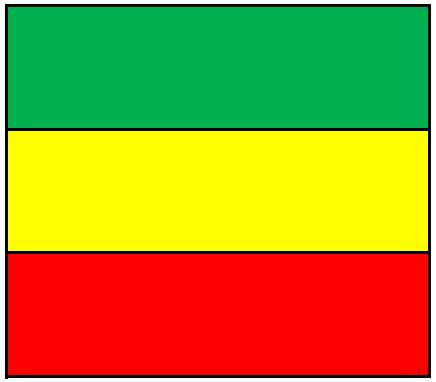
GDOE Transition Plan
Bi-Weekly Status Report Status Key and Gantt Chart
as of October 30, 2015

Status Color



Status Interpretation

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 October 30, 2015

Label	Initiative Description	Leader	Previous Status	Current Status	Comments/Notes
1	TDR	Dina Lorenzo			● SOP has been completed and signed by Superintendent on 10/19/15
2	FMIS	Jackie Mesa			●Work on Billing and Salary Projection Modules moving foward ● MUNIS has made contact regarding corrections to TDR. GDOE and MUNIS working to resolve, but delays are likely
3	Internal Controls	Franklin Cooper-Nurse			● Website and hotline ready for release ● All vacancies filled
4	Procurement "OSM"	Carmen Taitano			● All vacancies filled; staff training ongoing ● District level training occurred on 10/23 ● Work on the FY16 Procurement Calendar ongoing
5	Property Mgmt	Marc Pido			● Planning for next physical inventory ongoing ● Schedules have not been released as property management staff still undergoing training
6	SOP's	Franklin Cooper-Nurse			● 33 critical SOPs identified ● 1 SOP remaining before all have been finalized
7	Indirect Costs	Jackie Mesa			●Waiting for feedback from US DOI

Notes/Issues:
- Recruitment for most key positions complete
- Transition plan moving efficiently and positive 'buy-in' from all constituents.

Risks (and mitigation strategies, if applicable):
- Pool of applicants will determine how quickly positions can be filled for vacancies
- Working with local government to ensure steady stream of funding so that the district can adequately meet the it's obligations

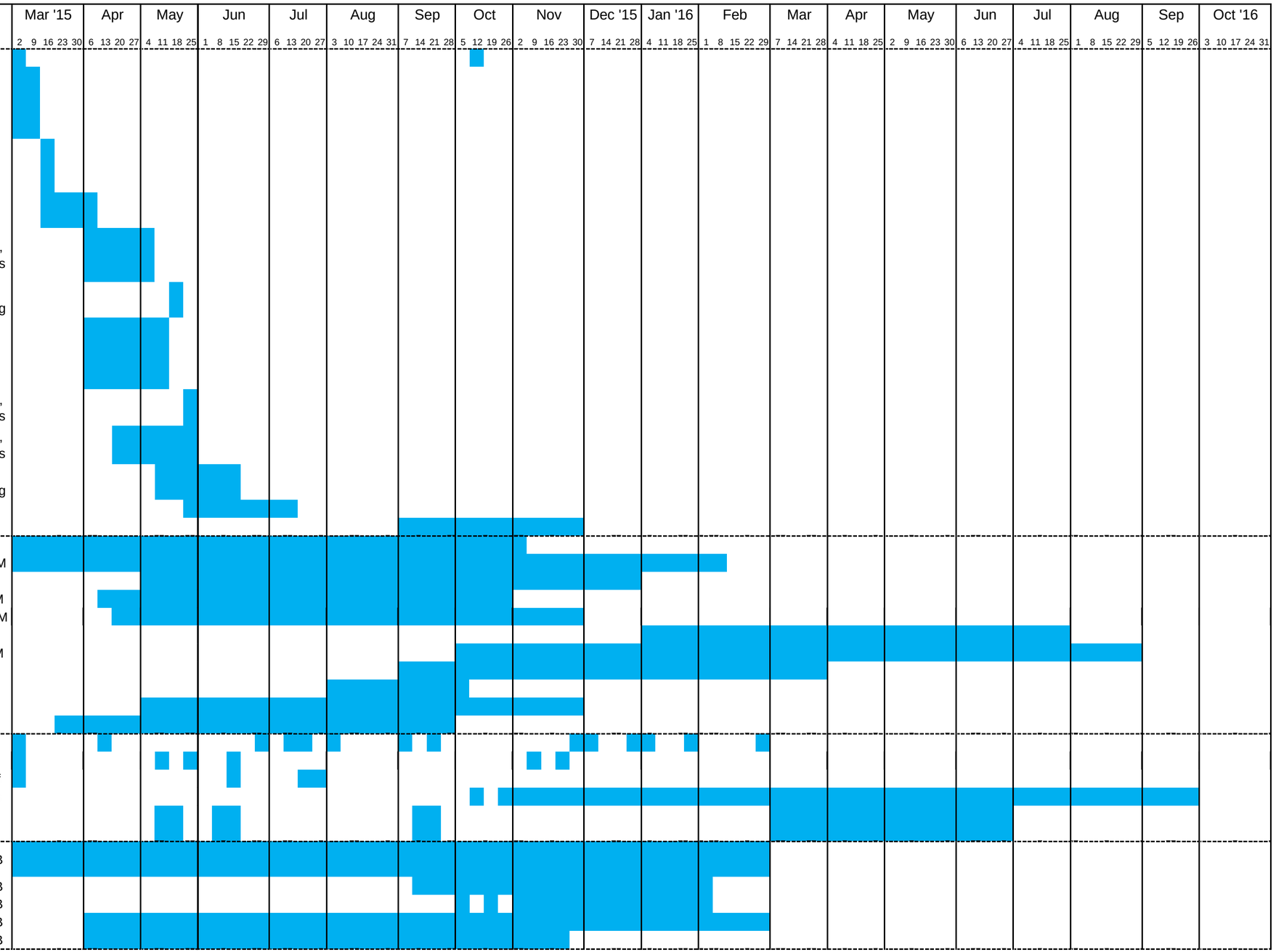
10/30/2015

Guam Department of Education

Master Transition Workplan - GANTT Summary - as of November 09, 2015

at Objective Level

Tag	Initiative	Objective	POC
1.A	TDR	Finalized Write-up - TDR SOP	DSNL
1.B	TDR	Identify transition task and activities to be deployed. Process of each task and activity to complete TDR 3-way match, certification and reimbursement.	DSNL
1.C	TDR	COLLABORATION: Meeting with FDP, FMIS, Payroll and HR on process and needs of PR and HR on requirements for TDR process.	DSNL
1.D	TDR	CREATE STAFFING LIST per Collaboration Mtg. (Dept - Prog - FY)	DSNL
1.E	TDR	TEST: Workflow of Staffing based on collaboration witn FMIS, Payroll and HR. Verification Structure of Accouts	HR / Toni, Amy, Chris
1.F	TDR	Identify advantages and disadvantanges of deployed task and activities.	Leth - Accounting
1.G	TDR	COLLABORATION: Meeting with FDP, FMIS, Budget, Accounting Payroll and HR on process to CORRECT identified disadvantages on requirements for TDR process.	DSNL
1.H	TDR	RE-TEST: Verification of Disadvantages	HR / Toni, Amy, Chris
1.I	TDR	TEST for following PPE	HR / Toni, Amy, Chris
1.J	TDR	Reidentify advantages and disadvantanges of deployed task and activities.	Leth - Accounting
1.K	TDR	CREATE FLOW CHART FOR PROCESS	DSNL
1.L	TDR	Training	DSNL
2.A	FMIS	REPORTING	JPM
2.B	FMIS	FINALIZE MUNIS TDR FORM	DSNL/JPM
2.C	FMIS	STAFFING PATTERN REPORT	JPM
2.D	FMIS	BILLING	AGM/JPM
2.E	FMIS	SALARY AND BENEFIT PROJECTION	IDSAL/JPM
2.F	FMIS	BID MANAGEMENT	CT/JPM
2.G	FMIS	EMPLOYEE EXPENSE (In ESS)	AGM/JPM
2.H	FMIS	CONTRACT MANAGEMENT (DATA)	CT/JPM
2.I	FMIS	VENDOR SELF SERVICE	CT/JPM
2.J	FMIS	ELECTRONIC BANK RECONCILIATION	HL/JPM
2.K	FMIS	Build FMIS Section	JPM
3.A	Internal Controls	Rebuild Internal Audit Office	FCN
3.B	Internal Controls	Risk Assessment of GDOE	FCN/JB
3.C	Internal Controls	Develop a Three-Year Audit Plan	IAO Staff
3.D	Internal Controls	Establish Internal Controls Framework (COSO)	Divisions
3.E	Internal Controls	SEFA Reconciliation	LRP
4.A	Procurement "OSM"	Rebuild/Staff Augmentation of Procurement Office	CT/FC/LB
4.B	Procurement "OSM"	Training	CT/FC/LB
4.C	Procurement "OSM"	Quality Control & Compliance	CT/FC/LB
4.D	Procurement "OSM"	Reporting & Accountability	CT/FC/LB
4.E	Procurement "OSM"	SOP's for Procurement	CT/FC/LB



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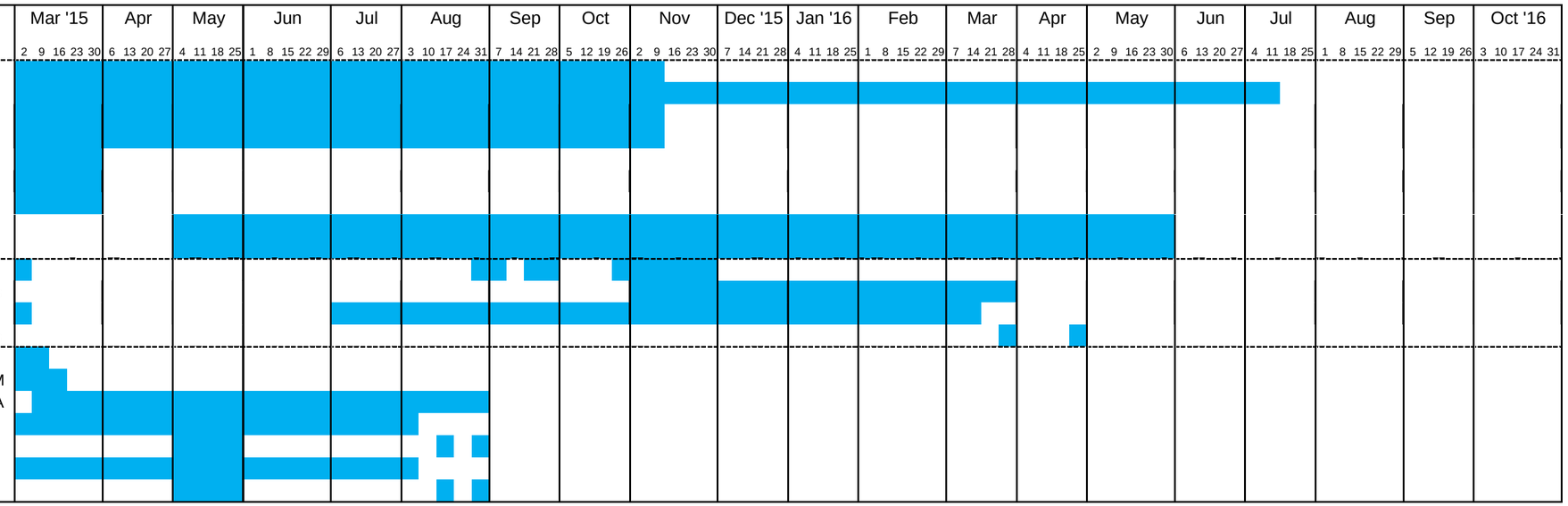
Tag	Initiative	Objective	POC
5.A	Property Mgmt	Tagging of USDOE-funded assets	MYP
5.B		Annual Physical Inventory	MYP
5.C		Staff training on BMI software, Munis fixed assets module, computer skills.	MYP
5.D		Standard Operating Procedures	MYP
5.E		Receiving assets (warehouse & schools)	MYP
5.F		Training of property liaisons	MYP
5.G		Staff Augmentation of PMO Property Management Office	MYP
6.A	SOP's	Establish SOPs for operations	JPM/TT
6.B		Train personnel on approved SOPs	Divisions
6.C		Audit compliance to SOPs	IAO
6.D		Update SOPs	Divisions
7.A	Indirect Costs	Collect data for FY15 app	TWS
7.B		Perform internal review of FY15 app	TWS/JPM
7.C		Do live test/submission of FY15 app	TWS/TSA
7.D		Review FY13 app with DOI/USDE	TWS
7.E		Finalize FY13 negotiations	JPM
7.F		Review FY14 app with DOI/USDE	TWS
7.G		Finalize FY14 negotiations	JPM