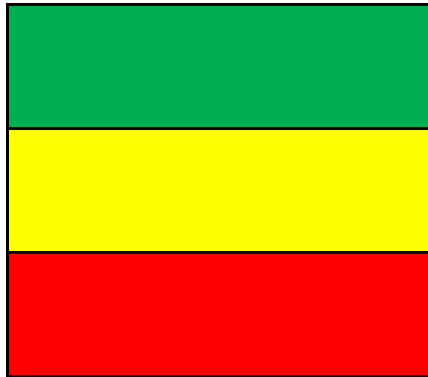


GDOE Transition Plan

Bi-Weekly Status Report Status Key and Gantt Chart

as of November 20, 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 November 20, 2015

Label	Initiative Description	Leader	Previous Status	Current Status	Comments/Notes
1	TDR	Dina Lorenzo	Yellow	Green	<ul style="list-style-type: none"> • SOP has been completed and signed by Superintendent on 10/19/15 • Training to be scheduled upon receipt of Consolidated Grant GAN. Uncertain of when GAN might be approved.
2	FMIS	Jackie Mesa	Green	Green	<ul style="list-style-type: none"> • Financial reports have been sent to the schools; division reports to be sent out this week. MUNIS set up to automatically generate reports on the 5th of every month. • Meeting set up to discuss contract module roll out.
3	Internal Controls	Franklin Cooper-Nurse	Yellow	Yellow	<ul style="list-style-type: none"> • Dates adjusted on validation of high risk areas and related report.
4	Procurement "OSM"	Carmen Taitano	Green	Green	<ul style="list-style-type: none"> • Working on upcoming training on contract management and school level training. • Work on the FY16 Procurement Calendar ongoing
5	Property Mgmt	Marc Pido	Green	Green	<ul style="list-style-type: none"> • Planning for next physical inventory ongoing • Staff training ongoing • Schedules are being released
6	SOP's	Franklin Cooper-Nurse	Yellow	Yellow	<ul style="list-style-type: none"> • 33 critical SOPs identified • 1 SOP remaining before all have been finalized
7	Indirect Costs	Jackie Mesa	Green	Green	<ul style="list-style-type: none"> • Waiting for feedback from US DOI; recent followups by USDOE on status of application.

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

11/20/2015

Guam Department of Education

Master Transition Workplan - GANTT Summary - as of November 20, 2015

at Objective Level

Tag	Initiative	Objective	POC	Mar '15	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec '15	Jan '16	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct '16	
				2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25	1 8 15 22 29	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	5 12 19 26	3 10 17 24 31	
1.A	TDR	Finalized Write-up - TDR SOP	DSNL	█							█													
1.B		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		COLLABORATION: Meeting with FDP, FMIS, Payroll and HR on process and needs of PR and HR on requirements for TDR process.	DSNL	█	█																			
1.D		CREATE STAFFING LIST per Collaboration Mtg. (Dept - Prog - FY)	DSNL	█	█	█																		
1.E		TEST: Workflow of Staffing based on collaboration with FMIS, Payroll and HR. Verification Structure of Accouts	HR / Toni, Amy, Chris		█	█	█																	
1.F		Identify advantages and disadvantages of deployed task and activities.	Leth - Accounting			█	█																	
1.G		COLLABORATION: Meeting with FDP, FMIS, Budget, Accounting Payroll and HR on process to CORRECT identified disadvantages on requirements for TDR process.	DSNL		█	█	█																	
1.H		RE-TEST: Verification of Disadvantages	HR / Toni, Amy, Chris			█	█																	
1.I		TEST for following PPE	HR / Toni, Amy, Chris			█	█																	
1.J		Reidentify advantages and disadvantages of deployed task and activities.	Leth - Accounting			█	█	█																
1.K		CREATE FLOW CHART FOR PROCESS	DSNL			█	█	█	█															
1.L		Training	DSNL											█	█	█								
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/JPM																					
2.I		VENDOR SELF SERVICE	CT/JPM																					
2.J		ELECTRONIC BANK RECONCILIATION	HL/JPM																					
2.K		Build FMIS Section	JPM		█	█	█	█	█	█	█	█	█	█	█	█								
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																					
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																					
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	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	

Guam Department of Education

Master Transition Workplan - GANTT Summary - as of November 20, 2015

at Objective Level

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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																				