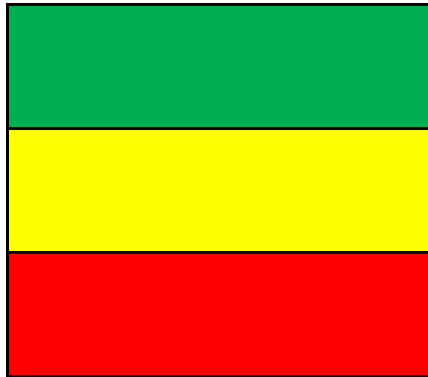


# GDOE Transition Plan

## Bi-Weekly Status Report Status Key and Gantt Chart

*as of November 04, 2016*

### 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 November 04, 2016

Label	Initiative Description	Leader	Previous Status	Current Status	Comments/Notes
1	TDR	Dina Lorenzo			<ul style="list-style-type: none"> <li>Working to determine which division will work with TPFA on payroll three way match process</li> </ul>
2	FMIS	Jackie Mesa			<ul style="list-style-type: none"> <li>Meet with Fixed Assets and Maintenance to determine how to address comments from end users</li> <li>Trying to determine how best to pilot electronic leave process</li> </ul>
3	Internal Controls	Franklin Cooper-Nurse			<ul style="list-style-type: none"> <li>Revised tool for MIC assessment has been completed.</li> <li>Audit plan signed by Superintendent; working to schedule roll out.</li> <li>New auditors should start shortly</li> </ul>
4	Procurement "OSM"	Carmen Taitano			<ul style="list-style-type: none"> <li>Pending decisions regarding reorganization</li> <li>Will be reviewing processes to determine how to refresh tasks.</li> </ul>
5	Property Mgmt	Marc Pido			<ul style="list-style-type: none"> <li>Physical inventory report issued.</li> <li>Training of staff ongoing.</li> <li>Pending decisions regarding reorganization; new IMO in place.</li> </ul>
6	SOP's	Franklin Cooper-Nurse			<ul style="list-style-type: none"> <li>Two procurment SOPs with Superintendent for signature</li> <li>One procurement SOP with DSFAS</li> <li>Two accounting SOPs to be provided to DSFAS week of 10/24</li> <li>Changes to Fixed Asset SOP undergoing discussion</li> </ul>
7	Indirect Costs	Jackie Mesa			<ul style="list-style-type: none"> <li>Answering questions posed by USDOE on indirect cost rate application.</li> </ul>
8	Accounting & Accounts Payable	Lourdes Perez			<ul style="list-style-type: none"> <li>Training on budgets scheduled</li> <li>IAO compiling 9/30 CCAP.</li> </ul>

Notes/Issues:

- Most tasks on track. Delays in Property to extend training provided to staff as well as collect needed data for fixed asset records.

Risks (and mitigation strategies, if applicable):

- Working with local government to ensure steady stream of funding so that the district can adequately meet the it's obligations

11/4/2016

# Guam Department of Education

Master Transition Workplan - GANTT Summary - as of November 04, 2016

at Objective Level

Tag	Initiative	Objective	POC	Jun	Jul	Aug	Sep	Oct '16	Nov	Dec '16	Jan '17	Feb	Mar	Apr	May
				6 13 20 27	4 11 18 25	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	6 13 20 27	6 13 20 27	3 10 17 24	1 8 15 22 29
1.L	TDR	Meeting with FMIS to discuss Manual TDR process to Employee Tracking System	DSNL / J. Mesa												
1.M		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		Payroll Reimbursement Process	Superintendent												
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		BID MANAGEMENT	CT/JPM												
2.G		EMPLOYEE EXPENSE (In ESS)	AGM/JPM												
2.H		CONTRACT MANAGEMENT (DATA)	CT/TSA												
2.I		VENDOR SELF SERVICE	CT/TSA												
2.J		ELECTRONIC BANK RECONCILIATION	HL/JPM												
2.K		Build FMIS Section	JPM												
2.L		GRANT / PROJECT MASTER/ GRANT MANAGER	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	CT/IAO Staff												
4.A	Procurement "OSM"	Rebuild/Staff Augmentation of Procurement Office	CT/FC/LB												
4.B		Training	CT/FC/LB												
4.C		Quality Control & Compliance	CT/FC/LB												
4.D		Reporting & Accountability	CT/FC/LB												
4.E		SOP's for Procurement	CT/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 November 04, 2016

at Objective Level

Tag	Initiative	Objective	POC	Jun	Jul	Aug	Sep	Oct '16	Nov	Dec '16	Jan '17	Feb	Mar	Apr	May		
				6 13 20 27	4 11 18 25	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	6 13 20 27	6 13 20 27	3 10 17 24	1 8 15 22 29		
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	CT			■	■										
6.N		SOP 200-020: Open Purchase Order Monitoring and Reporting	CT		■												
6.O		SOP 200-025: Procedures for Maintaining the Procurement File	CT			■											
6.P		SOP 200-026: Competitive Sealed Bidding - IQBs	CT				■	■									
6.Q		SOP 200-027: Competitive Sealed Bidding - IFBs	CT				■	■									
6.R		SOP 200-030: Emergency Procurement	CT				■	■									
6.S		SOP 200-031: Competitive Selection Procedures for Services - RFPs	CT				■	■									
6.T		SOP 200-033: Competitive Multi-Step Sealed Bidding	CT				■	■									
6.U		SOP 200-036: Request for Information Procedures	CT				■	■									
6.V		SOP 200-037: Requisition Entry	CT				■	■									
6.W		SOP 200-040: Protest / Appeal Procedures	CT				■	■									
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: Time Distribution Report	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	JPM/TSA															
8.A	Accounting &	Accounts Payable	Eloise		■												
8.B	Accounts	Reporting & Accountability			■												
8.C	Payable	Accounting / GL	TPFA														