GDOE Transition Plan
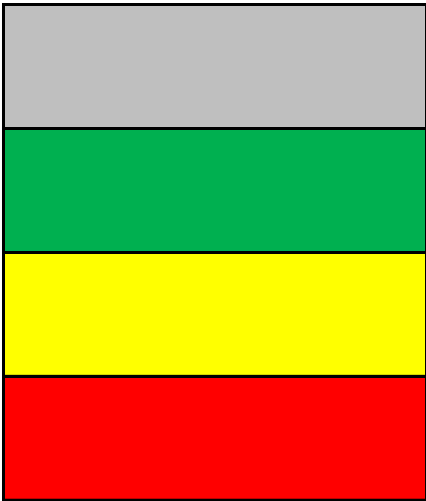## Bi-Weekly Status Report Status Key and Gantt Chart
as of October 27, 2017

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.

<u>Gantt Chart</u>

**** 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 October 27, 2017

Label	Initiative Description	Leader	Previous Status	Current Status	Comments/Notes
1	Personnel Allocation/TDR and Reimbursement	Christine Rosario			● Processes being revisited by TPFA & Fed Programs ● Chris to draft payroll reimbursement 'manual'
2	FMIS	Jackie Mesa			● Purchase+ tasks moved to align with procuement training ● Waiting for MUNIS feedback related to ESS leave processing
3	Internal Controls	Franklin Cooper-Nurse			●Updates to MIC to begin shortly ● FY17 audit procedures have begun; target dates for completion of audit set
4	Procurement "OSM"	Carmen Taitano			● Reports and meetings ongoing ● Annual procuement training ongoing
5	Property Mgmt	Marc Pido			●Training of Liasons ongoing ●Permits for warehouse being obtained
6	SOP's	Franklin Cooper-Nurse			● Internal audit work delayed due to schedule conflicts for Sole Source Procurement, TDR, and SEFA Reconcilation SOPs ● Procurement & Accounting SOPs delayed due to year end activities
7	Indirect Costs	Jackie Mesa			● Manual completed & submission of next application based on FY16 audit to occur shortly
8	Accounting & Accounts Payable	Lourdes Perez			● Late liquidation SOP to be updated to ensure smooth transition

Notes/Issues:	
● 10/30 Meeting included for GDOE Taling, Carmen, Lou, Dina (GTM), Jackie, Christine, (GTM) Travis (for Frank) and Desnise (GTM) from TPFA	10/27/2017
<u>Risks (and mitigation strategies, if applicable):</u>	
● Freeze in place on hiring of central office positions.	

GDOE Transition Plan
Bi-Weekly Status Report
as of October 27, 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**
Re-Test Verification of Disadvantages	1.O.5	Re-Validate SOP	FPO	09/29/17	10/09/17	🟥
Re-edit TDR SOP Procedures incorporating A-87	1.P.1	Finalize and re-edit work flow process and responsibilities incorporating A-87	CMR	09/29/17	TBD	🟨
Training	1.Q.1	Training and accessibility for program managers / project directors / federal program state	FPO	09/29/17	11/27/17	🟩
Personnel Allocation/TDR/Time Certification and Reimbursement	1.R.2	Development of Training Manual	FPO	09/29/17	12/04/17	🟩
	1.R.3	Training of USDOE Regulations including OMB Omni-Circular as related to payroll reimbursements for Federal grant activities.	CR/CMR	09/26/16	Ongoing	
	1.R.5	Training on Payroll Reimbursement Process, including the relationship between all GDOE Departments related to payroll	CMR	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	CMR	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	CMR	10/24/16	Ongoing	
	1.R.8	MUNIS Training (i.e. MUNIS invoice entry; raw data report generation; etc.)	CMR	10/31/16	Ongoing	
	1.R.9	Excel Spreadsheet Training (focus on payroll reimbursement analysis spreadsheet creation and payroll report generation)	CMR	Ongoing	Ongoing	

Notes:	
● 1.O.5 FPO to provide new target date and POC ● 1.P.1 TPFA proposing update to work streams	10/27/2017

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

GDOE Transition Plan
Bi-Weekly Status Report
as of October 27, 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**	
PURCHASE +	2.F.2	TEST PURCHASE + FUNCTIONALITY IN TEMPORARY ENVIRONMENT	CTC/JPM	07/03/17	07/31/17	
	2.F.3	Adjust setting and infrastructure as per test findings. Reperform Tests.	CTC/JPM	11/30/15	09/25/17	
	2.F.4	Meet with Management regarding Bid Management process, requirements as tested and Management's desired outcomes.	CTC/JPM	12/28/15	10/16/17	
	2.F.5	Create End User Instructions (Incorporate in DTPs)	CTC/JPM	01/25/16	11/13/17	
	2.F.6	Train End Users (Buyers)	CTC/JPM	01/25/16	11/13/17	
	2.F.7	Train End Users (Schools and Divisions)	CTC/JPM	02/29/16	11/13/17	
	2.F.8	Roll out the use of Bid Management	CTC/JPM	12/28/15	11/13/17	
EMPLOYEE EXPENSE (Local Mileage)	2.G.10	Finalize and document process in SOP and End User Instructions (as necessary)	AGM/JPM	08/01/17	07/31/17	
	2.G.11	Train USERS on Employee Expense (In ESS) -All mileage reimbursements processed in GDOE Munis ONLY	AGM/JPM	01/25/16	07/03/17	
	2.G.12	Roll-out for Department wide use.	AGM/JPM	01/26/16	07/03/17	
GRANT MASTER	2.L.1	POC meetings to review set up and procedure documentation.	NS/CR/JPM	06/06/16	06/05/17	
	2.L.2	Create checklist of steps to be taken in Munis to set up the Module.	NS/CR/JPM	06/20/16	07/24/17	
	2.L.3	Build and test limited Grant Master listing Temporary Environment (XXX) using checklist	NS/CR/JPM	06/27/16	08/28/17	
	2.L.4	Adjust setting and infrastructure as per test findings. Reperform Tests.	NS/CR/JPM	07/11/16	09/25/17	
	2.L.5	Present system capabilities with adjusted set up.	NS/CR/JPM	11/06/17	11/06/17	
	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.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	
MAINTENANCE SERVICE REQUESTS	2.P.6	Create or adjust existing End User Instructions (DTPs) and propose adjustments to SOPs if necessary.	YD/JPM	11/28/16	01/02/17	
FIXED ASSETS	2.Q.4	Test proposed actions in temporary environment	JPM/TSA	11/28/16	03/27/17	
	2.Q.6	Create or adjust existing End User Instructions (DTPs)	MP/TSA	04/17/17	07/03/17	
	2.Q.7	Train End Users	MP/TSA	09/04/17	09/04/17	
TRANSITION	2.S.1	MUNIS system management / updates - TPFA is required to maintain control over the TPFA MUNIS system as long as a TPFA is mandated.	TPFA	Ongoing	Ongoing	

Notes:
● Developing list of tasks for upcoming fiscal year
● 2M waiting for feedback from Tyler MUNIS
● 2.F Purchase+ launch moved to coincide with procurement training

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

10/27/2017

GDOE Transition Plan
Bi-Weekly Status Report
as of October 27, 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	
Risk Assessment of GDOE	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		
Establish Internal Controls Framework (COSO)	3.D.1	Division/Program develop SOPs for operations	Divisions	06/15/15	See SOP Section		
	3.D.2	Division/Program obtain approval of SOPs	Divisions	09/28/15			
	3.D.3	Division/Program to conduct training on SOPs	Divisions	01/11/16			
	3.D.4	IAO to audit compliance to SOPs	IAO Staff	02/29/16			
	3.D.5	IAO to report and recommend improvements to internal control deficiencies	IAO Staff	02/29/16			
	3.D.6	Division/Program to amend SOPs accordingly	Divisions	02/29/16			
	3.D.7	Division/Program to obtain approval on amended SOPs	Divisions	02/29/16			
	3.D.8	Division/Program to conduct training on amended SOPs	Divisions	06/27/16			
SEFA Reconciliation	3.E.6	Business Office provides a copy of the approved report to IAO	LRP	06/27/16	On-going		

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.B - IAO to re-engage MIC before EOY.
- 3.F.2 to 5 Audit ongoing
- 3.F.6: Follow up meeting to be scheduled

Risks (and mitigation strategies, if applicable):
- Internal Audit Staff working to balance mandated work, audit plan, and ad hoc requests.

10/27/2017

GDOE Transition Plan
Bi-Weekly Status Report
as of October 27, 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**
Training	4.B.3	Continued Training for procurement staff on Guam Code Annotated, Title 5, Division 1, Chapter 5, Guam Procurement Law & Guam Administrative Rules and Regulations, Title 2, Division 4, Guam Procurement Regulations	CTC/FC/LB	10/06/15	Annually	
	4.B.4	Conduct divisional (corporate functions) procurement training	CTC/FC/LB	10/07/15	Annually	
Procurement Transition	4.F.1	TPFA removed from workflow (req to PO process). TPFA will be final approver until special conditions are reduced / eliminated	TPFA	TBD	TBD	
	4.F.2	Transition the conversion review form requisition to P.O. from TPFA to the GDOE (federal). TPFA will continue to manage until special conditions are reduced / eliminated	TPFA	TBD	TBD	

Notes: ● 4.B.4 - Training this week on TPFA system. Locally funded training will be held in November.	
	10/27/2017
Risks (and mitigation strategies, if applicable): ● Hiring freeze will impact work loads	

GDOE Transition Plan
Bi-Weekly Status Report
as of October 27, 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	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
Staff training on BMI software, Munis fixed assets module, computer skills.	5.C.1	PMO will provide ongoing training of BMI software, Munis fixed assets module, and computer skills as they relate to inventory management.	MYP	12/31/17	12/25/17	
	5.C.2	PMO staff will demonstrate mastery of using BMI software, Munis, and have basic-to-intermediate computer skills.	MYP	12/31/17	12/25/17	
	5.C.3	PMO staff will understand Microsoft Excel, spread-sheet creation, and analysis.	MYP	12/25/17	12/25/17	
	5.C.4	PMO staff will demonstrate mastery of using computer software to provide internal training.	MYP	12/25/17	12/25/17	
	5.C.5	PMO staff will be proactive in addressing and correcting any training concerns among staff.	MYP	12/25/17	12/25/17	
Receiving assets (warehouse & schools)	5.E.4	Fill the Warehouse Supervisor position.	MYP	07/13/17	10/30/17	

Notes:	
● 5.B.13 Property set up as a separate Division in FY18. ● Tiyan warehouses undergoing permitting process. ● 5.E.4 Looking at funding options given FY18 budget	10/27/2017
Risks (and mitigation strategies, if applicable):	
● Hiring freeze will impact work load	

GDOE Transition Plan
Bi-Weekly Status Report
as of October 27, 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	12/25/17	
	6.C.3	Staff Acknowledgement Forms	LRP	11/30/17	12/25/17	
	6.C.4	Amendment to SOP Submitted	LRP	10/27/17	11/27/17	
	6.C.5	Amendment to SOP Approved by Sup	TT	10/06/17	12/11/17	
	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	08/28/17	
	6.D.6	IAO Walkthrough of SOP	FCN	TBD	TBD	
	6.D.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.D.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.D.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.D.10	Amendment to SOP (if necessary)	LRP	TBD	TBD	
SOP 200-028: General Ledger Policy and Procedures	6.E.2	Staff Training on SOP	LRP	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	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
	6.E.10	Amendment to SOP (if necessary)	LRP	TBD	TBD	🟨
SOP 200-034: Accounts Payable and Cash Disbursement	6.G.2	Staff Training on SOP	LRP	11/17/17	12/25/17	🟨
	6.G.3	Staff Acknowledgement Forms	LRP	11/17/17	12/25/17	
	6.G.4	Amendment to SOP Submitted	LRP	10/27/17	11/27/17	
	6.G.5	Amendment to SOP Approved by Sup	TT	11/10/17	12/11/17	
	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	asdf	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	09/06/17	09/04/17	
	6.H.6	IAO Walkthrough of SOP	FCN	TBD	TBD	🟨
	6.H.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.H.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.H.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.H.10	Amendment to SOP (if necessary)	LRP	TBD	TBD	
SOP 200-042: Revenue Control and Management Policy	6.J.2	Staff Training on SOP	LRP	10/31/16	10/30/17	🟩
	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	09/25/17	
	6.J.6	IAO Walkthrough of SOP	FCN	TBD	TBD	🟨
	6.J.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.J.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.J.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.J.10	Amendment to SOP (if necessary)	LRP	TBD	TBD	
SOP 200-015: Fixed Asset Management for Property Management Office and Central Receiving Warehouse	6.K.2	Staff Training on SOP	MP	10/13/17	10/09/17	⬜
	6.K.3	Staff Acknowledgement Forms	MP	10/13/17	10/09/17	
	6.K.4	Amendment to SOP Submitted	MP	02/29/16	10/30/17	🟩
	6.K.5	Amendment to SOP Approved by Sup	TT	10/24/16	11/20/17	
	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	🟨

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	**Label**	**Milestone Description**	**Main POC**	**Target Date Original**	**Target Date Updated**	**Current Status**
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	10/30/17	green
	6.L.5	Amendment to SOP Approved by Sup	TT	08/21/17	11/20/17	
	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	gray
	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	yellow
SOP 200-018: Sole Source Procurement	6.M.2	Staff Training on SOP	CTC	03/12/18	11/27/17	green
	6.M.3	Staff Acknowledgement Forms	CTC	03/12/18	11/27/17	
	6.M.4	Amendment to SOP Submitted	CTC	10/06/17	11/06/17	yellow
	6.M.5	Amendment to SOP Approved by Sup	TT	10/27/17	11/20/17	
	6.M.6	IAO Walkthrough of SOP	FCN	05/17/17	05/22/17	gray
	6.M.7	IAO Assessment of SOP	FCN	05/31/17	05/29/17	
	6.M.8	IAO Testing of SOP	FCN	06/05/17	09/11/17	
	6.M.9	IAO Reporting of Testing Results	FCN	6-31-17	11/20/17	green
	6.M.10	Amendment to SOP (if necessary)	CTC	TBD	TBD	yellow
SOP 200-020: Open Purchase Order Monitoring and Reporting	6.N.2	Staff Training on SOP	CTC	03/12/18	11/27/17	green
	6.N.3	Staff Acknowledgement Forms	CTC	03/12/18	11/27/17	
	6.N.4	Amendment to SOP Submitted	CTC	10/13/17	11/13/17	yellow
	6.N.5	Amendment to SOP Approved by Sup	TT	11/03/17	11/27/17	
	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	
SOP 200-025: Procedures for Maintaining the Procurement File	6.O.2	Staff Training on SOP	CTC	03/12/18	11/27/17	green
	6.O.3	Staff Acknowledgement Forms	CTC	03/12/18	11/27/17	
	6.O.4	Amendment to SOP Submitted	CTC	10/20/17	11/20/17	yellow
	6.O.5	Amendment to SOP Approved by Sup	TT	11/10/17	12/04/17	
	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	11/27/17	green
	6.P.3	Staff Acknowledgement Forms	CTC	03/12/18	11/27/17	
	6.P.4	Amendment to SOP Submitted	CTC	10/27/17	11/27/17	yellow
	6.P.5	Amendment to SOP Approved by Sup	TT	11/17/17	12/11/17	
	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	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
SOP 200-027: Competitive Sealed Bidding - IFBs	6.Q.2	Staff Training on SOP	CTC	03/12/18	11/27/17	🟩
	6.Q.3	Staff Acknowledgement Forms	CTC	03/12/18	11/27/17	
	6.Q.4	Amendment to SOP Submitted	CTC	11/03/17	12/04/17	🟨
	6.Q.5	Amendment to SOP Approved by Sup	TT	11/24/17	12/18/17	
	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	11/27/17	🟩
	6.R.3	Staff Acknowledgement Forms	CTC	03/12/18	11/27/17	
	6.R.4	Amendment to SOP Submitted	CTC	11/10/17	12/11/17	🟨
	6.R.5	Amendment to SOP Approved by Sup	TT	12/01/17	12/25/17	
	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	11/27/17	🟩
	6.S.3	Staff Acknowledgement Forms	CTC	03/12/18	11/27/17	
	6.S.4	Amendment to SOP Submitted	CTC	11/17/17	12/18/17	🟨
	6.S.5	Amendment to SOP Approved by Sup	TT	12/08/17	01/01/18	
	6.S.6	IAO Walkthrough of SOP	FCN	TBD	TBD	
	6.S.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.S.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.S.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.S.10	Amendment to SOP (if necessary)	CTC	TBD	TBD	
SOP 200-033: Competitive Multi-Step Sealed Bidding	6.T.2	Staff Training on SOP	CTC	03/12/18	11/27/17	🟩
	6.T.3	Staff Acknowledgement Forms	CTC	03/12/18	11/27/17	
	6.T.4	Amendment to SOP Submitted	CTC	11/24/17	12/25/17	🟨
	6.T.5	Amendment to SOP Approved by Sup	TT	12/15/17	01/08/18	
	6.T.6	IAO Walkthrough of SOP	FCN	TBD	TBD	
	6.T.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.T.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.T.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.T.10	Amendment to SOP (if necessary)	CTC	TBD	TBD	

Objective-Milestone-Leader Identification					Progress vs. Plan		
Objective Description	**Label**	**Milestone Description**	**Main POC**	**Target Date Original**	**Target Date Updated**	**Current Status**	
SOP 900-020: Personnel Allocation/TDR and Reimbursement	6.AE.2	Staff Training on SOP	CMR	08/31/17	11/27/17	Green	
	6.AE.3	Staff Acknowledgement Forms	CMR	08/31/17	11/27/17	Green	
	6.AE.4	Amendment to SOP Submitted	CMR	08/31/17	01/01/18	Yellow	
	6.AE.5	Amendment to SOP Approved by Sup (tied to 1.R.2)	CMR	09/25/17	01/15/18	Yellow	
	6.AE.6	IAO Walkthrough of SOP	FCN	05/06/16	02/20/17	Gray	
	6.AE.7	IAO Assessment of SOP	FCN	06/10/16	03/06/17	Gray	
	6.AE.8	IAO Testing of SOP	FCN	06/30/17	11/06/17	Green	
	6.AE.9	IAO Reporting of Testing Results	FCN	06/30/17	11/20/17	Green	
	6.AE.10	Amendment to SOP (if necessary)	CMR	TBD	TBD	Yellow	
SOP 900-: Grant Procedure Manual	6.AF.1	Adoption of SOP	TBD	08/31/17	TBD	Yellow	
	6.AF.2	Staff Training on SOP	TBD	04/25/16	TBD		
	6.AF.3	Staff Acknowledgement Forms	TBD	05/02/16	TBD		
	6.AF.4	Amendment to SOP Submitted	TBD	TBD	TBD		
	6.AF.5	Amendment to SOP Approved by Sup	IS	TBD	TBD		
	6.AF.6	IAO Walkthrough of SOP	FCN	TBD	TBD		
	6.AF.7	IAO Assessment of SOP	FCN	TBD	TBD		
	6.AF.8	IAO Testing of SOP	FCN	TBD	TBD		
	6.AF.9	IAO Reporting of Testing Results	FCN	TBD	TBD		
	6.AF.10	Amendment to SOP (if necessary)	TBD	TBD	TBD		
SOP 200-44: SEFA Reconciliation	6.AH.1	Adoption of SOP	LRP	09/07/16	09/05/16	Gray	
	6.AH.2	Staff Training on SOP	LRP	11/13/17	11/13/17	Green	
	6.AH.3	Staff Acknowledgement Forms	LRP	11/13/17	11/13/17	Green	
	6.AH.4	Amendment to SOP Submitted	LRP	09/08/17	08/28/17	Gray	
	6.AH.5	Amendment to SOP Approved by Sup	TT	10/27/17	10/23/17	Gray	
	6.AH.6	IAO Walkthrough of SOP	FCN	05/12/17	05/08/17	Gray	
	6.AH.7	IAO Assessment of SOP	FCN	05/19/17	05/15/17	Gray	
	6.AH.8	IAO Testing of SOP	FCN	09/08/17	09/04/17	Gray	
	6.AH.9	IAO Reporting of Testing Results	FCN	09/29/17	11/06/17	Green	
	6.AH.10	Amendment to SOP (if necessary)	LRP	TBD	TBD	Yellow	

Notes:
- 6.C & 6.G Offisland travel and accounts payable SOPs updates delayed due to fiscal year end activities
- 6.M - 6.G Procurement SOPs updates delayed due to fiscal year end activities & planned training
- 6.AF Grants Procedure Manual, Federal Programs asked to provide POC and dates

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

10/27/2017

GDOE Transition Plan
Bi-Weekly Status Report
as of October 27, 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**
Revisit Indirect Cost Manual	7.Q.2	Finalize manual	JPM/TSA	08/29/16	10/16/17	
Indirect Cost True-ups and Reimbursement Requests	7.R.1	Prepare instructions on calculating the Indirect Cost reimbursement true-ups	JPM/TSA	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	
	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	10/16/17	
	7.R.6	Perform quarterly Indirect Cost true-ups and submit requests for reimbursement FY 16 - 4th quarter	JPM/TSA	10/10/16	10/16/17	
Indirect Cost Strategy	7.S.5	Prepare, test, and roll-out indirect cost-related true-up templates and related documents.	JPM/TSA	TBD	TBD	

Notes:	
● POC asked to proposed daes for 7.R.1 and 7.S.5 ● 7.Q.2 Manual has been finalized and distributed.	10/27/2017
Risks (and mitigation strategies, if applicable):	
● Competing priorities affect ability to meet deadlines.	

GDOE Transition Plan
Bi-Weekly Status Report
as of October 27, 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	11/27/17	
	8.B.4	Train and have GDOE mirror the production of bank reconciliation (federal). TPFA will produce until special conditions are reduced / eliminated	TPFA	Ongoing	Ongoing	
	8.B.5	Train and have GDOE mirror the production of the invoice by GL report - Involves reconciliation to federal bank accounts. TPFA will produce until special conditions are reduced / eliminated	TPFA	Ongoing	Ongoing	
	8.B.6	Train and have GDOE mirror the production of the A/P Invoice report (federal) - TPFA will produce until special conditions are reduced / eliminated	TPFA	Ongoing	Ongoing	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
Reporting & Accountability	8.B.7	Transition open PO report. Procurement currently now handling, TPFA will be monitoring until special conditions are reduced / eliminated	TPFA	Ongoing	Ongoing	
	8.B.10	Late Liquidation management - ensure that there is coordination of effort between the business office, procurement and federal programs in order to handle the late liquidations effectively. Includes vendor follow-up.	Chris R./Nora	10/01/17	11/27/17	
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	

Notes:
●Working to streamline SOP and eliminate any redundancies

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

10/27/2017