved by Sup	TT	TBD	TBD	
	6.AJ.6	IAO Walkthrough of SOP	FCN	TBD	TBD	
	6.AJ.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.AJ.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.AJ.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.AJ.10	Amendment to SOP (if necessary)	LRP	TBD	TBD	

Notes:

- 6.B.4 and 6.B.5 NA. Determination made that SOP does not need to be updated.
- 6.C.2 - 6.C.5, 6.G.4 - 6.G.5, 6.J.4 - 6.J.5 Dates extended
- 6.D.4, 6.H.4, SOP submitted to Superintendent for signature
- 6.E.5 SOP update signed and circulated
- Dates for procurement SOPs extended (6.M - 6.W, 6.AI)
- 6.AE.5 - Draft TDR circulated for input
- 6.AF With recent restructuring, discussion on how to assign.
- Internal audit to refresh list

Risks (and mitigation strategies, if applicable):

- Competing priorities affect ability to meet deadlines.

9/1/2017

GDOE Transition Plan
Bi-Weekly Status Report
as of September 01, 2017
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**
Review FY16 app with DOI/USDE	7.J.2	Answer DOI questions on unrestricted calculations	TWS/JPM	10/26/15	02/22/16	
	7.J.3	Answer USDE questions on restricted calculations	TWS/JPM	11/23/15	04/04/16	
Finalize FY16 negotiations	7.K.1	Re-submit applications, if modified	JPM	11/30/15	04/04/16	
	7.K.2	Complete negotiations to finalize rate	JPM	12/21/15	04/04/16	
Collect data for FY17 app	7.L.1	Compile data master	JPM/TSA	02/15/16	02/15/16	
	7.L.2	Update data into master spreadsheet	JPM/TSA	02/22/16	02/22/16	
	7.L.3	Review preliminary results	JPM/TSA	02/29/16	02/29/16	
Perform internal review of FY17 app	7.M.1	Sanity check results vs. previous years	JPM/TSA	03/07/16	03/28/16	
	7.M.2	Build bridge(s), with explanations of main changes	JPM/TSA	03/14/16	03/28/16	
	7.M.3	Finalize draft application and backup	JPM/TSA	03/21/16	03/28/16	
Review FY17 app with DOI/USDE	7.N.1	Confirm app & back-up materials sent to DOI/USDE	JPM/TSA	03/28/16	03/28/16	
	7.N.2	Answer DOI questions on unrestricted calculations	JPM/TSA	07/25/16	08/22/16	
	7.N.3	Answer USDE questions on restricted calculations	JPM/TSA	08/22/16	11/07/16	
Finalize FY17 negotiations	7.O.1	Re-submit applications, if modified	JPM/TSA	08/29/16	11/14/16	
	7.O.2	Complete negotiations to finalize rate	JPM/TSA	09/05/16	12/12/16	
IDC reimbursement allocations	7.P.1	Meet with Management regarding current SOP and proposed allocation plan	JPM/TSA	03/28/16	04/04/16	
	7.P.2	Draft allocation plan based on meeting with Management	JPM/TSA	04/04/16	04/11/16	
	7.P.3	Draft SOP updates if necessary	JPM/TSA	04/18/16	04/18/16	
Revisit Indirect Cost Manual	7.Q.1	Revisit 7.C.1	JPM/TSA	03/28/16	04/18/16	
	7.Q.2	Finalize manual	JPM/TSA	08/29/16	09/11/17	
	7.R.1	Prepare instructions on calculating the Indirect Cost reimbursement true-ups	JPM/TSA	01/25/16	TBD	
	7.R.3	Perform quarterly Indirect Cost true-ups and submit requests for reimbursement FY 17 - 1st quarter	JPM/TSA	01/11/16	04/17/17	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	**Label**	**Milestone Description**	**Main POC**	**Target Date Original**	**Target Date Updated**	**Current Status**
Indirect Cost True-ups and Reimbursement Requests	7.R.4	Perform quarterly Indirect Cost true-ups and submit requests for reimbursement FY 17 - 2nd quarter	JPM/TSA	04/11/16	06/05/17	
	7.R.5	Perform quarterly Indirect Cost true-ups and submit requests for reimbursement FY 17 - 3rd quarter	JPM/TSA	07/11/16	09/25/17	
	7.R.6	Perform quarterly Indirect Cost true-ups and submit requests for reimbursement FY 16 - 4th quarter	JPM/TSA	10/10/16	09/25/17	
Indirect Cost Strategy	7.S.1	Provide summary overview of indirect cost methodology and results to federal programs and program managers.	JPM/TSA	03/07/16	03/07/16	
	7.S.2	Integrate indirect costs into grants budgeting process upfront	JPM/TSA	03/28/16	03/28/16	
	7.S.3	Modify / confirm / document grants application and approval process to ensure indirect cost budgets are maximized.	JPM/TSA	03/28/16	03/28/16	
	7.S.4	Modify / confirm / document budget amendments review / approval process to ensure indirect cost-related amendments are well thought out.	JPM/TSA	03/28/16	03/28/16	
	7.S.5	Prepare, test, and roll-out indirect cost-related true-up templates and related documents.	JPM/TSA	TBD	TBD	

Notes:

- New application should be submitted within a month
- 7.R Reviewing FIFO adjustments made due to delay in GAN

Risks (and mitigation strategies, if applicable):

- Competing priorities affect ability to meet deadlines.

9/1/2017

GDOE Transition Plan
Bi-Weekly Status Report
as of September 01, 2017
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	Chris R./Nora	10/01/17	09/25/17	
	8.B.3	Transition the requisition in progress report (federal)	CTC	2015	2015	
	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	
	8.B.7	Transition open PO report. Procurement currently now handling, TPFA will be monitoring 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.8	Management and completion of the CCAP report	IAO	05/16/16	07/04/16	
	8.B.9	Weekly management and completion of the transition plan	IAO	09/26/16	09/26/16	
	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.	Chris R./Nora	10/01/17	09/25/17	
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	
	8.C.2	Transition entering of budget and budget amendments into TPFA system. Was transitioned to GDOE's budget office with TPFA doing final approval, until budget lead left the GDOE.	TBD	10/03/16	12/26/16	

Notes:

- Draft late liquidation SOP with DSFAS for initial review

Risks (and mitigation strategies, if applicable):

- Competing priorities affect ability to meet deadlines.

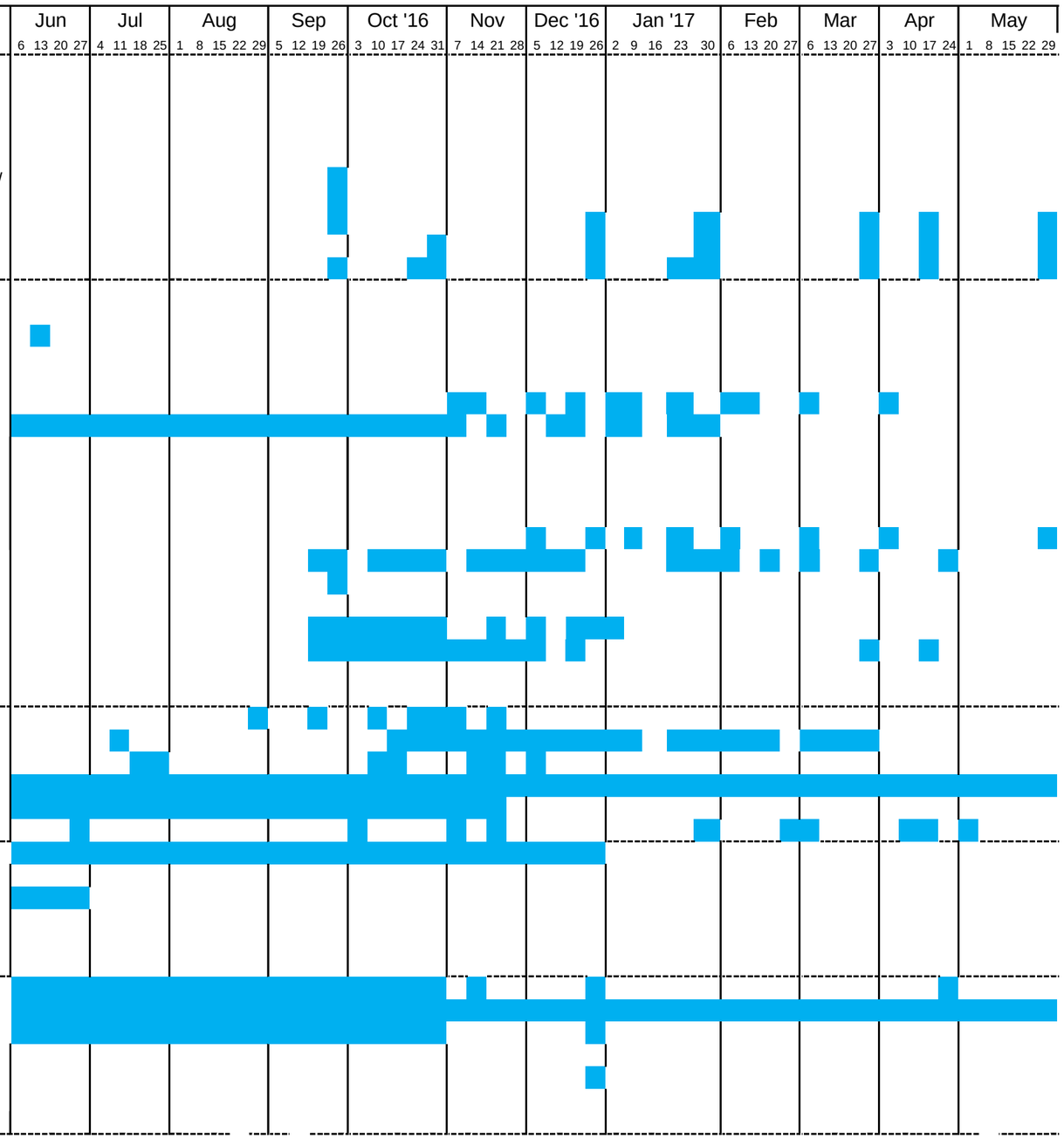
9/1/2017

Guam Department of Education

Master Transition Workplan - GANTT Summary - as of September 01, 2017

at Objective Level

Tag	Initiative	Objective	POC
1.L		Meeting with FMIS to discuss Manual TDR process to Employee Tracking System	DSNL / J. Mesa
1.M	Personnel Allocation/TDR and Reimbursement	Meeting with DSFAS on staffing list and structure of account set-up between Budget, HR and Payroll regarding Employee Time Tracker > A87	DSNL / J. Mesa
1.N		Re-Test Workflow Process	DSNL / J. Mesa
1.O		Re-Test Verification of Disadvantages	Fed Prog / Budget / HR / PR / FMIS
1.P		Re-edit TDR SOP Procedures incorporating A-87	DSNL
1.Q		Training	DSNL / J. Mesa
1.R		Personnel Allocation/TDR/Time Certification and Reimbursement	CR
2.A	FMIS	REPORTING	JPM
2.B		FINALIZE MUNIS TDR FORM	DSNL/JPM
2.C		STAFFING PATTERN REPORT	JPM
2.D		BILLING	AGM/JPM
2.E		SALARY AND BENEFIT PROJECTION	IDSAL/JPM
2.F		PURCHASE +	CTC/JPM
2.G		EMPLOYEE EXPENSE (Local Mileage)	AGM/JPM
2.H		CONTRACT MANAGEMENT (DATA)	CTC/TSA
2.I		VENDOR SELF SERVICE	CTC/TSA
2.J		ELECTRONIC BANK RECONCILIATION	HL/JPM
2.K		Build FMIS Section	JPM
2.L		Grant Master	NS/CR/JPM
2.M		ESS LEAVE REQUEST	JRSNS / AMS
2.N		PA PILOT	AMS/JPM
2.O		MUNIS STUDENT ACTIVITIES	TSA/CV
2.P		MAINTENANCE SERVICE REQUESTS	YD/JPM
2.Q		FIXED ASSETS	MP/TSA
2.R		TYLER CONTENT MANAGER (TCM)	TSA
2.S		TRANSITION	TPFA
3.A	Internal Controls	Rebuild Internal Audit Office	FCN
3.B		Risk Assessment of GDOE	FCN/JB
3.C		Develop a Three-Year Audit Plan	IAO Staff
3.D		Establish Internal Controls Framework (COSO)	Divisions
3.E		SEFA Reconciliation	LRP
3.F		Timely Completion of GDOE's Financial and Single Audit	CTC/IAO Staff
4.A	Procurement "OSM"	Rebuild/Staff Augmentation of Procurement Office	CTC/FC/LB
4.B		Training	CTC/FC/LB
4.C		Quality Control & Compliance	CTC/FC/LB
4.D		Reporting & Accountability	CTC/FC/LB
4.E		SOP's for Procurement	CTC/FC/LB
4.F		Procurement Transition	TPFA
5.A	Property Mgmt	Tagging of USDOE-funded assets	MYP
5.B		Annual Physical Inventory	MYP
5.C		Staff training on BMI software, Munis fixed assets module, computer skills.	MYP
5.D		Standard Operating Procedures	MYP
5.E		Receiving assets (warehouse & schools)	MYP
5.F		Training of property liaisons	MYP
5.G		Staff Augmentation of PMO Property Management Office	MYP

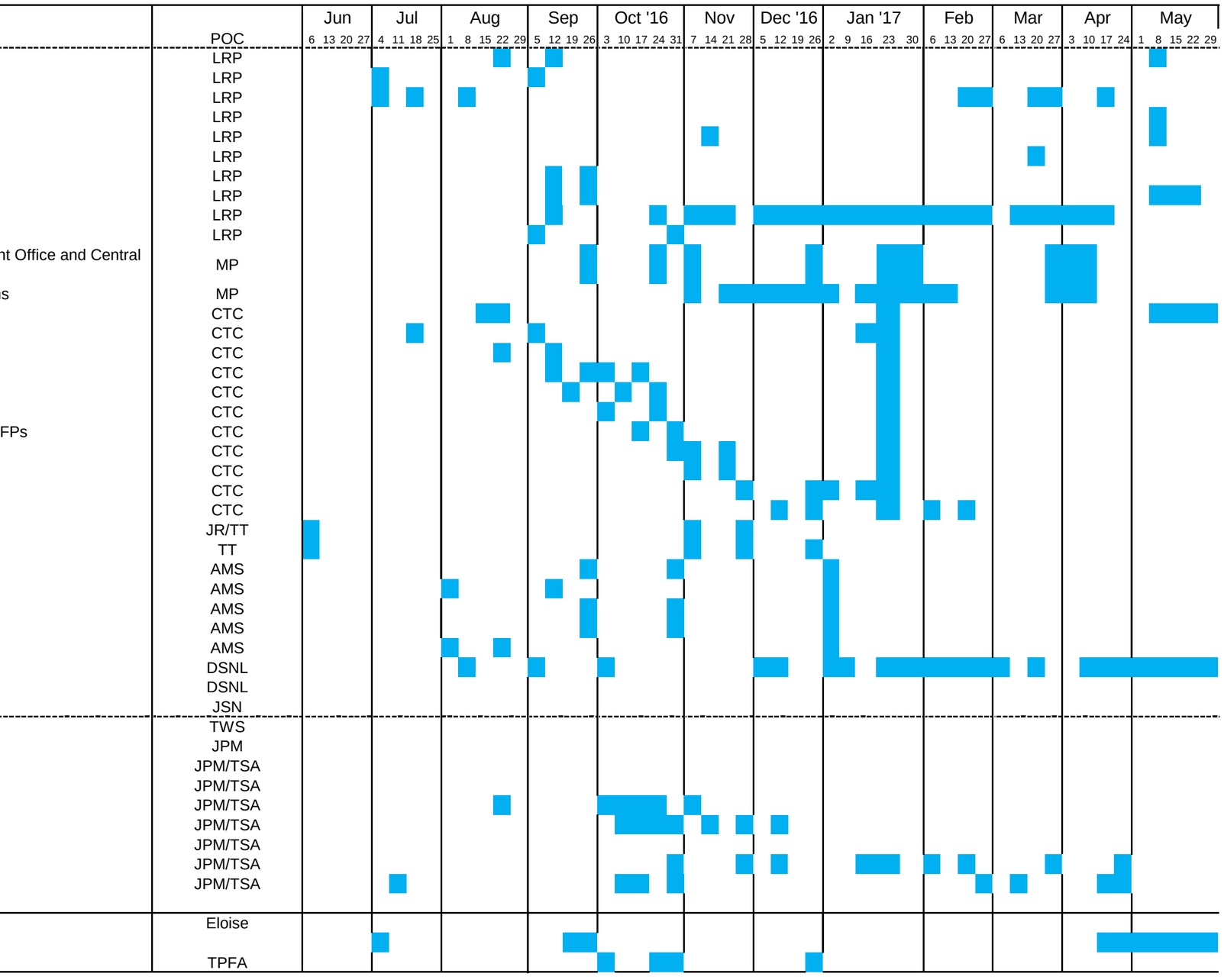


Guam Department of Education

Master Transition Workplan - GANTT Summary - as of September 01, 2017

at Objective Level

Tag	Initiative	Objective	POC
6.A	SOP's	SOP 200-016: Capital Assets Accounting and Reporting	LRP
6.B		SOP 200-017: Month End and Year End Closing Policy	LRP
6.C		SOP 200-021: Off-Island Travel Procedures	LRP
6.D		SOP 200-022: Bank Reconciliation Procedures	LRP
6.E		SOP 200-028: General Ledger Policy and Procedures	LRP
6.F		SOP 200-029: Local Mileage Reimbursement	LRP
6.G		SOP 200-034: Accounts Payable and Cash Disbursement	LRP
6.H		SOP 200-039: Federal Grants Accounts Receivable	LRP
6.I		SOP 200-041: School Meals Collection	LRP
6.J		SOP 200-042: Revenue Control and Management Policy	LRP
6.K		SOP 200-015: Fixed Asset Management for Property Management Office and Central Receiving Warehouse	MP
6.L		SOP 200-019: Fixed Asset Management for Schools and Divisions	MP
6.M		SOP 200-018: Sole Source Procurement	CTC
6.N		SOP 200-020: Open Purchase Order Monitoring and Reporting	CTC
6.O		SOP 200-025: Procedures for Maintaining the Procurement File	CTC
6.P		SOP 200-026: Competitive Sealed Bidding - IQBs	CTC
6.Q		SOP 200-027: Competitive Sealed Bidding - IFBs	CTC
6.R		SOP 200-030: Emergency Procurement	CTC
6.S		SOP 200-031: Competitive Selection Procedures for Services - RFPs	CTC
6.T		SOP 200-033: Competitive Multi-Step Sealed Bidding	CTC
6.U		SOP 200-036: Request for Information Procedures	CTC
6.V		SOP 200-037: Requisition Entry	CTC
6.W		SOP 200-040: Protest / Appeal Procedures	CTC
6.X		SOP 200-023: Budget Preparation Process - Local Appropriation	JR/TT
6.Y		SOP 200-024: Budget Entry Process	TT
6.Z		SOP 800-006: Request to Fill Position(s) for Recruitment	AMS
6.AA		SOP 800-007: Employee Name Change Request	AMS
6.AB		SOP 800-008: Transfer and Voluntary Demotion	AMS
6.AC		SOP 800-009: Reclassification of Teachers	AMS
6.AD		SOP 800-010: Salary Increments and Detailed Differential Pay	AMS
6.AE		SOP 900-020: Personnel Allocation/TDR and Reimbursement	DSNL
6.AF		SOP 900-: Grant Procedure Manual	DSNL
6.AG		SOP 1500-006: Payroll Processing	JSN
7.J	Indirect Costs	Review FY16 app with DOI/USDE	TWS
7.K		Finalize FY16 negotiations	JPM
7.L		Collect data for FY17 app	JPM/TSA
7.M		Perform internal review of FY17 app	JPM/TSA
7.N		Review FY17 app with DOI/USDE	JPM/TSA
7.O		Finalize FY17 negotiations	JPM/TSA
7.P		IDC reimbursement allocations	JPM/TSA
7.Q		Revisit Indirect Cost Manual	JPM/TSA
7.R		Indirect Cost True-ups and Reimbursement Requests	JPM/TSA
7.S		Indirect Cost Strategy	
8.A	Accounting & Accounts Payable	Accounts Payable	Eloise
8.B		Reporting & Accountability	
8.C		Accounting / GL	TPFA

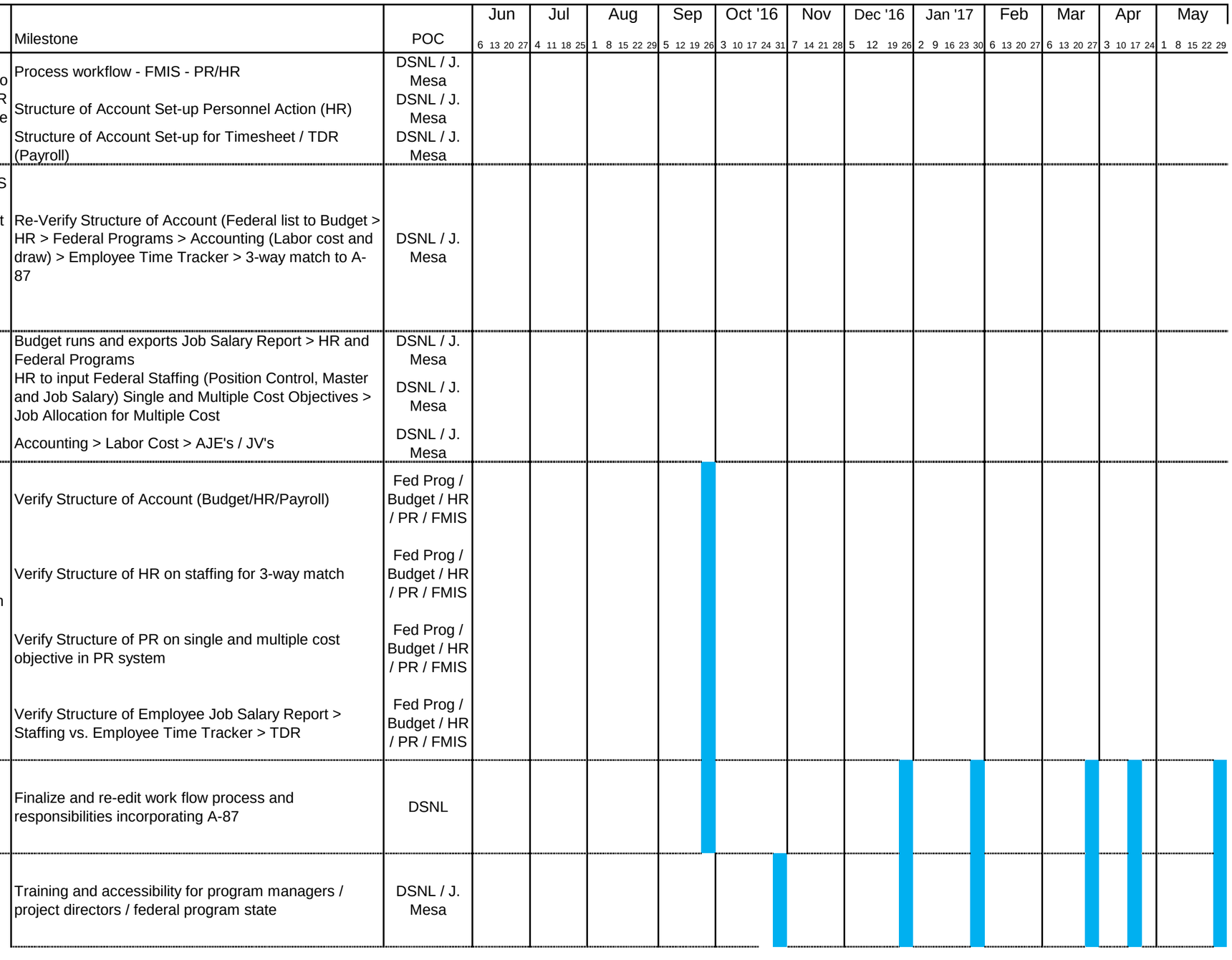


Guam Department of Education

Master Transition Workplan - GANTT Summary - as of September 01, 2017

at Milestone Level

Tag	Initiative	Objective	Milestone	POC
1.L.1	Personnel Allocation/TDR and Reimbursement	Meeting with FMIS to discuss Manual TDR process to Employee Tracking System	Process workflow - FMIS - PR/HR	DSNL / J. Mesa
1.L.2			Structure of Account Set-up Personnel Action (HR)	DSNL / J. Mesa
1.L.3			Structure of Account Set-up for Timesheet / TDR (Payroll)	DSNL / J. Mesa
1.M.1	Personnel Allocation/TDR and Reimbursement	Meeting with DSFAS on staffing list and structure of account set-up between Budget, HR and Payroll regarding Employee Time Tracker > A87	Re-Verify Structure of Account (Federal list to Budget > HR > Federal Programs > Accounting (Labor cost and draw) > Employee Time Tracker > 3-way match to A-87	DSNL / J. Mesa
1.N.1	Personnel Allocation/TDR and Reimbursement	Re-Test Workflow Process	Budget runs and exports Job Salary Report > HR and Federal Programs	DSNL / J. Mesa
1.N.2			HR to input Federal Staffing (Position Control, Master and Job Salary) Single and Multiple Cost Objectives > Job Allocation for Multiple Cost	DSNL / J. Mesa
1.N.3			Accounting > Labor Cost > AJE's / JV's	DSNL / J. Mesa
1.O.1	Personnel Allocation/TDR and Reimbursement	Re-Test Verification of Disadvantages	Verify Structure of Account (Budget/HR/Payroll)	Fed Prog / Budget / HR / PR / FMIS
1.O.2			Verify Structure of HR on staffing for 3-way match	Fed Prog / Budget / HR / PR / FMIS
1.O.3			Verify Structure of PR on single and multiple cost objective in PR system	Fed Prog / Budget / HR / PR / FMIS
1.O.4			Verify Structure of Employee Job Salary Report > Staffing vs. Employee Time Tracker > TDR	Fed Prog / Budget / HR / PR / FMIS
1.P.1	Personnel Allocation/TDR and Reimbursement	Re-edit TDR SOP Procedures incorporating A-87	Finalize and re-edit work flow process and responsibilities incorporating A-87	DSNL
1.Q.1	Personnel Allocation/TDR and Reimbursement	Training	Training and accessibility for program managers / project directors / federal program state	DSNL / J. Mesa

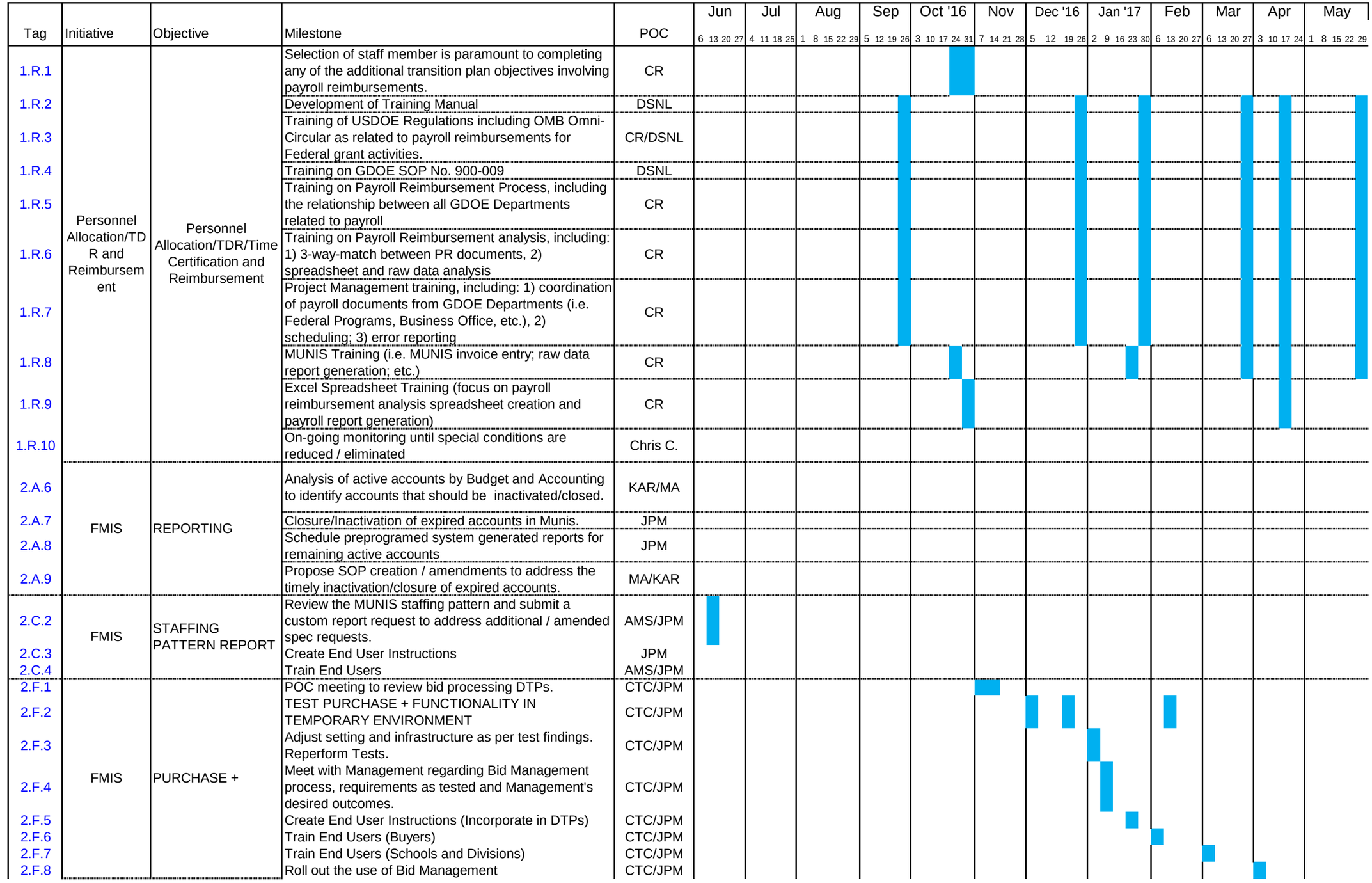


Guam Department of Education

Master Transition Workplan - GANTT Summary - as of September 01, 2017

at Milestone Level

Tag	Initiative	Objective	Milestone	POC
1.R.1	Personnel Allocation/TDR and Reimbursement	Personnel Allocation/TDR/Time Certification and Reimbursement	Selection of staff member is paramount to completing any of the additional transition plan objectives involving payroll reimbursements.	CR
1.R.2			Development of Training Manual	DSNL
1.R.3			Training of USDOE Regulations including OMB Omni-Circular as related to payroll reimbursements for Federal grant activities.	CR/DSNL
1.R.4			Training on GDOE SOP No. 900-009	DSNL
1.R.5			Training on Payroll Reimbursement Process, including the relationship between all GDOE Departments related to payroll	CR
1.R.6			Training on Payroll Reimbursement analysis, including: 1) 3-way-match between PR documents, 2) spreadsheet and raw data analysis	CR
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	CR
1.R.8			MUNIS Training (i.e. MUNIS invoice entry; raw data report generation; etc.)	CR
1.R.9			Excel Spreadsheet Training (focus on payroll reimbursement analysis spreadsheet creation and payroll report generation)	CR
1.R.10			On-going monitoring until special conditions are reduced / eliminated	Chris C.
2.A.6	FMIS	REPORTING	Analysis of active accounts by Budget and Accounting to identify accounts that should be inactivated/closed.	KAR/MA
2.A.7			Closure/Inactivation of expired accounts in Munis.	JPM
2.A.8			Schedule preprogramed system generated reports for remaining active accounts	JPM
2.A.9			Propose SOP creation / amendments to address the timely inactivation/closure of expired accounts.	MA/KAR
2.C.2	FMIS	STAFFING PATTERN REPORT	Review the MUNIS staffing pattern and submit a custom report request to address additional / amended spec requests.	AMS/JPM
2.C.3			Create End User Instructions	JPM
2.C.4			Train End Users	AMS/JPM
2.F.1	FMIS	PURCHASE +	POC meeting to review bid processing DTPs.	CTC/JPM
2.F.2			TEST PURCHASE + FUNCTIONALITY IN TEMPORARY ENVIRONMENT	CTC/JPM
2.F.3			Adjust setting and infrastructure as per test findings. Reperform Tests.	CTC/JPM
2.F.4			Meet with Management regarding Bid Management process, requirements as tested and Management's desired outcomes.	CTC/JPM
2.F.5			Create End User Instructions (Incorporate in DTPs)	CTC/JPM
2.F.6			Train End Users (Buyers)	CTC/JPM
2.F.7			Train End Users (Schools and Divisions)	CTC/JPM
2.F.8			Roll out the use of Bid Management	CTC/JPM

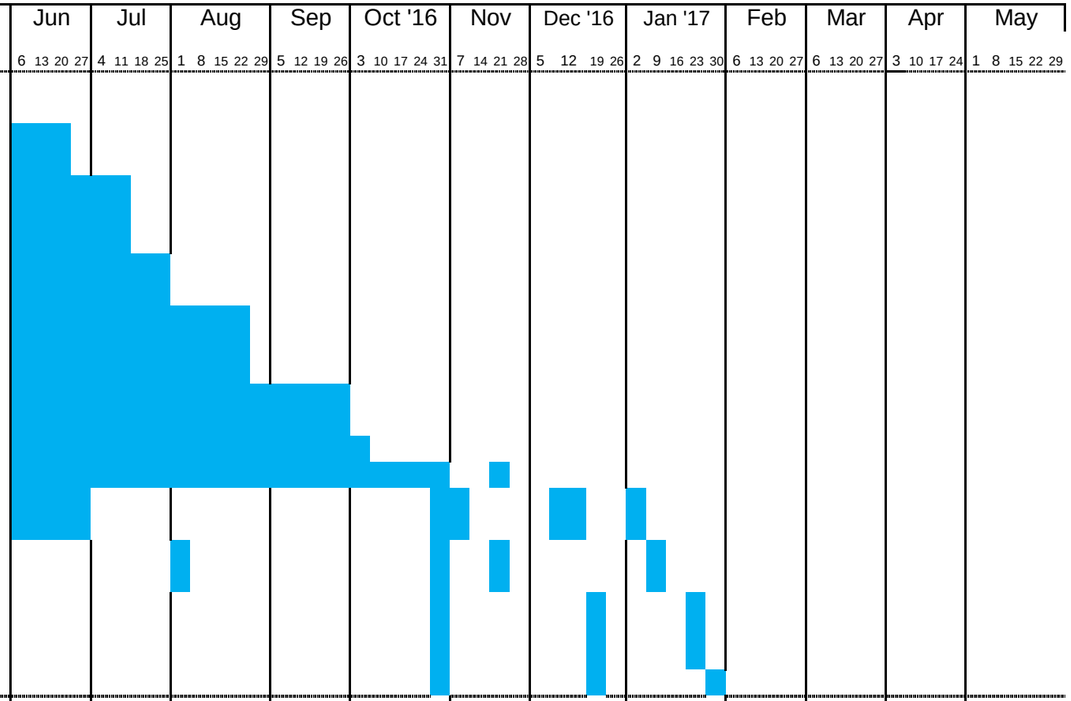


Guam Department of Education

Master Transition Workplan - GANTT Summary - as of September 01, 2017

at Milestone Level

Tag	Initiative	Objective	Milestone	POC
2.G.1	FMIS	EMPLOYEE EXPENSE (Local Mileage)	POC meeting to review set up documentation and compare to existing settings in Munis	AGM/JPM
2.G.2			Create checklist of steps to be taken in Munis to use Module	AGM/JPM
2.G.3			Build and Test sample of Employee Expense in Munis and ESS temporary enviroment (XXXX) using checklist	AGM/JPM
2.G.4			Adjust settings and infrastructure as per test findings. Re-test.	AGM/JPM
2.G.5			Meet with Management regarding Employee expense process, requirements as tested and Management's desired outcomes.	AGM/JPM
2.G.6			Build Employee Expense infrastructure in Live per updated checklist.	AGM/JPM
2.G.7			Create End User Instructions (Incorporate in DTPs)	AGM/JPM
2.G.8			Train Pilot users (next group of travelers)	AGM/JPM
2.G.9			Survey Pilot users on the use of the Employee Expense (In ESS)	AGM/JPM
2.G.10			Finalize and document process in SOP and End User Instructions (as necessary)	AGM/JPM
2.G.11			Train USERS on Employee Expense (In ESS) -All mileage reimbursements processed in GDOE Munis ONLY	AGM/JPM
2.G.12			Roll-out for Department wide use.	AGM/JPM
2.H.5	FMIS	CONTRACT MANAGEMENT (DATA)	Contract Management Workflow	CTC/TSA
2.H.6			Compile contract information	CTC/TSA
2.H.7			Train End Users	CTC/TSA
2.H.8			Roll out the use of Contract Management.	CTC/TSA
2.L.1	FMIS	Grant Master	POC meetings to review set up and procedure documentation.	NS/CR/JPM
2.L.2			Create checklist of steps to be taken in Munis to set up the Module.	NS/CR/JPM
2.L.3			Build and test limited Grant Master listing Temporary Environment (XXX) using checklist	NS/CR/JPM
2.L.4			Adjust setting and infrastructure as per test findings. Reperform Tests.	NS/CR/JPM
2.L.5			Present system capabilities with adjusted set up.	NS/CR/JPM
2.L.6			Build Grant Master (listing complete with current active grants) in Live environment per updated checklist.	NS/CR/JPM
2.L.7			Create End User Instructions (Incorporate in DTPs) and propose adjustments to SOPs if necessary.	NS/CR/JPM
2.L.8			Train End Users	NS/CR/JPM
2.M.1			POC meetings to review set up and procedure documentation.	JRSNS / AMS
2.M.2			Create checklist of steps to be taken in ESS and Munis to set up Leave Requests	JRSNS / AMS

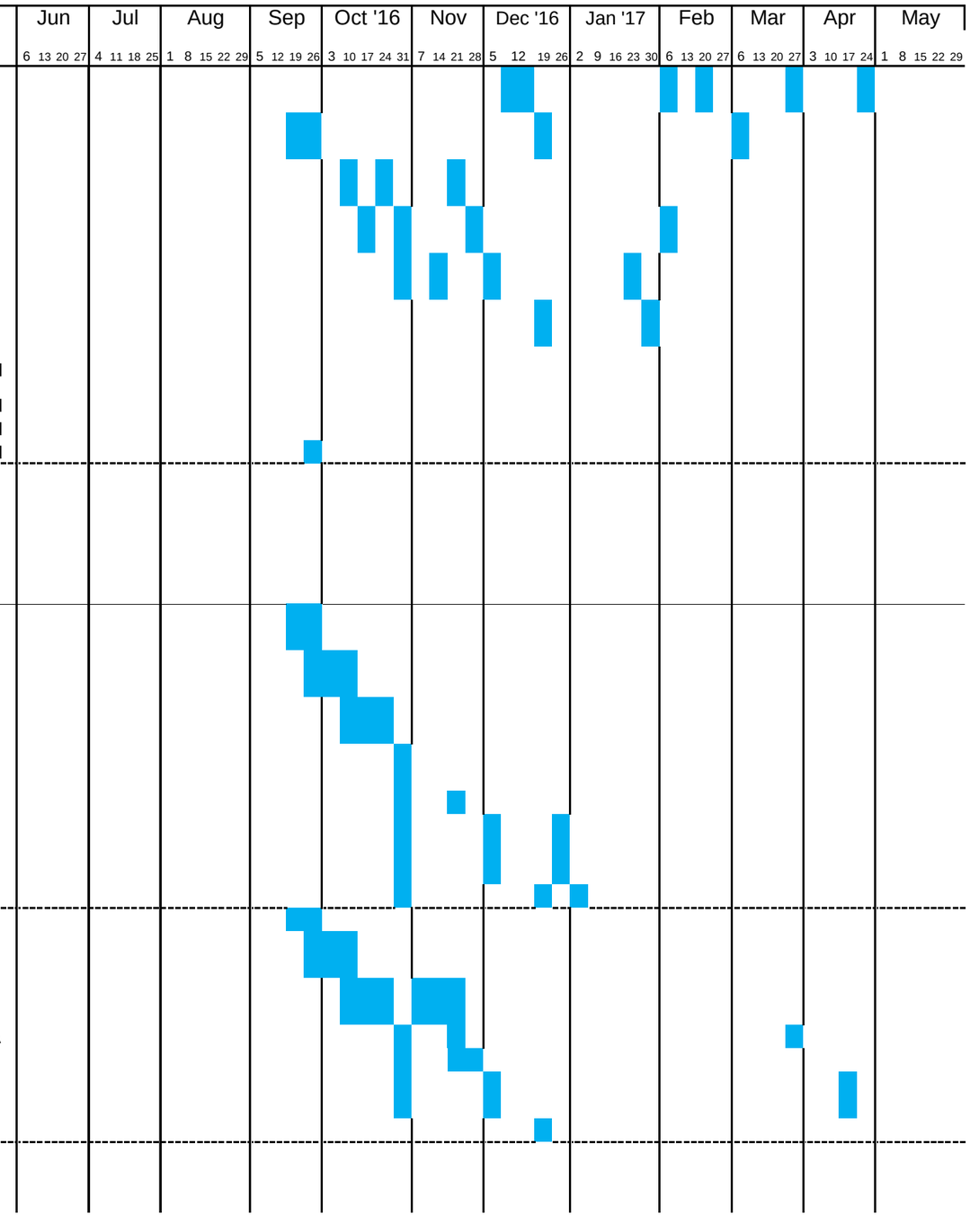


Guam Department of Education

Master Transition Workplan - GANTT Summary - as of September 01, 2017

at Milestone Level

Tag	Initiative	Objective	Milestone	POC
2.M.3	FMIS	ESS LEAVE REQUEST	Build and Test ESS Leave Request in Temporary Environment (XXX) using checklist	JRSNS / AMS
2.M.4			Adjust setting and infrastructure as per test findings. Reperform Tests.	JRSNS / AMS
2.M.5			Meet with Management to present ESS Leave Request.	JRSNS / AMS
2.M.6			Build ESS Leave Request in Live environment per updated checklist and Management feedback.	JRSNS / AMS
2.M.7			Update End User Instructions (Incorporate in DTPs) and propose adjustments to SOPs if necessary.	JRSNS / AMS
2.M.8			Train End Users	JRSNS / AMS
2.N.2	FMIS	PA Pilot	Launch of PA pilot --effective date 1/01/2016-6/30/2016	AMS/JPM
2.N.3			Survey end users - feedback on pilot effectiveness	AMS/JPM
2.N.4			Pilot close meeting	AMS/JPM
2.N.5			Draft SOP updates if necessary	AMS/JPM
2.O.3	FMIS	Munis Student Activities	Test proposed actions in temporary environment	TSA/CV
2.O.4			Present proposed solutions to IAO.	TSA/CV
2.O.5			Create or adjust existing End User Instructions (DTPs) and propose adjustments to SOPs if necessary.	TSA/CV
2.O.6			Train End Users	TSA/CV
2.P.1	FMIS	MAINTENANCE SERVICE REQUESTS	Survey end users regarding Maintenance Service Requests	YD/JPM
2.P.2			POC meetings to review current process, documentation and needs	YD/JPM
2.P.3			Research and identify possible Munis solutions to address needs and issues (N/A)	YD/JPM
2.P.4			Test proposed actions in temporary environment (N/A)	YD/JPM
2.P.5			Present proposed solutions to Management (N/A)	YD/JPM
2.P.6			Create or adjust existing End User Instructions (DTPs) and propose adjustments to SOPs if necessary.	YD/JPM
2.P.7			Train End Users	YD/JPM
2.Q.1	FMIS	FIXED ASSETS	Survey end users regarding Fixed Assets	MP/TSA
2.Q.2			POC meetings to review current process, documentation and needs	MP/TSA
2.Q.3			Research and identify possible Munis solutions to address needs and issues.	MP/TSA
2.Q.4			Test proposed actions in temporary environment	JPM/TSA
2.Q.5			Present proposed solutions to Management.	MP/TSA
2.Q.6			Create or adjust existing End User Instructions (DTPs)	MP/TSA
2.Q.7			Train End Users	MP/TSA
2.R.1	FMIS	TYLER CONTENT MANAGER (TCM)	Meet with Comptroller and Deputy regarding Business Office reporting and TCM storage	TSA
2.R.2			Train staff to use the TCMEE	TSA

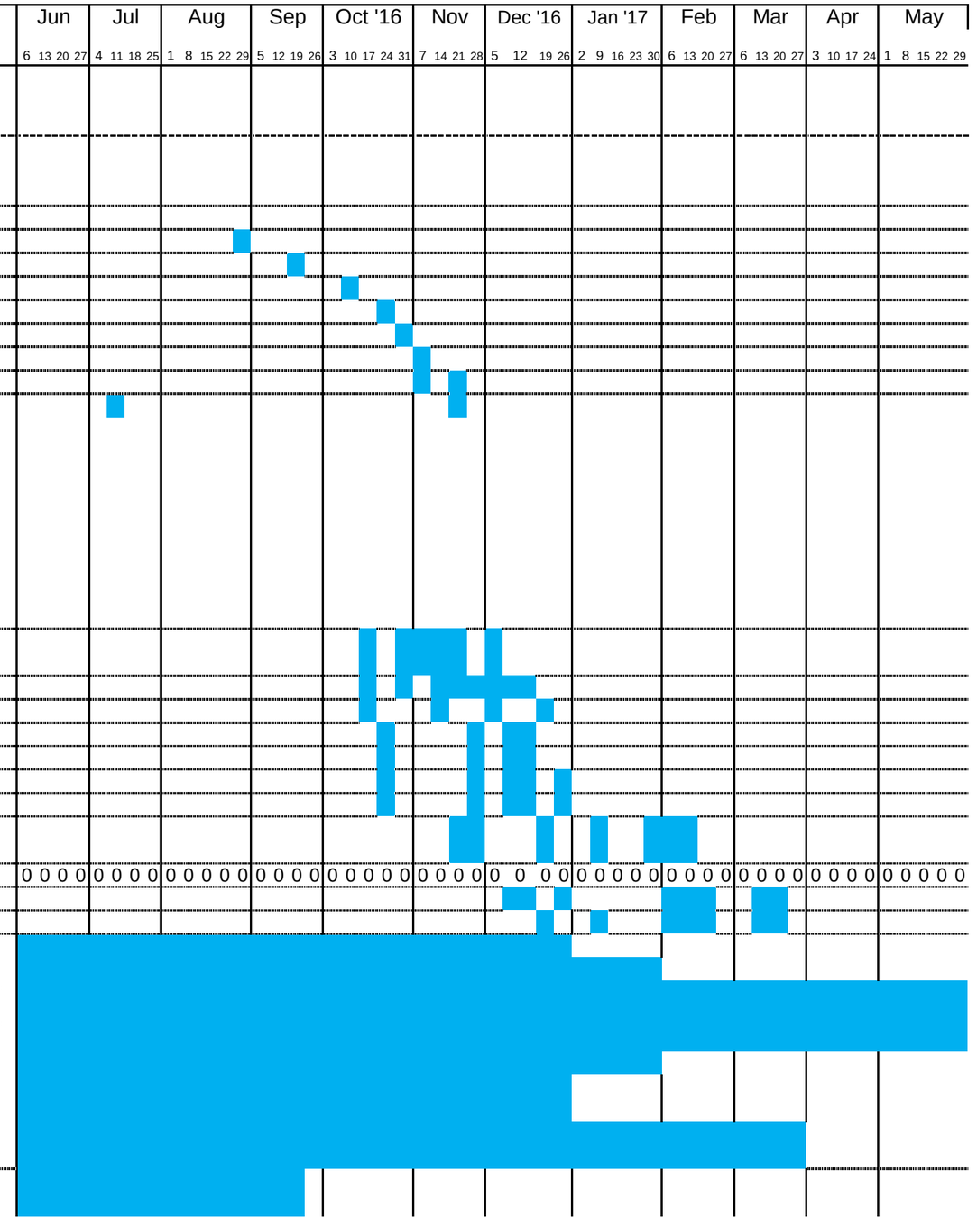


Guam Department of Education

Master Transition Workplan - GANTT Summary - as of September 01, 2017

at Milestone Level

Tag	Initiative	Objective	Milestone	POC
2.S.1	FMIS	TRANSITION	MUNIS system management / updates - TPFA is required to maintain control over the TPFA MUNIS system as long as a TPFA is mandated.	TPFA
3.A.12	Internal Controls	Rebuild Internal Audit Office	Review applications of candidates	FCN
3.A.13			Interview & recommend best candidates to Sup.	FCN
3.A.14			Hire Auditor II	FCN
3.A.15			Create a budget for Auditor I	FCN
3.A.16			Obtain budget approval for Auditor I	FCN
3.A.17			Submit a completed Request to Fill form to HR	FCN
3.A.18			Work with HR on position announcement	FCN
3.A.19			Review applications of candidates	FCN
3.A.20			Interview & recommend best candidates to Sup.	FCN
3.A.21			Hire Auditor I	FCN
3.A.22			Train Auditor I for roles in IAO	FCN
3.B.12	Internal Controls	Risk Assessment of GDOE	Finalize report for Sup.'s disposition (see 3.B.31)	FCN/JB
3.B.13			Compile database of all financial audit findings	FCN/AA
3.B.14			Compile database of all performance audit findings	FCN/AA
3.B.15			Compile database of independent consultant reviews	FCN/AA
3.B.16			Compile database of hotline / whistleblowers	FCN/AA
3.B.17			Analyze audit findings, reviews, and hotline	FCN/AA
3.B.18			Determine high frequency and repeat audit findings	FCN/AA
3.B.19			Create and submit a report to the Sup.	FCN/AA
3.B.20			Incorporate results of the report into the audit plan	FCN/AA
3.B.21			Provide tool & training to Division Mgrs/Administrator	FCN/JB
3.B.22			Require Division Mgrs/Administrators to submit MIC	FCN/JB
3.B.23			Follow-up non-submissions	FCN/JB
3.B.24			Update MIC Report to include late submissions	FCN/JB
3.B.25			Compile MIC Assessments into a database	FCN/JB
3.B.26			Analyze results of MIC Assessment	FCN/JB
3.B.27			Identify non-submissions and high-risk areas	FCN/JB
3.B.28			Develop draft and submit MIC Assessment Report to Sup.	FCN/JB
3.B.29			Finalize report for Sup.'s disposition	FCN/JB
3.B.30			IAO validates MIC Assessments of high-risk areas	FCN/JB
3.B.31			IAO to determine necessary corrective actions	FCN/JB
3.D.2	Internal Controls	Establish Internal Controls Framework (COSO)	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 SOPs	Divisions
3.D.8			Division/Program to conduct training on amended SOPs	Divisions
3.E.1			Business Office develop SOPs for SEFA Reconciliation.	LRP

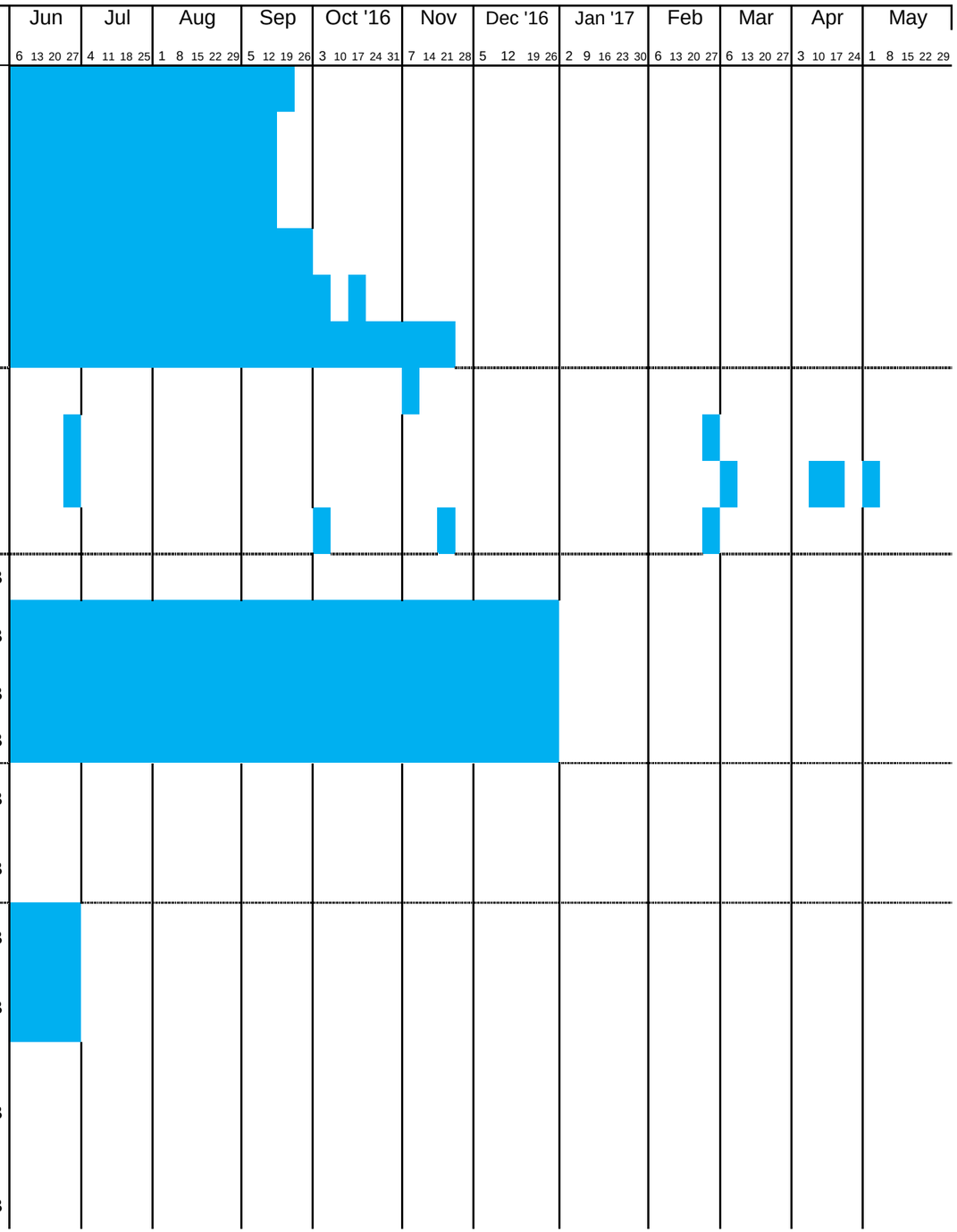


Guam Department of Education

Master Transition Workplan - GANTT Summary - as of September 01, 2017

at Milestone Level

Tag	Initiative	Objective	Milestone	POC
3.E.2	Internal Controls	SEFA Reconciliation	Business Office submits draft SOP to Deputy of Finance and Supt. for review and approval.	LRP
3.E.3			Accounting staff to perform monthly reconciliations between General Ledger, SEFA, and Federal Expenditures	Accounting staff
3.E.4			Comptroller reviews monthly report for completeness and accuracy	LRP
3.E.5			Comptroller provides monthly reconciliation to Deputy Sup. of Financial Affairs for review.	LRP
3.E.6			Business Office provides a copy of the approved report to IAO	LRP
3.E.7			IAO periodically reviews the report to determine compliance	IAO Staff
3.F.3	Internal Controls	Timely Completion of GDOE's Financial and Single Audit	Timely close accounting records (milestone for FY 17)	LRP
3.F.4			Timely replies to audit requests (milestone for FY 17)	LRP/FCN
3.F.5			Audit report issuance per contract (milestone for FY 17)	TT/FCN
3.F.6			IAO to ensure implementation of corrective action plans	FCN/TT
4.A.2	Procurement "OSM"	Rebuild/Staff Augmentation of Procurement Office	Determine staff augmentation needs over the summer months leading up to grant year-end	CTC/FC/LB
4.A.23			Review long-term staffing needs of the Procurement Office	CTC/FC/LB
4.A.24			Review metrics and other statistics to determine additional needs of the Procurement Office	CTC/FC/LB
4.A.25			Determine the need for a Contract Management Administrator	CTC/FC/LB
4.B.1	Procurement "OSM"	Training	Formalize training program for all current and future procurement staff - including content development and training materials	CTC/FC/LB
4.B.2			Train procurement staff on 2 CFR Part 200, Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Award	CTC/FC/LB
4.C.1	Procurement "OSM"	Quality Control & Compliance	Establish a program to evaluate vendor performance and take steps to end vendor relationships if history of non-performance exits	CTC/FC/LB
4.C.2			Establish a program to evaluate contract performance to ensure professional services contracts are statisfactorily performed	CTC/FC/LB
4.C.4			Establish protocol and training to confirm and alter work flow if need to perform final checks before requisitions are converted to P.O. Checks include ensuring procurement efforts are appropriately documented, vendor selection rational is included and e	CTC/FC/LB
4.D.2	Procurement	Reporting &	Create a detailed district-wide procurement calendar	CTC/FC/LB

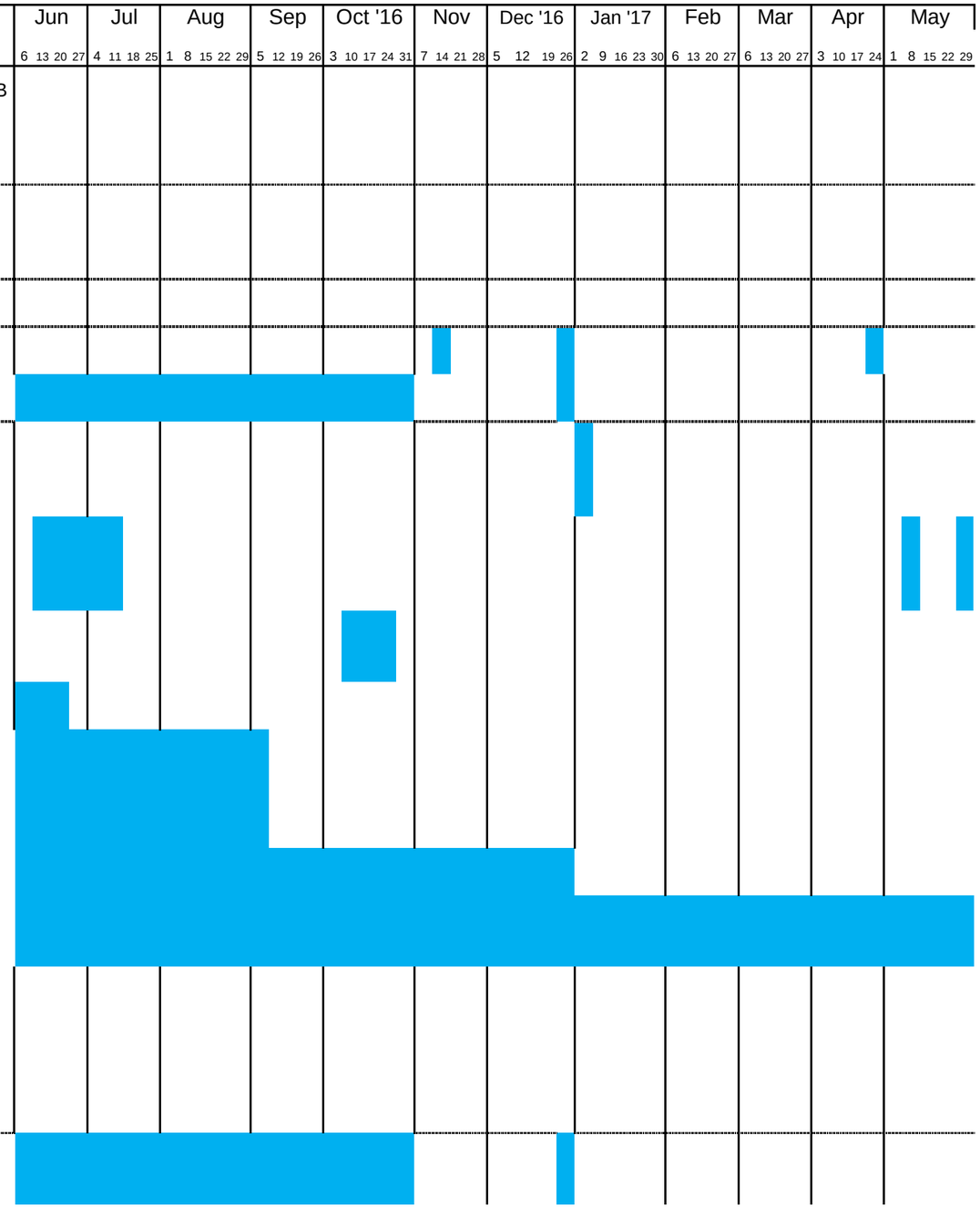


Guam Department of Education

Master Transition Workplan - GANTT Summary - as of September 01, 2017

at Milestone Level

Tag	Initiative	Objective	Milestone	POC
4.D.6	"OSM"	Accountability	Transition the creation of the open requisition and open PO report from TPFA to the GDOE (federal)	CTC/FC/LB
4.F.1	Procurement "OSM"	Procurement Transition	TPFA removed from workflow (req to PO process). TPFA will be final approver until special conditions are reduced / eliminated	TPFA
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
4.F.3			Transition PO issuance to GDOE Procurement Office	CTC
5.A.2	Property Mgmt	Tagging of USDOE-funded assets	Ensure Fixed Asset records include an identifiable funding source.	MYP
5.A.7			Internal record management (i.e. documentation, spreadsheet analysis, reporting, etc.).	MYP
5.B.3	Property Mgmt	Annual Physical Inventory	Manage the current year inventory audit project (including team leadership assignments, team selections, logistics, BMI scanner and audit material preparation	MYP
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
5.B.8			Generate the current year status reports for dissemination to USDOE and GDOE Upper Management.	MYP
5.B.10			GDOE PMO staff will conduct the current year reconciliation of USDOE funded fixed assets.	MYP
5.B.11			GDOE PMO staff will conduct the one-on-one evaluations after the completion of each site's inventory audit.	MYP
5.B.12			GDOE PMO will conduct and monitor the progress of the required follow-up actions of each site.	MYP
5.B.13			Clearly defined organizational structure, positions of leadership and associated responsibilities.	MYP
5.B.14			PMO and RW staff have proper GDOE-issued office space to efficiently and effectively carry out their responsibilities and duties.	MYP
5.B.15			PMO staff will have proper equipment and supplies to effectively and efficiently carry out their responsibilities and duties during the annual inventory audit of USDOE funded fixed assets.	MYP
5.B.16			PMO staff will have proper transportation to effectively and efficiently carry out their responsibilities and duties.	MYP
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

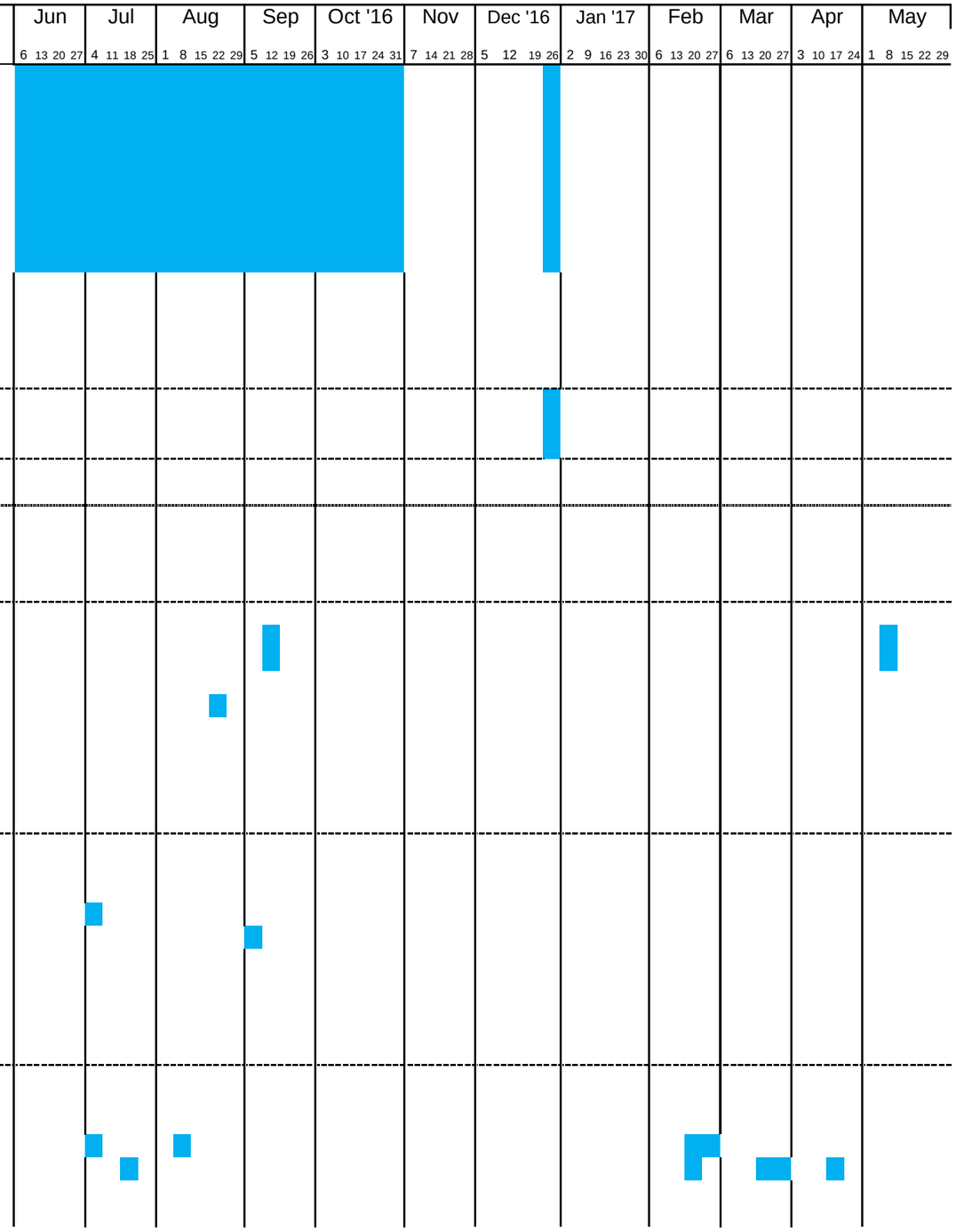


Guam Department of Education

Master Transition Workplan - GANTT Summary - as of September 01, 2017

at Milestone Level

Tag	Initiative	Objective	Milestone	POC
5.C.2	Property Mgmt	Staff training on BMI software, Munis fixed assets module, computer skills.	PMO staff will demonstrate mastery of using BMI software, Munis, and have basic-to-intermediate computer skills.	MYP
5.C.3			PMO staff will understand Microsoft Excel, spread-sheet creation, and analysis.	MYP
5.C.4			PMO staff will demonstrate mastery of using computer software to provide internal training.	MYP
5.C.5			PMO staff will be proactive in addressing and correcting any training concerns among staff.	MYP
5.D.3	Property Mgmt	Standard Operating Procedures	Addition to proposed Amendment to SOP# 200-019, Section VI.D.3, Responsibilities of Inventory Management Officer: "Ensures that Asset Tags are always in the possession of and placed on fixed assets by PMO or TPFA staff."	MYP
5.E.4	Property Mgmt	Receiving assets (warehouse & schools)	Fill the Warehouse Supervisor position.	MYP
5.F.1	Property Mgmt	Training of property liaisons	GDOE PMO continue to provide ongoing training to school & division Property Liaison Officers.	MYP
5.G.2	Property Mgmt	Staff Augmentation of PMO Property Management Office	Supplemental staffing provided by procurement	MYP
6.A.1	SOP's	SOP 200-016: Capital Assets Accounting and Reporting	Adoption of SOP	LRP
6.A.2			Staff Training on SOP	LRP
6.A.3			Staff Acknowledgement Forms	LRP
6.A.4			Amendment to SOP Submitted	LRP
6.A.5			Amendment to SOP Approved by Sup	TT
6.A.6			IAO Walkthrough of SOP	FCN
6.A.7			IAO Assessment of SOP	FCN
6.A.8			IAO Testing of SOP	FCN
6.A.9			IAO Reporting of Testing Results	FCN
6.A.10			Amendment to SOP (if necessary)	LRP
6.B.1	SOP's	SOP 200-017: Month End and Year End Closing Policy	Adoption of SOP	LRP
6.B.2			Staff Training on SOP	LRP
6.B.3			Staff Acknowledgement Forms	LRP
6.B.4			Amendment to SOP Submitted	LRP
6.B.5			Amendment to SOP Approved by Sup	TT
6.B.6			IAO Walkthrough of SOP	FCN
6.B.7			IAO Assessment of SOP	FCN
6.B.8			IAO Testing of SOP	FCN
6.B.9			IAO Reporting of Testing Results	FCN
6.B.10			Amendment to SOP (if necessary)	LRP
6.C.1	SOP's	SOP 200-021: Off-Island Travel Procedures	Adoption of SOP	LRP
6.C.2			Staff Training on SOP	LRP
6.C.3			Staff Acknowledgement Forms	LRP
6.C.4			Amendment to SOP Submitted	LRP
6.C.5			Amendment to SOP Approved by Sup	TT
6.C.6			IAO Walkthrough of SOP	FCN
6.C.7			IAO Assessment of SOP	FCN

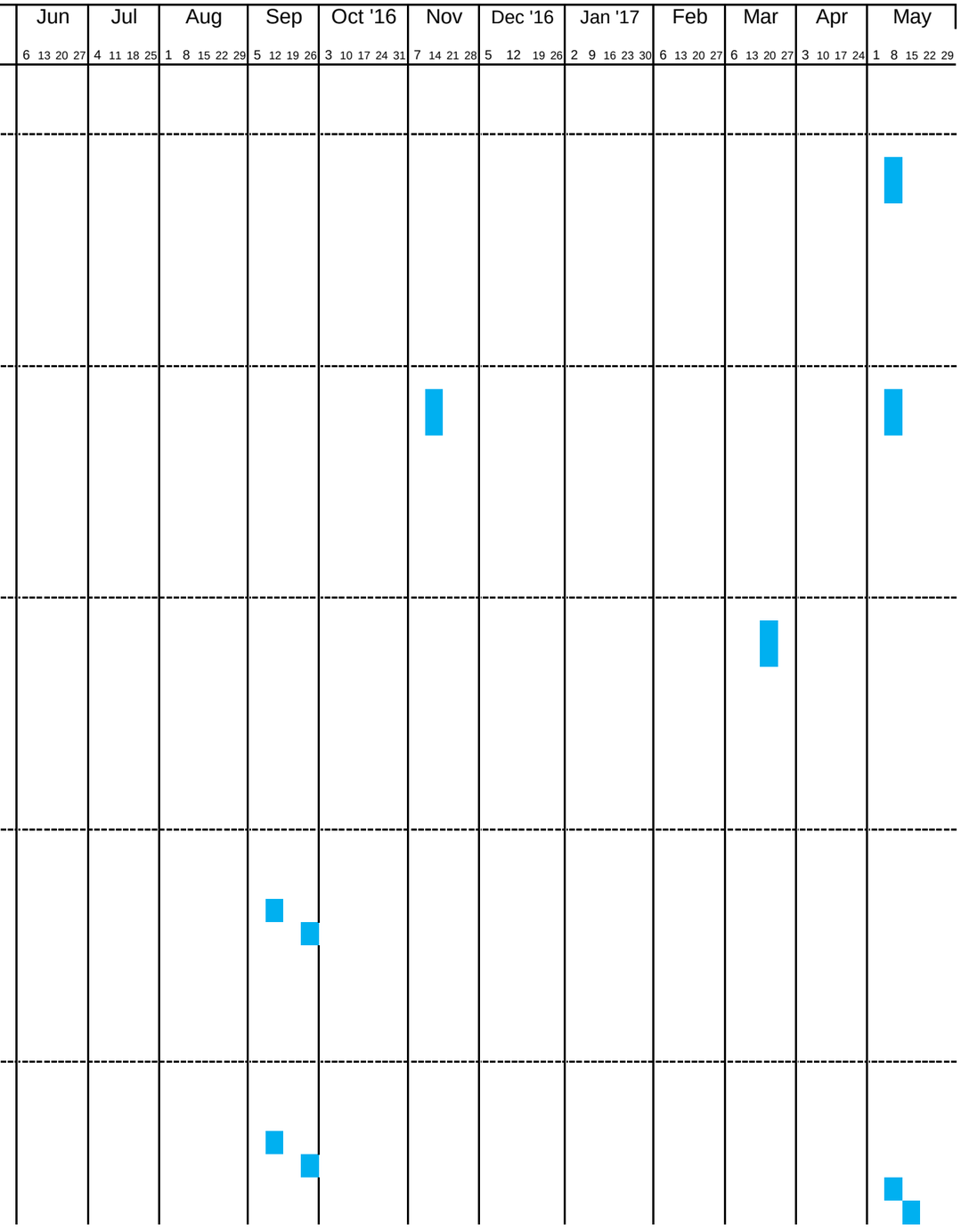


Guam Department of Education

Master Transition Workplan - GANTT Summary - as of September 01, 2017

at Milestone Level

Tag	Initiative	Objective	Milestone	POC
6.C.8			IAO Testing of SOP	FCN
6.C.9			IAO Reporting of Testing Results	FCN
6.C.10			Amendment to SOP (if necessary)	LRP
6.D.1	SOP's	SOP 200-022: Bank Reconciliation Procedures	Adoption of SOP	LRP
6.D.2			Staff Training on SOP	LRP
6.D.3			Staff Acknowledgement Forms	LRP
6.D.4			Amendment to SOP Submitted	LRP
6.D.5			Amendment to SOP Approved by Sup	TT
6.D.6			IAO Walkthrough of SOP	FCN
6.D.7			IAO Assessment of SOP	FCN
6.D.8			IAO Testing of SOP	FCN
6.D.9			IAO Reporting of Testing Results	FCN
6.D.10			Amendment to SOP (if necessary)	LRP
6.E.1	SOP's	SOP 200-028: Genera	Adoption of SOP	LRP
6.E.2			Staff Training on SOP	LRP
6.E.3			Staff Acknowledgement Forms	LRP
6.E.4			Amendment to SOP Submitted	LRP
6.E.5			Amendment to SOP Approved by Sup	TT
6.E.6			IAO Walkthrough of SOP	FCN
6.E.7			IAO Assessment of SOP	FCN
6.E.8			IAO Testing of SOP	FCN
6.E.9			IAO Reporting of Testing Results	FCN
6.E.10			Amendment to SOP (if necessary)	LRP
6.F.1	SOP's	SOP 200-029: Local M	Adoption of SOP	LRP
6.F.2			Staff Training on SOP	LRP
6.F.3			Staff Acknowledgement Forms	LRP
6.F.4			Amendment to SOP Submitted	LRP
6.F.5			Amendment to SOP Approved by Sup	TT
6.F.6			IAO Walkthrough of SOP	FCN
6.F.7			IAO Assessment of SOP	FCN
6.F.8			IAO Testing of SOP	FCN
6.F.9			IAO Reporting of Testing Results	FCN
6.F.10			Amendment to SOP (if necessary)	LRP
6.G.1	SOP's	SOP 200-034: Accoun	Adoption of SOP	LRP
6.G.2			Staff Training on SOP	LRP
6.G.3			Staff Acknowledgement Forms	LRP
6.G.4			Amendment to SOP Submitted	LRP
6.G.5			Amendment to SOP Approved by Sup	TT
6.G.6			IAO Walkthrough of SOP	FCN
6.G.7			IAO Assessment of SOP	FCN
6.G.8			IAO Testing of SOP	FCN
6.G.9			IAO Reporting of Testing Results	FCN
6.G.10			Amendment to SOP (if necessary)	LRP
6.H.1	SOP's	SOP 200-039: Federa	Adoption of SOP	LRP
6.H.2			Staff Training on SOP	LRP
6.H.3			Staff Acknowledgement Forms	LRP
6.H.4			Amendment to SOP Submitted	LRP
6.H.5			Amendment to SOP Approved by Sup	TT
6.H.6			IAO Walkthrough of SOP	FCN
6.H.7			IAO Assessment of SOP	FCN

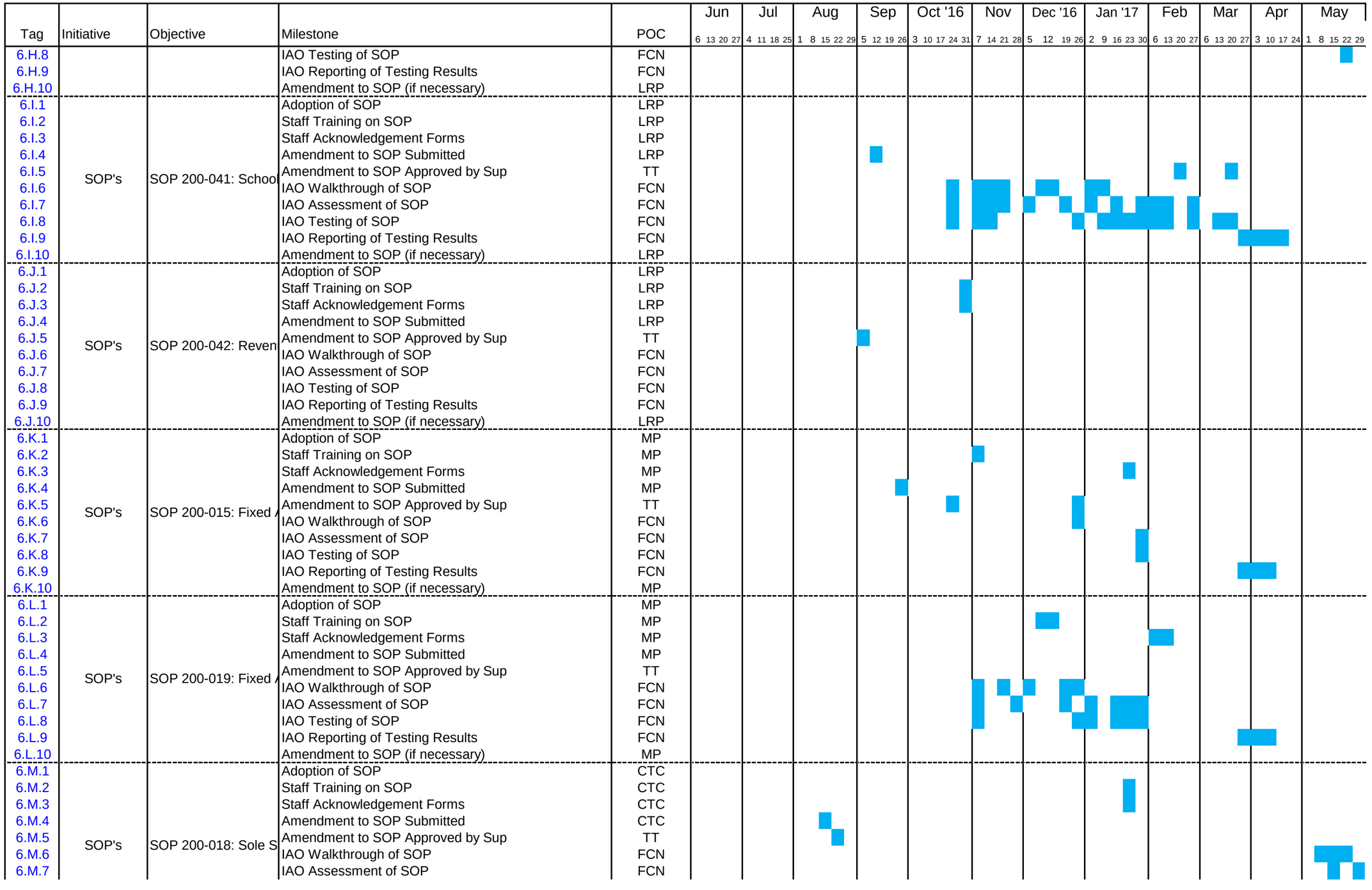


Guam Department of Education

Master Transition Workplan - GANTT Summary - as of September 01, 2017

at Milestone Level

Tag	Initiative	Objective	Milestone	POC
6.H.8			IAO Testing of SOP	FCN
6.H.9			IAO Reporting of Testing Results	FCN
6.H.10			Amendment to SOP (if necessary)	LRP
6.I.1	SOP's	SOP 200-041: School	Adoption of SOP	LRP
6.I.2			Staff Training on SOP	LRP
6.I.3			Staff Acknowledgement Forms	LRP
6.I.4			Amendment to SOP Submitted	LRP
6.I.5			Amendment to SOP Approved by Sup	TT
6.I.6			IAO Walkthrough of SOP	FCN
6.I.7			IAO Assessment of SOP	FCN
6.I.8			IAO Testing of SOP	FCN
6.I.9			IAO Reporting of Testing Results	FCN
6.I.10			Amendment to SOP (if necessary)	LRP
6.J.1	SOP's	SOP 200-042: Reven	Adoption of SOP	LRP
6.J.2			Staff Training on SOP	LRP
6.J.3			Staff Acknowledgement Forms	LRP
6.J.4			Amendment to SOP Submitted	LRP
6.J.5			Amendment to SOP Approved by Sup	TT
6.J.6			IAO Walkthrough of SOP	FCN
6.J.7			IAO Assessment of SOP	FCN
6.J.8			IAO Testing of SOP	FCN
6.J.9			IAO Reporting of Testing Results	FCN
6.J.10			Amendment to SOP (if necessary)	LRP
6.K.1	SOP's	SOP 200-015: Fixed A	Adoption of SOP	MP
6.K.2			Staff Training on SOP	MP
6.K.3			Staff Acknowledgement Forms	MP
6.K.4			Amendment to SOP Submitted	MP
6.K.5			Amendment to SOP Approved by Sup	TT
6.K.6			IAO Walkthrough of SOP	FCN
6.K.7			IAO Assessment of SOP	FCN
6.K.8			IAO Testing of SOP	FCN
6.K.9			IAO Reporting of Testing Results	FCN
6.K.10			Amendment to SOP (if necessary)	MP
6.L.1	SOP's	SOP 200-019: Fixed A	Adoption of SOP	MP
6.L.2			Staff Training on SOP	MP
6.L.3			Staff Acknowledgement Forms	MP
6.L.4			Amendment to SOP Submitted	MP
6.L.5			Amendment to SOP Approved by Sup	TT
6.L.6			IAO Walkthrough of SOP	FCN
6.L.7			IAO Assessment of SOP	FCN
6.L.8			IAO Testing of SOP	FCN
6.L.9			IAO Reporting of Testing Results	FCN
6.L.10			Amendment to SOP (if necessary)	MP
6.M.1	SOP's	SOP 200-018: Sole S	Adoption of SOP	CTC
6.M.2			Staff Training on SOP	CTC
6.M.3			Staff Acknowledgement Forms	CTC
6.M.4			Amendment to SOP Submitted	CTC
6.M.5			Amendment to SOP Approved by Sup	TT
6.M.6			IAO Walkthrough of SOP	FCN
6.M.7			IAO Assessment of SOP	FCN

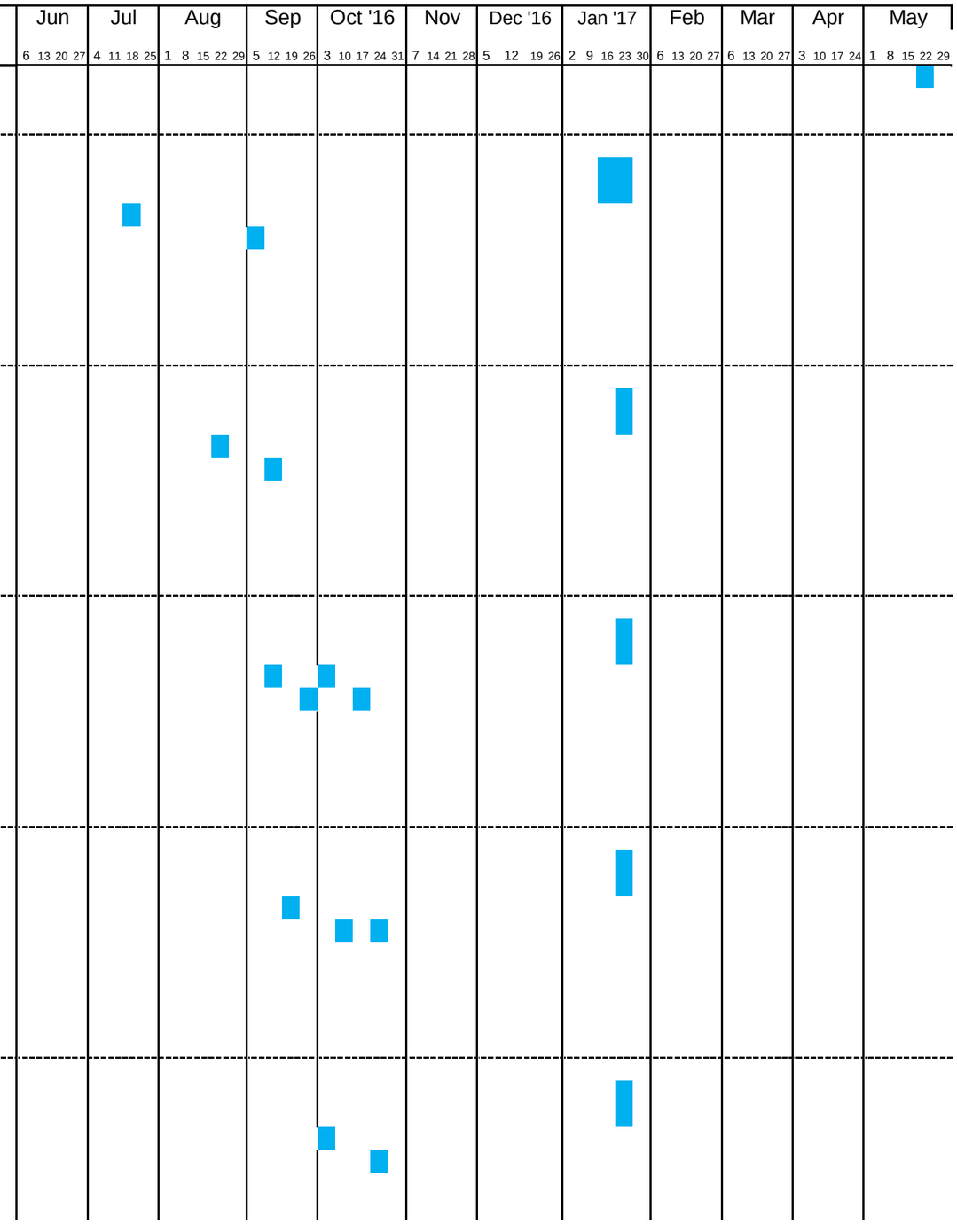


Guam Department of Education

Master Transition Workplan - GANTT Summary - as of September 01, 2017

at Milestone Level

Tag	Initiative	Objective	Milestone	POC
6.M.8			IAO Testing of SOP	FCN
6.M.9			IAO Reporting of Testing Results	FCN
6.M.10			Amendment to SOP (if necessary)	CTC
6.N.1	SOP's	SOP 200-020: Open F	Adoption of SOP	CTC
6.N.2			Staff Training on SOP	CTC
6.N.3			Staff Acknowledgement Forms	CTC
6.N.4			Amendment to SOP Submitted	CTC
6.N.5			Amendment to SOP Approved by Sup	TT
6.N.6			IAO Walkthrough of SOP	FCN
6.N.7			IAO Assessment of SOP	FCN
6.N.8			IAO Testing of SOP	FCN
6.N.9			IAO Reporting of Testing Results	FCN
6.N.10			Amendment to SOP (if necessary)	CTC
6.O.1	SOP's	SOP 200-025: Proced	Adoption of SOP	CTC
6.O.2			Staff Training on SOP	CTC
6.O.3			Staff Acknowledgement Forms	CTC
6.O.4			Amendment to SOP Submitted	CTC
6.O.5			Amendment to SOP Approved by Sup	TT
6.O.6			IAO Walkthrough of SOP	FCN
6.O.7			IAO Assessment of SOP	FCN
6.O.8			IAO Testing of SOP	FCN
6.O.9			IAO Reporting of Testing Results	FCN
6.O.10			Amendment to SOP (if necessary)	CTC
6.P.1	SOP's	SOP 200-026: Compe	Adoption of SOP	CTC
6.P.2			Staff Training on SOP	CTC
6.P.3			Staff Acknowledgement Forms	CTC
6.P.4			Amendment to SOP Submitted	CTC
6.P.5			Amendment to SOP Approved by Sup	TT
6.P.6			IAO Walkthrough of SOP	FCN
6.P.7			IAO Assessment of SOP	FCN
6.P.8			IAO Testing of SOP	FCN
6.P.9			IAO Reporting of Testing Results	FCN
6.P.10			Amendment to SOP (if necessary)	CTC
6.Q.1	SOP's	SOP 200-027: Compe	Adoption of SOP	CTC
6.Q.2			Staff Training on SOP	CTC
6.Q.3			Staff Acknowledgement Forms	CTC
6.Q.4			Amendment to SOP Submitted	CTC
6.Q.5			Amendment to SOP Approved by Sup	TT
6.Q.6			IAO Walkthrough of SOP	FCN
6.Q.7			IAO Assessment of SOP	FCN
6.Q.8			IAO Testing of SOP	FCN
6.Q.9			IAO Reporting of Testing Results	FCN
6.Q.10			Amendment to SOP (if necessary)	CTC
6.R.1	SOP's	SOP 200-030: Emerg	Adoption of SOP	CTC
6.R.2			Staff Training on SOP	CTC
6.R.3			Staff Acknowledgement Forms	CTC
6.R.4			Amendment to SOP Submitted	CTC
6.R.5			Amendment to SOP Approved by Sup	TT
6.R.6			IAO Walkthrough of SOP	FCN
6.R.7			IAO Assessment of SOP	FCN

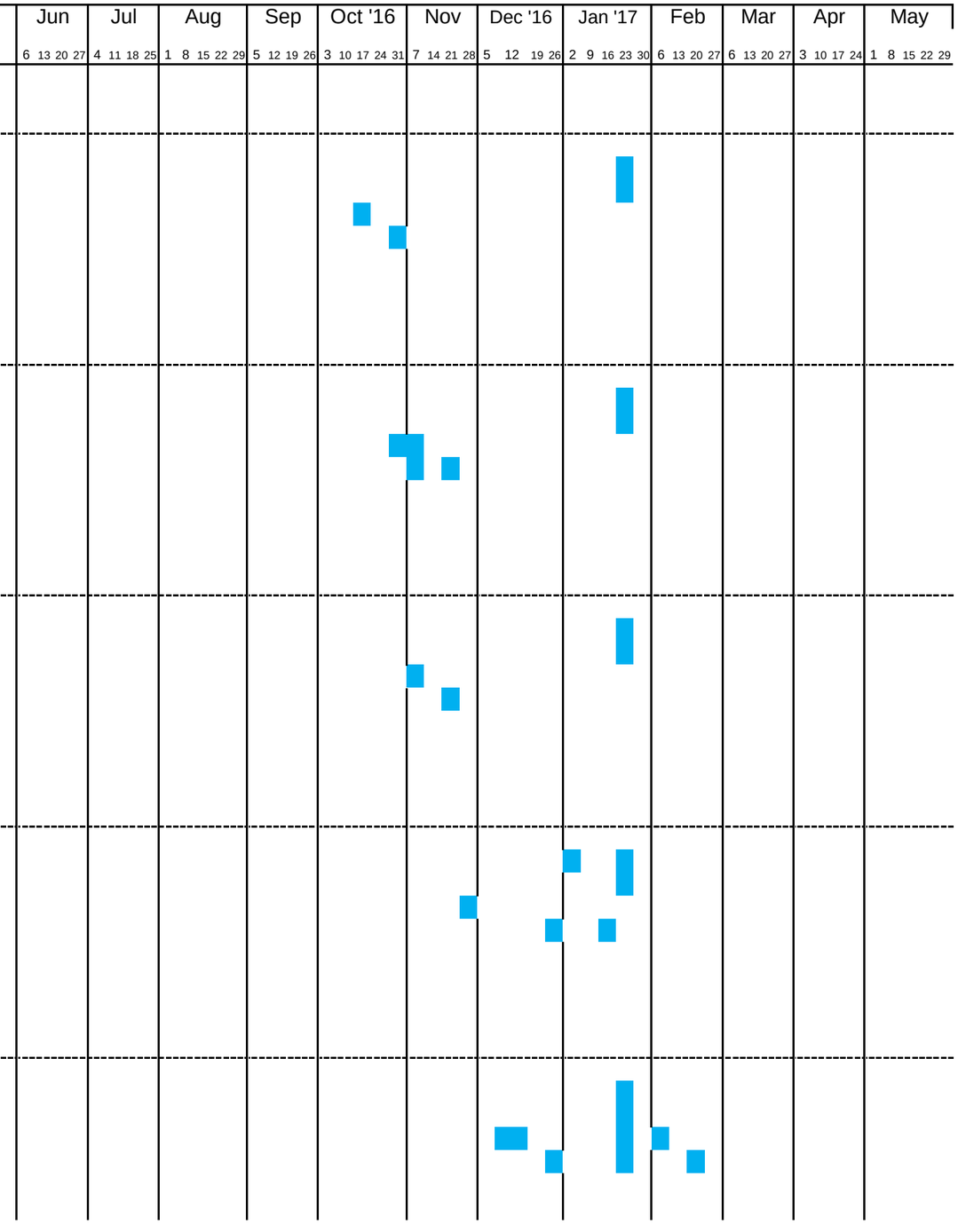


Guam Department of Education

Master Transition Workplan - GANTT Summary - as of September 01, 2017

at Milestone Level

Tag	Initiative	Objective	Milestone	POC
6.R.8			IAO Testing of SOP	FCN
6.R.9			IAO Reporting of Testing Results	FCN
6.R.10			Amendment to SOP (if necessary)	CTC
6.S.1	SOP's	SOP 200-031: Compe	Adoption of SOP	CTC
6.S.2			Staff Training on SOP	CTC
6.S.3			Staff Acknowledgement Forms	CTC
6.S.4			Amendment to SOP Submitted	CTC
6.S.5			Amendment to SOP Approved by Sup	TT
6.S.6			IAO Walkthrough of SOP	FCN
6.S.7			IAO Assessment of SOP	FCN
6.S.8			IAO Testing of SOP	FCN
6.S.9			IAO Reporting of Testing Results	FCN
6.S.10			Amendment to SOP (if necessary)	CTC
6.T.1	SOP's	SOP 200-033: Compe	Adoption of SOP	CTC
6.T.2			Staff Training on SOP	CTC
6.T.3			Staff Acknowledgement Forms	CTC
6.T.4			Amendment to SOP Submitted	CTC
6.T.5			Amendment to SOP Approved by Sup	TT
6.T.6			IAO Walkthrough of SOP	FCN
6.T.7			IAO Assessment of SOP	FCN
6.T.8			IAO Testing of SOP	FCN
6.T.9			IAO Reporting of Testing Results	FCN
6.T.10			Amendment to SOP (if necessary)	CTC
6.U.1	SOP's	SOP 200-036: Reque	Adoption of SOP	CTC
6.U.2			Staff Training on SOP	CTC
6.U.3			Staff Acknowledgement Forms	CTC
6.U.4			Amendment to SOP Submitted	CTC
6.U.5			Amendment to SOP Approved by Sup	TT
6.U.6			IAO Walkthrough of SOP	FCN
6.U.7			IAO Assessment of SOP	FCN
6.U.8			IAO Testing of SOP	FCN
6.U.9			IAO Reporting of Testing Results	FCN
6.U.10			Amendment to SOP (if necessary)	CTC
6.V.1	SOP's	SOP 200-037: Requis	Adoption of SOP	CTC
6.V.2			Staff Training on SOP	CTC
6.V.3			Staff Acknowledgement Forms	CTC
6.V.4			Amendment to SOP Submitted	CTC
6.V.5			Amendment to SOP Approved by Sup	TT
6.V.6			IAO Walkthrough of SOP	FCN
6.V.7			IAO Assessment of SOP	FCN
6.V.8			IAO Testing of SOP	FCN
6.V.9			IAO Reporting of Testing Results	FCN
6.V.10			Amendment to SOP (if necessary)	CTC
6.W.1	SOP's	SOP 200-040: Protes	Adoption of SOP	CTC
6.W.2			Staff Training on SOP	CTC
6.W.3			Staff Acknowledgement Forms	CTC
6.W.4			Amendment to SOP Submitted	CTC
6.W.5			Amendment to SOP Approved by Sup	TT
6.W.6			IAO Walkthrough of SOP	FCN
6.W.7			IAO Assessment of SOP	FCN

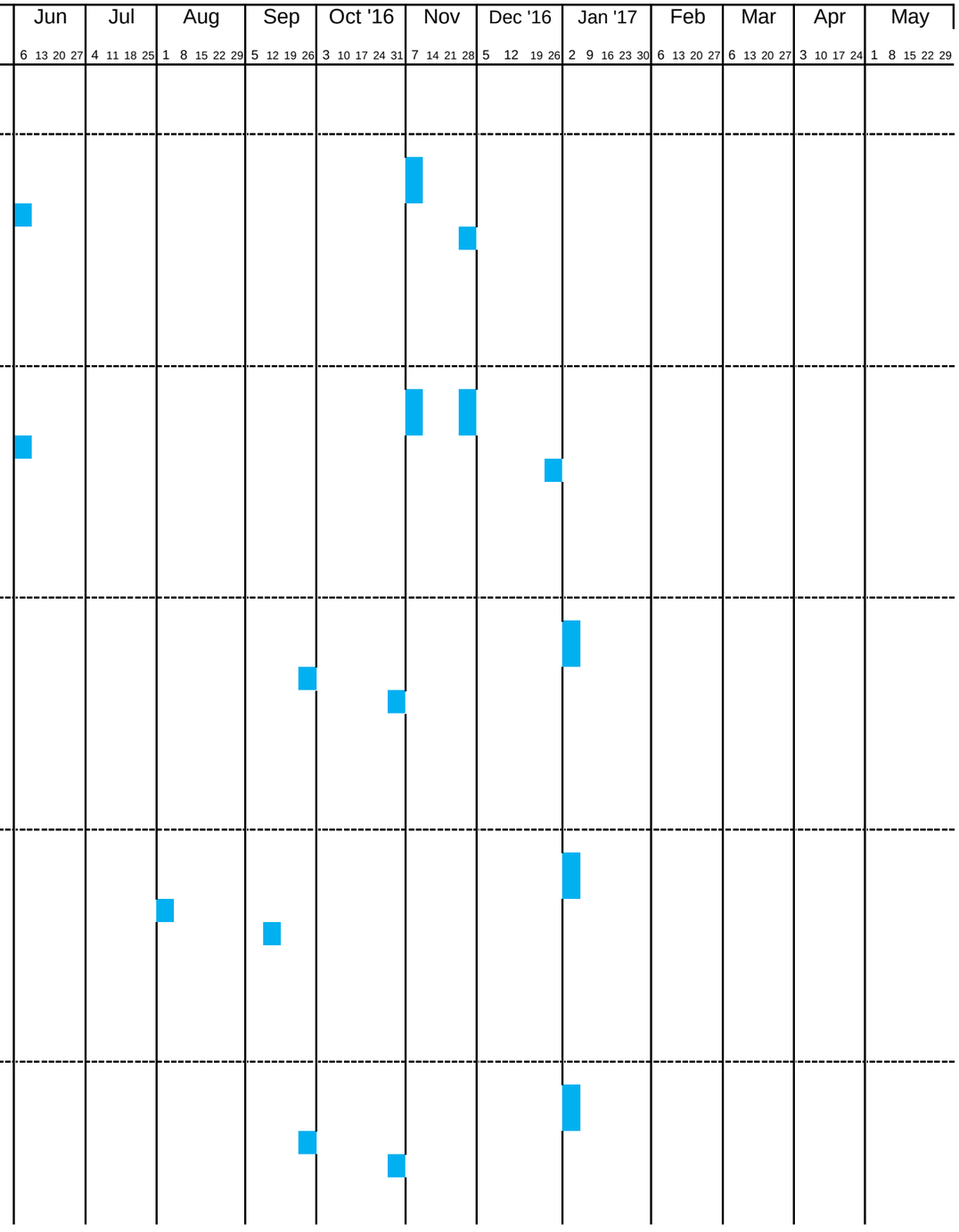


Guam Department of Education

Master Transition Workplan - GANTT Summary - as of September 01, 2017

at Milestone Level

Tag	Initiative	Objective	Milestone	POC
6.W.8			IAO Testing of SOP	FCN
6.W.9			IAO Reporting of Testing Results	FCN
6.W.10			Amendment to SOP (if necessary)	CTC
6.X.1	SOP's	SOP 200-023: Budge	Adoption of SOP	JR/TT
6.X.2			Staff Training on SOP	JR/TT
6.X.3			Staff Acknowledgement Forms	JR/TT
6.X.4			Amendment to SOP Submitted	TT
6.X.5			Amendment to SOP Approved by Sup	TT
6.X.6			IAO Walkthrough of SOP	FCN
6.X.7			IAO Assessment of SOP	FCN
6.X.8			IAO Testing of SOP	FCN
6.X.9			IAO Reporting of Testing Results	FCN
6.X.10			Amendment to SOP (if necessary)	TT
6.Y.1	SOP's	SOP 200-024: Budge	Adoption of SOP	TT
6.Y.2			Staff Training on SOP	TT
6.Y.3			Staff Acknowledgement Forms	TT
6.Y.4			Amendment to SOP Submitted	TT
6.Y.5			Amendment to SOP Approved by Sup	TT
6.Y.6			IAO Walkthrough of SOP	FCN
6.Y.7			IAO Assessment of SOP	FCN
6.Y.8			IAO Testing of SOP	FCN
6.Y.9			IAO Reporting of Testing Results	FCN
6.Y.10			Amendment to SOP (if necessary)	TT
6.Z.1	SOP's	SOP 800-006: Reque	Adoption of SOP	AMS
6.Z.2			Staff Training on SOP	AMS
6.Z.3			Staff Acknowledgement Forms	AMS
6.Z.4			Amendment to SOP Submitted	AMS
6.Z.5			Amendment to SOP Approved by Sup	TT
6.Z.6			IAO Walkthrough of SOP	FCN
6.Z.7			IAO Assessment of SOP	FCN
6.Z.8			IAO Testing of SOP	FCN
6.Z.9			IAO Reporting of Testing Results	FCN
6.Z.10			Amendment to SOP (if necessary)	AMS
6.AA.1	SOP's	SOP 800-007: Emplo	Adoption of SOP	AMS
6.AA.2			Staff Training on SOP	AMS
6.AA.3			Staff Acknowledgement Forms	AMS
6.AA.4			Amendment to SOP Submitted	AMS
6.AA.5			Amendment to SOP Approved by Sup	TT
6.AA.6			IAO Walkthrough of SOP	FCN
6.AA.7			IAO Assessment of SOP	FCN
6.AA.8			IAO Testing of SOP	FCN
6.AA.9			IAO Reporting of Testing Results	FCN
6.AA.10			Amendment to SOP (if necessary)	AMS
6.AB.1	SOP's	SOP 800-008: Transf	Adoption of SOP	AMS
6.AB.2			Staff Training on SOP	AMS
6.AB.3			Staff Acknowledgement Forms	AMS
6.AB.4			Amendment to SOP Submitted	AMS
6.AB.5			Amendment to SOP Approved by Sup	TT
6.AB.6			IAO Walkthrough of SOP	FCN
6.AB.7			IAO Assessment of SOP	FCN

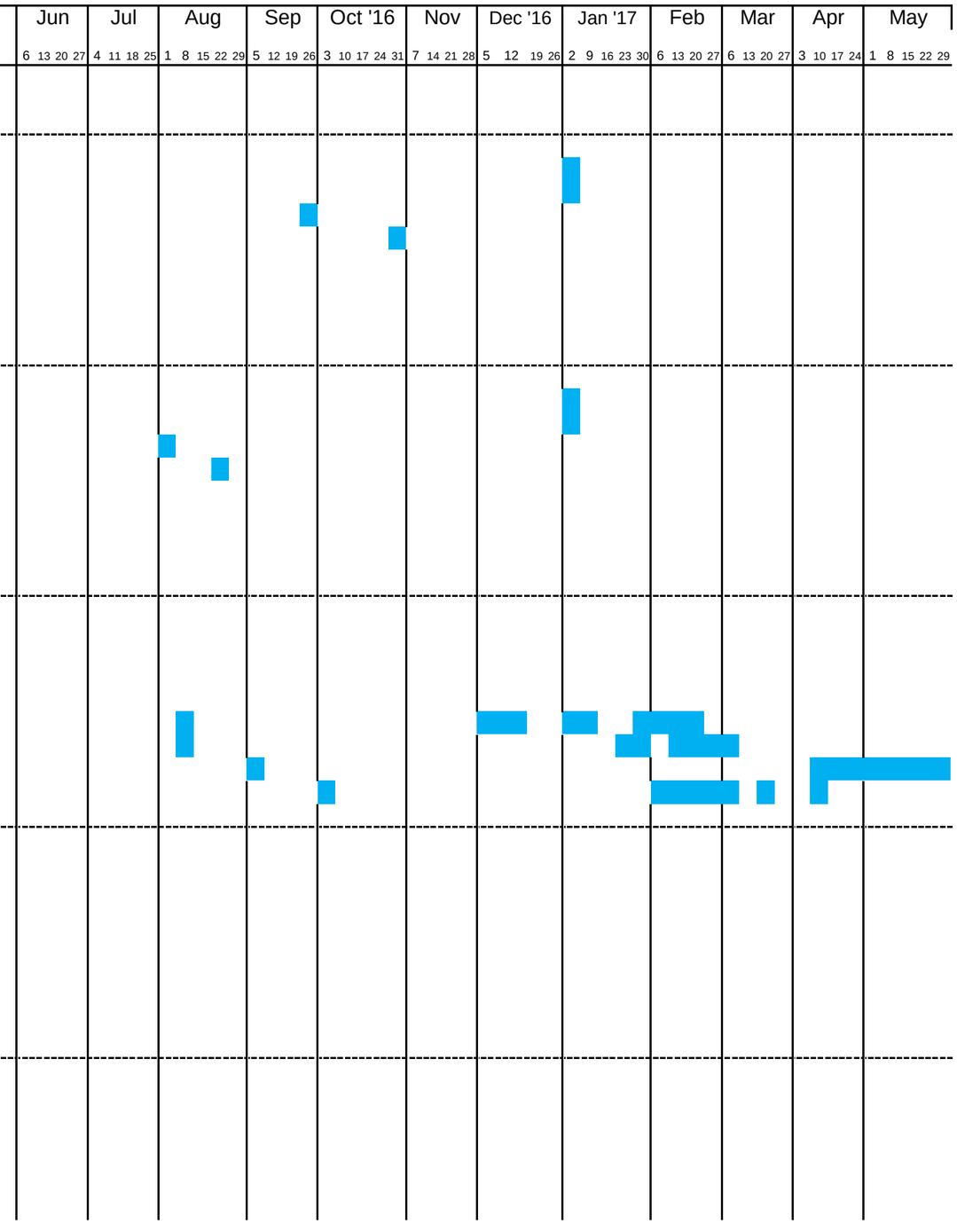


Guam Department of Education

Master Transition Workplan - GANTT Summary - as of September 01, 2017

at Milestone Level

Tag	Initiative	Objective	Milestone	POC
6.AB.8			IAO Testing of SOP	FCN
6.AB.9			IAO Reporting of Testing Results	FCN
6.AB.10			Amendment to SOP (if necessary)	AMS
6.AC.1	SOP's	SOP 800-009: Reclas	Adoption of SOP	AMS
6.AC.2			Staff Training on SOP	AMS
6.AC.3			Staff Acknowledgement Forms	AMS
6.AC.4			Amendment to SOP Submitted	AMS
6.AC.5			Amendment to SOP Approved by Sup	TT
6.AC.6			IAO Walkthrough of SOP	FCN
6.AC.7			IAO Assessment of SOP	FCN
6.AC.8			IAO Testing of SOP	FCN
6.AC.9			IAO Reporting of Testing Results	FCN
6.AC.10			Amendment to SOP (if necessary)	AMS
6.AD.1	SOP's	SOP 800-010: Salary	Adoption of SOP	AMS
6.AD.2			Staff Training on SOP	AMS
6.AD.3			Staff Acknowledgement Forms	AMS
6.AD.4			Amendment to SOP Submitted	AMS
6.AD.5			Amendment to SOP Approved by Sup	TT
6.AD.6			IAO Walkthrough of SOP	FCN
6.AD.7			IAO Assessment of SOP	FCN
6.AD.8			IAO Testing of SOP	FCN
6.AD.9			IAO Reporting of Testing Results	FCN
6.AD.10			Amendment to SOP (if necessary)	AMS
6.AE.1	SOP's	SOP 900-020: Persor	Adoption of SOP	DSNL
6.AE.2			Staff Training on SOP	DSNL
6.AE.3			Staff Acknowledgement Forms	DSNL
6.AE.4			Amendment to SOP Submitted	DSNL
6.AE.5			Amendment to SOP Approved by Sup	IS
6.AE.6			IAO Walkthrough of SOP	FCN
6.AE.7			IAO Assessment of SOP	FCN
6.AE.8			IAO Testing of SOP	FCN
6.AE.9			IAO Reporting of Testing Results	FCN
6.AE.10			Amendment to SOP (if necessary)	DSNL
6.AF.1	SOP's	SOP 900-: Grant Proc	Adoption of SOP	DSNL
6.AF.2			Staff Training on SOP	DSNL
6.AF.3			Staff Acknowledgement Forms	DSNL
6.AF.4			Amendment to SOP Submitted	DSNL
6.AF.5			Amendment to SOP Approved by Sup	IS
6.AF.6			IAO Walkthrough of SOP	FCN
6.AF.7			IAO Assessment of SOP	FCN
6.AF.8			IAO Testing of SOP	FCN
6.AF.9			IAO Reporting of Testing Results	FCN
6.AF.10			Amendment to SOP (if necessary)	DSNL
6.AG.1	SOP's	SOP 1500-006: Payro	Adoption of SOP	JSN
6.AG.2			Staff Training on SOP	JSN
6.AG.3			Staff Acknowledgement Forms	JSN
6.AG.4			Amendment to SOP Submitted	JSN
6.AG.5			Amendment to SOP Approved by Sup	TT
6.AG.6			IAO Walkthrough of SOP	FCN
6.AG.7			IAO Assessment of SOP	FCN

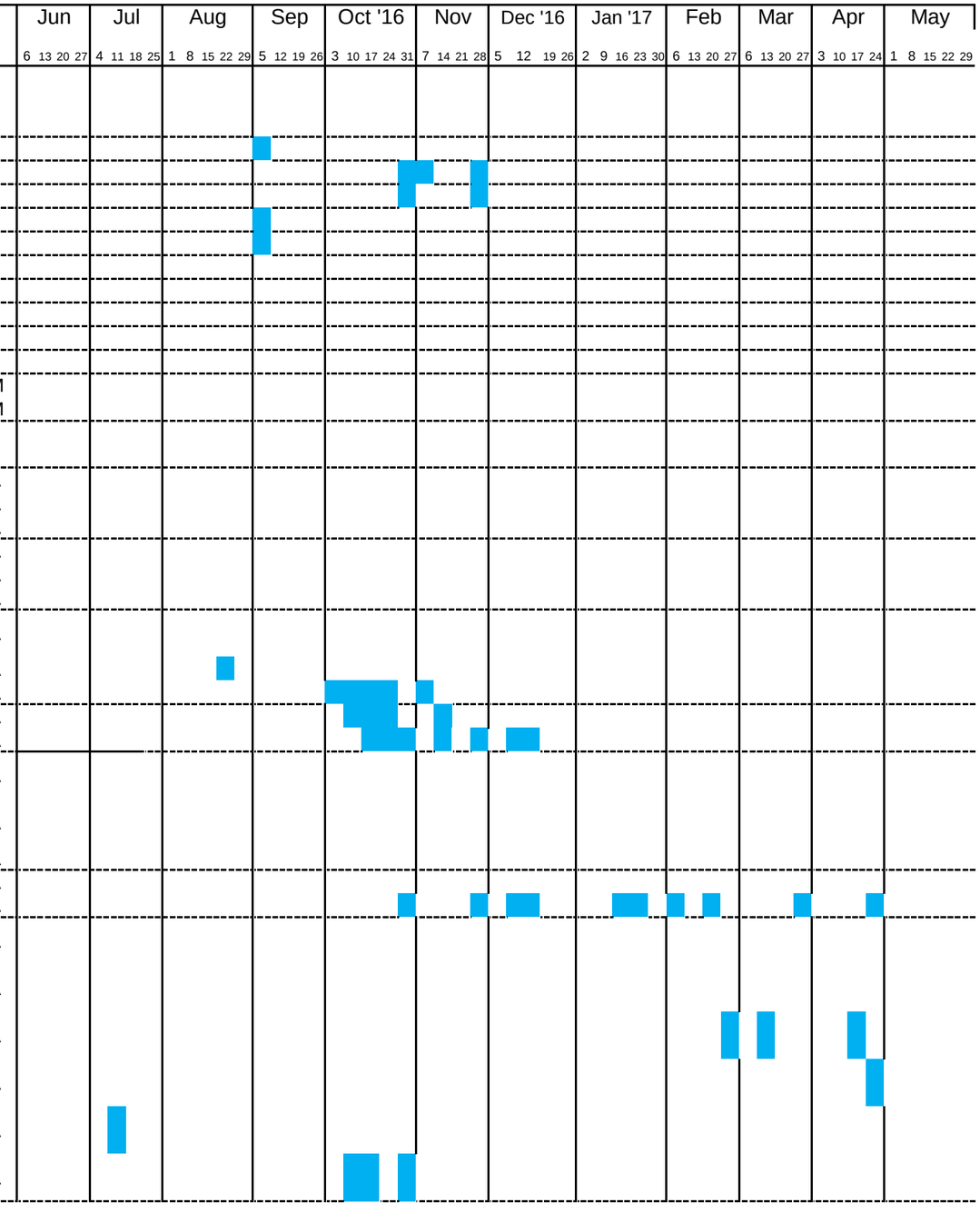


Guam Department of Education

Master Transition Workplan - GANTT Summary - as of September 01, 2017

at Milestone Level

Tag	Initiative	Objective	Milestone	POC
6.AG.8			IAO Testing of SOP	FCN
6.AG.9			IAO Reporting of Testing Results	FCN
6.AG.10			Amendment to SOP (if necessary)	JSN
6.AH.1	SOP's	SOP 200-44: SEFA R	Adoption of SOP	LRP
6.AH.2			Staff Training on SOP	LRP
6.AH.3			Staff Acknowledgement Forms	LRP
6.AH.4			Amendment to SOP Submitted	LRP
6.AH.5			Amendment to SOP Approved by Sup	TT
6.AH.6			IAO Walkthrough of SOP	FCN
6.AH.7			IAO Assessment of SOP	FCN
6.AH.8			IAO Testing of SOP	FCN
6.AH.9			IAO Reporting of Testing Results	FCN
6.AH.10			Amendment to SOP (if necessary)	LRP
7.J.2	Indirect Costs	Review FY16 app with DOI/USDE	Answer DOI questions on unrestricted calculations	TWS/JPM
7.J.3			Answer USDE questions on restricted calculations	TWS/JPM
7.K.1	Indirect Costs	Finalize FY16 negotiations	Re-submit applications, if modified	JPM
7.K.2			Complete negotiations to finalize rate	JPM
7.L.1	Indirect Costs	Collect data for FY17 app	Compile data master	JPM/TSA
7.L.2			Update data into master spreadsheet	JPM/TSA
7.L.3			Review preliminary results	JPM/TSA
7.M.1	Indirect Costs	Perform internal review of FY17 app	Sanity check results vs. previous years	JPM/TSA
7.M.2			Build bridge(s), with explanations of main changes	JPM/TSA
7.M.3			Finalize draft application and backup	JPM/TSA
7.N.1	Indirect Costs	Review FY17 app with DOI/USDE	Confirm app & back-up materials sent to DOI/USDE	JPM/TSA
7.N.2			Answer DOI questions on unrestricted calculations	JPM/TSA
7.N.3			Answer USDE questions on restricted calculations	JPM/TSA
7.O.1	Indirect Costs	Finalize FY17 negotiations	Re-submit applications, if modified	JPM/TSA
7.O.2			Complete negotiations to finalize rate	JPM/TSA
7.P.1	Indirect Costs	IDC reimbursement allocations	Meet with Management regarding current SOP and proposed allocation plan	JPM/TSA
7.P.2			Draft allocation plan based on meeting with Management	JPM/TSA
7.P.3			Draft SOP updates if necessary	JPM/TSA
7.Q.1	Indirect Costs	Revisit Indirect Cost Manual	Revisit 7.C.1	JPM/TSA
7.Q.2			Finalize manual	JPM/TSA
7.R.1	Indirect Costs	Indirect Cost True-ups and Reimbursement Requests	Prepare instructions on calculating the Indirect Cost reimbursement true-ups	JPM/TSA
7.R.2			Perform quarterly Indirect Cost true-ups and submit requests for reimbursement FY 15 - 4th quarter	JPM/TSA
7.R.3			Perform quarterly Indirect Cost true-ups and submit requests for reimbursement FY 17 - 1st quarter	JPM/TSA
7.R.4			Perform quarterly Indirect Cost true-ups and submit requests for reimbursement FY 17 - 2nd quarter	JPM/TSA
7.R.5			Perform quarterly Indirect Cost true-ups and submit requests for reimbursement FY 17 - 3rd quarter	JPM/TSA
7.R.6			Perform quarterly Indirect Cost true-ups and submit requests for reimbursement FY 16 - 4th quarter	JPM/TSA

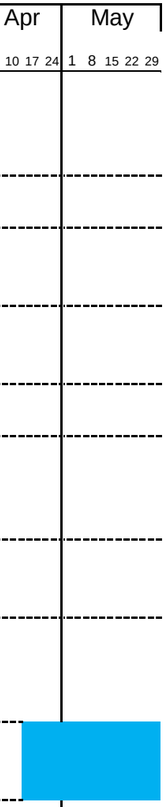


Guam Department of Education

Master Transition Workplan - GANTT Summary - as of September 01, 2017

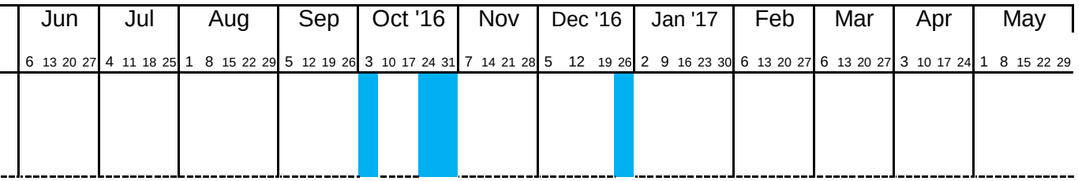
at Milestone Level

Tag	Initiative	Objective	Milestone	POC
7.S.1	Indirect Costs	Indirect Cost Strategy	Provide summary overview of indirect cost methodology and results to federal programs and program managers.	
7.S.2			Integrate indirect costs into grants budgeting process upfront	
7.S.3			Modify / confirm / document grants application and approval process to ensure indirect cost budgets are maximized.	
7.S.4			Modify / confirm / document budget amendments review / approval process to ensure indirect cost-related amendments are well thought out.	
7.S.5			Prepare, test, and roll-out indirect cost-related true-up templates and related documents.	
8.A.1	Accounting & Accounts Payable	Accounts Payable	Management of the A/P process (federal). No transition needed, Eloise is already a GDOE employee	Eloise
8.A.2			Processing of checks and payment to vendors (federal). TPFA will manage process until special conditions are reduced / eliminated	TPFA
8.B.1	Accounting & Accounts Payable	Reporting & Accountability	Transition the grant status report from TPFA to GDOE financial affairs division	
8.B.2			Transition the late liquidation process to Fed Programs. Includes preparing late liquidation requests & following up w/ vendors and end users	Chris R./Nora
8.B.3			Transition the requisition in progress report (federal)	CTC
8.B.4			Train and have GDOE mirror the production of bank reconciliation (federal). TPFA will produce until special conditions are reduced / eliminated	TPFA
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
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
8.B.7			Transition open PO report. Procurement currently now handling, TPFA will be monitoring until special conditions are reduced / eliminated	TPFA
8.B.8			Management and completion of the CCAP report	Int. C
8.B.9			Weekly management and completion of the transition plan	Int. C
8.C.1	Accounting & Accounts	Accounting / GL	Management and completion of monthly and annual close process. TPFA will be manage until special conditions are reduced / eliminated	TPFA



Guam Department of Education

Master Transition Workplan - GANTT Summary - as of September 01, 2017

at Milestone Level

Tag	Initiative	Objective	Milestone	POC
8.C.2	Accounts Payable	Accounting / GL	Transition entering of budget and budget amendments into TPFA system. Was transitioned to GDOE's budget office with TPFA doing final approval, until budget lead left the GDOE.