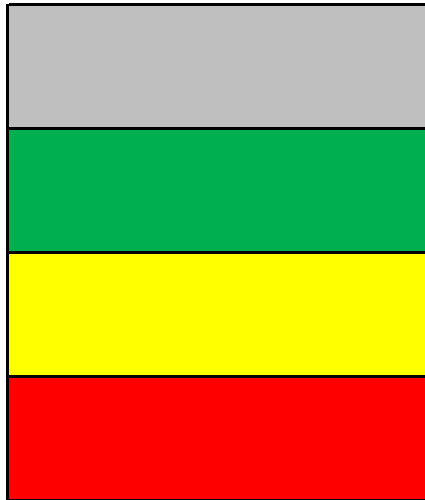


GDOE Transition Plan

Bi-Weekly Status Report Status Key and Gantt Chart

as of December 09, 2016

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 December 09, 2016

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

Notes/Issues:

-

Risks (and mitigation strategies, if applicable):

-

12/9/2016

GDOE Transition Plan
 Bi-Weekly Status Report
 as of December 09, 2016

Initiative #1 - TDR

GDOE Lead: Dina Lorenzo | TPFPA 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
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	11/28/16	12/26/16	
Re-edit TDR SOP Procedures incorporating A-87	1.P.1	Finalize and re-edit work flow process and responsibilities incorporating A-87	DSNL	02/01/16	12/26/16	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
Training	1.Q.1	Training and accessibility for program managers / project directors / federal program state	DSNL / J. Mesa	04/18/16	12/26/16	
	1.R.1	Selection of staff member is paramount to completing any of the additional transition plan objectives involving payroll reimbursements.	Tony Bob/Ike S.	09/26/16	10/31/16	
	1.R.2	Development of Training Manual	Tony B.	09/26/16	12/26/16	
	1.R.3	Training of USDOE Regulations including OMB Omni-Circular as related to payroll reimbursements for Federal grant activities.	Tony B./Ike S.	09/26/16	12/26/16	
	1.R.4	Training on GDOE SOP No. 900-009	Tony Bob/Ike S.	09/26/16	12/26/16	
	1.R.5	Training on Payroll Reimbursement Process, including the relationship between all GDOE Departments related to payroll	Tony B.	09/26/16	12/26/16	
	1.R.6	Training on Payroll Reimbursement analysis, including: 1) 3-way-match between PR documents, 2) spreadsheet and raw data analysis	Tony B.	09/26/16	12/26/16	
	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	Tony B.	10/24/16	12/26/16	
	1.R.8	MUNIS Training (i.e. MUNIS invoice entry; raw data report generation; etc.)	Tony B.	10/31/16	01/23/17	
1.R.9	Excel Spreadsheet Training (focus on payroll reimbursement analysis spreadsheet creation and payroll report generation)	Tony B.	Ongoing	Ongoing		

<p>Notes:</p> <ul style="list-style-type: none"> • Status quo. collaboration with Fed Program, Audit, Accounting and TPFA. • 	12/9/2016
<p>Risks (and mitigation strategies, if applicable):</p> <ul style="list-style-type: none"> • 	

GDOE Transition Plan
Bi-Weekly Status Report
as of December 09, 2016

Initiative #2 - FMIS

GDOE Lead: Jackie Mesa | TPFPA 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	[Grey]	
	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		
BID MANAGEMENT	2.F.1	POC meeting to review bid processing DTPs.	CT/JPM	09/28/15	11/14/16		[Yellow]
	2.F.2	Test requisition conversion to bid in Temporary Environment.	CT/JPM	10/26/15	12/19/16		[Green]
	2.F.3	Adjust setting and infrastructure as per test findings. Reperform Tests.	CT/JPM	11/30/15	01/02/17		
	2.F.4	Meet with Management regarding Bid Management process, requirements as tested and Management's desired outcomes.	CT/JPM	12/28/15	01/09/17		
	2.F.5	Create End User Instructions (Incorporate in DTPs)	CT/JPM	01/25/16	01/23/17		
	2.F.6	Train End Users (Buyers)	CT/JPM	01/25/16	02/06/17		
	2.F.7	Train End Users (Schools and Divisions)	CT/JPM	02/29/16	03/06/17		
	2.F.8	Roll out the use of Bid Management	CT/JPM	12/28/15	04/03/17		
	2.G.1	POC meeting to review set up documentation and compare to existing settings in Munis	AGM/JPM	01/11/16	05/23/16	[Grey]	
	2.G.2	Create checklist of steps to be taken in Munis to use Module	AGM/JPM	02/29/16	06/20/16		
	2.G.3	Build and Test sample of Employee Expense in Munis and ESS temporary enviroment (XXXX) using checklist	AGM/JPM	03/14/16	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 (In ESS)	2.G.4	Adjust settings and infrastructure as per test findings. Re-test.	AGM/JPM	03/28/16	07/25/16	
	2.G.5	Meet with Management regarding Employee expense process, requirements as tested and Management's desired outcomes.	AGM/JPM	04/25/16	08/22/16	
	2.G.6	Build Employee Expense infrastructure in Live per updated checklist.	AGM/JPM	05/16/16	09/26/16	
	2.G.7	Create End User Instructions (Incorporate in DTPs)	AGM/JPM	05/30/16	10/03/16	
	2.G.8	Train Pilot users (next group of travelers)	AGM/JPM	06/27/16	11/21/16	
	2.G.9	Survey Pilot users on the use of the Employee Expense (In ESS)	AGM/JPM	07/25/16	12/12/16	
	2.G.10	Finalize and document process in SOP and End User Instructions	AGM/JPM	08/29/16	01/09/17	
	2.G.11	Train Principals, Division Heads, Program Managers, Program Coordinators on Employee Expense (In ESS)	AGM/JPM	08/29/16	01/23/17	
	2.G.12	Roll-out for Department wide use.	AGM/JPM	01/25/16	01/30/17	
CONTRACT MANAGEMENT (DATA)	2.H.5	Contract Management Workflow	CT/TSA	05/30/16	02/15/16	
	2.H.6	Compile contract information	CT/TSA	06/27/16	03/07/16	
	2.H.7	Train End Users	CT/TSA	06/27/16	03/07/16	
	2.H.8	Roll out the use of Contract Management.	CT/TSA	09/28/15	03/28/16	
GRANT / PROJECT MASTER/ GRANT MANAGER	2.L.1	POC meetings to review set up and procedure documentation.	NS/CR/JPM	05/09/16	04/11/16	
	2.L.2	Create checklist of steps to be taken in Munis to set up the Module.	NS/CR/JPM	06/06/16	TBD	
	2.L.3	Build and Test Grant Master, Project Master, and Grant Manager in Temporary Environment (XXX) using checklist	NS/CR/JPM	06/20/16	TBD	
	2.L.4	Adjust setting and infrastructure as per test findings. Reperform Tests.	NS/CR/JPM	06/27/16	TBD	
	2.L.5	Present system capabilities with adjusted set up.	NS/CR/JPM	07/11/16	TBD	
	2.L.6	Build Grant Master, Project Master and Grant Manager in Live environment per updated checklist.	NS/CR/JPM	02/06/17	TBD	
	2.L.7	Create End User Instructions (Incorporate in DTPs) and propose adjustments to SOPs if necessary.	NS/CR/JPM	08/08/16	TBD	
	2.L.8	Train End Users	NS/CR/JPM	03/21/16	TBD	

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	04/18/16	04/11/16	
	2.M.2	Create checklist of steps to be taken in ESS and Munis to set up Leave Requests	JRSNS / AMS	05/16/16	05/09/16	
	2.M.3	Build and Test ESS Leave Request in Temporary Environment (XXX) using checklist	JRSNS / AMS	08/01/16	12/12/16	
	2.M.4	Adjust setting and infrastructure as per test findings. Reperform Tests.	JRSNS / AMS	08/15/16	12/19/16	
	2.M.5	Meet with Management to present ESS Leave Request.	JRSNS / AMS	09/19/16	11/21/16	
	2.M.6	Build ESS Leave Request in Live environment per updated checklist and Management feedback.	JRSNS / AMS	10/17/16	02/06/17	
	2.M.7	Create End User Instructions (Incorporate in DTPs) and propose adjustments to SOPs if necessary.	JRSNS / AMS	10/31/16	01/23/17	
	2.M.8	Train End Users	JRSNS / AMS	12/14/15	01/30/17	
PA Pilot	2.N.2	Launch of PA pilot --effective date 1/01/2016-6/30/2016	AMS/JPM	03/07/16	01/04/16	
	2.N.3	Survey end users - feedback on pilot effectiveness	AMS/JPM	05/02/16	03/07/16	
	2.N.4	Pilot close meeting	AMS/JPM	05/30/16	05/16/16	
	2.N.5	Draft SOP updates if necessary	AMS/JPM	12/14/15	09/26/16	
Munis Student Activities	2.O.3	Test proposed actions in temporary environment	TSA/CV	01/11/16	01/04/16	
	2.O.4	Present proposed solutions to IAO.	TSA/CV	01/25/16	01/11/16	
	2.O.5	Create or adjust existing End User Instructions (DTPs) and propose adjustments to SOPs if necessary.	TSA/CV	02/08/16	01/25/16	
	2.O.6	Train End Users	TSA/CV	09/26/16	02/08/16	
Maintenance Service Requests	2.P.1	Survey end users regarding Maintenance Service Requests	YD/JPM	10/03/16	09/26/16	
	2.P.2	POC meetings to review current process, documentation and needs	YD/JPM	10/24/16	10/10/16	
	2.P.3	Research and identify possible Munis solutions to address needs and issues (N/A)	YD/JPM	11/07/16	N/A	
	2.P.4	Test proposed actions in temporary environment (N/A)	YD/JPM	11/14/16	N/A	
	2.P.5	Present proposed solutions to Management (N/A)	YD/JPM	11/28/16	11/21/16	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
	2.P.6	Create or adjust existing End User Instructions (DTPs) and propose adjustments to SOPs if necessary.	YD/JPM	12/12/16	12/05/16	Yellow
	2.P.7	Train End Users	YD/JPM	09/26/16	01/02/17	Green
Fixed Assets	2.Q.1	Survey end users regarding Fixed Assets	MP/TSA	10/03/16	09/26/16	Grey
	2.Q.2	POC meetings to review current process, documentation and needs	MP/TSA	10/24/16	10/10/16	Grey
	2.Q.3	Research and identify possible Munis solutions to address needs and issues.	MP/TSA	11/07/16	11/21/16	Grey
	2.Q.4	Test proposed actions in temporary environment	MP/TSA	11/14/16	TBD	Green
	2.Q.5	Present proposed solutions to Management.	MP/TSA	11/28/16	TBD	Green
	2.Q.6	Create or adjust existing End User Instructions (DTPs) and propose adjustments to SOPs if necessary.	MP/TSA	11/28/16	TBD	Green
	2.Q.7	Train End Users	MP/TSA	11/28/16	TBD	Green
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	Grey
	2.R.2	Train staff to use the TCMEE	TSA	11/28/16	02/22/16	Grey
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	Green

<p>Notes:</p> <ul style="list-style-type: none"> • 2.Q.4 GDOE will schedule for Tyler to present the receiving software and equipment following the submission of a specifications questionnaire Tyler provided. • 2.M.3-4 These steps will be reopened as per JSNS to retest process in temporary environment. • 2.M.6-8 Build ESS Leave Request in Live environment per updated checklist and Management feedback. Meeting took place. JSNS wants to wait until next year • 2.P.7 End User Training scheduled for 1/03/2017. • 	12/9/2016
<p>Risks (and mitigation strategies, if applicable):</p> <ul style="list-style-type: none"> • 	

GDOE Transition Plan
 Bi-Weekly Status Report
 as of December 09, 2016

Initiative #3 - Internal Controls

GDOE Lead: Franklin Cooper-Nurse | TPFPA 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	[Grey]
	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	11/21/16	11/21/16	
Risk Assessment of GDOE	3.B.12	Finalize report for Sup.'s disposition (see 3.B.31)	FCN/JB	09/21/15	TBD	[Grey]
Risk Assessment of GDOE	3.B.21	Provide tool & training to Division Mgrs/Administrator	FCN/JB	10/17/16	12/05/16	[Yellow]
	3.B.22	Require Division Mgrs/Administrators to submit MIC	FCN/JB	10/17/16	12/12/16	[Green]
	3.B.23	Follow-up non-submissions	FCN/JB	10/17/16	12/19/16	[Green]
	3.B.24	Update MIC Report to include late submissions	FCN/JB	12/12/16	12/12/16	[Green]
	3.B.25	Compile MIC Assessments into a database	FCN/JB	12/12/16	12/12/16	[Green]
	3.B.26	Analyze results of MIC Assessment	FCN/JB	12/12/16	12/12/16	[Green]
	3.B.27	Identify non-submissions and high-risk areas	FCN/JB	12/12/16	12/12/16	[Green]
	3.B.28	Develop and submit MIC Assessment Report to Sup.	FCN/JB	12/19/16	12/19/16	[Green]
	3.B.29	IAO validates MIC Assessments of high-risk areas	FCN/JB	12/26/16	12/26/16	[Green]
	3.B.30	IAO to determine necessary corrective actions	FCN/JB	01/09/17	01/09/17	[Green]
3.B.31	Finalize report for Sup.'s disposition	FCN/JB	01/23/17	01/23/17	[Green]	
	3.C.1	Identify IAO's resources	IAO Staff	07/18/16	07/18/16	[Grey]
	3.C.2	Analyze available staff hours	IAO Staff	07/18/16	07/18/16	[Grey]
	3.C.3	Identify the audit universe	IAO Staff	07/18/16	07/18/16	[Grey]

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.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	07/25/16	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	
	3.C.13	Per Sup, initiate the audits selected in the audit plan	IAO Staff	08/31/16	12/05/16	
Establish Internal Controls Framework (COSO)	3.D.2	Division/Program obtain approval of SOPs	Divisions	06/15/15	12/26/16	
	3.D.3	Division/Program to conduct training on SOPs	Divisions	09/28/15	01/30/17	
	3.D.4	IAO to audit compliance to SOPs	IAO Staff	01/11/16	07/31/17	
	3.D.5	IAO to report and recommend improvements to internal control deficiencies	IAO Staff	02/29/16	12/29/17	
	3.D.6	Division/Program to amend SOPs accordingly	Divisions	02/29/16	11/28/16	
	3.D.7	Division/Program to obtain approval on amended SOPs	Divisions	02/29/16	12/26/16	
	3.D.8	Division/Program to conduct training on amended SOPs	Divisions	02/29/16	03/27/17	
	3.E.1	Business Office develop SOPs for SEFA Reconciliation.	LRP	06/27/16	09/19/16	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
SEFA Reconciliation	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	10/17/16	
	3.E.7	IAO periodically reviews the report to determine compliance	IAO Staff	06/27/16	On-going	
	Timely Completion of GDOE's Financial and Single Audit	3.F.3	Timely close accounting records (milestone for FY 16)	LRP	12/29/15	
3.F.4		Timely replies to audit requests (milestone for FY 16)	LRP/FCN	03/29/16	TBD	
3.F.5		Audit report issuance per contract (milestone for FY 16)	TT/FCN	03/31/16	TBD	
3.F.6		IAO to ensure implementation of corrective action plans (FY 15)	FCN/TT	09/30/15	11/21/16	

<p>Notes:</p> <ul style="list-style-type: none"> • 3.B.21 to 22 (MIC): IAO to follow-up on Monday. 12/19/16 • 3.C.12 to 13 (Three yr. Audit Plan) - Pending Deputies response, emailed sent on 11/18/16. Marked as complete. 	12/9/2016
<p>Risks (and mitigation strategies, if applicable):</p> <ul style="list-style-type: none"> • 	

GDOE Transition Plan
 Bi-Weekly Status Report
 as of December 09, 2016

Initiative #4 - Procurement

GDOE Lead: Carmen Taitano | TPGA 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	CT/FC/LB	02/29/16	02/29/16	
	4.A.23	Review long-term staffing needs of the Procurement Office	CT/FC/LB	11/30/15	12/26/16	
	4.A.24	Review metrics and other statistics to determine additional needs of the Procurement Office	CT/FC/LB	11/30/15	12/26/16	
	4.A.25	Determine the need for a Contract Management Administrator	CT/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	CT/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	CT/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	CT/FC/LB	10/06/15	Annually	
	4.B.4	Conduct divisional (corporate functions) procurement training	CT/FC/LB	10/07/15	Anually	

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	CT/FC/LB	10/05/15	06/27/16	
	4.C.2	Establish a program to evaluate contract performance to ensure professional services contracts are satisfactorily performed	CT/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)	CT/FC/LB	02/29/16	02/29/16	
Reporting & Accountability	4.D.2	Create a detailed district-wide procurement calendar	CT/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)	CT/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	CT	2014	2014	

<p>Notes:</p> <ul style="list-style-type: none"> Status quo. Federal Training of Requisition Entry - No one from federal program side showed. There will be a second training for Federal on January 4, 2016. The local side will be on December 28, 2016. Training schedule will be disseminated to federal program again. Procurement sent out invitation. Federal programs requested that the State Officers be forwarded a copy to ensure they follow through. Jackie stated Federal Programs should reach ou to Charter Schools as well. 	12/9/2016
<p>Risks (and mitigation strategies, if applicable):</p> <ul style="list-style-type: none"> 	

GDOE Transition Plan
Bi-Weekly Status Report

as of December 09, 2016

Initiative #5 - Property Management

GDOE Lead: Marc Pido | TPGA 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	09/28/15	12/26/16	
	5.A.7	Internal record management (i.e. documentation, spreadsheet analysis, reporting, etc.).	MYP	11/09/15	12/26/16	
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	12/14/15	01/11/16	
	5.B.6	Manage the post-audit 2016 evaluation process to emphasize the inventory management accountability of fixed assets and procedures at each school and division.	MYP	07/11/16	07/11/16	
	5.B.8	Generate 2016 status reports for dissemination to USDOE and GDOE Upper Management.	MYP	06/26/16	10/24/16	
	5.B.10	GDOE PMO staff will conduct the 2016 reconciliation of USDOE funded fixed assets.	MYP	06/20/16	06/20/16	
	5.B.11	GDOE PMO staff will conduct the one-on-one evaluations after the completion of each site's inventory audit.	MYP	06/27/16	09/05/16	
	5.B.12	GDOE PMO will conduct and monitor the progress of the required follow-up actions of each site.	MYP	06/29/15	09/05/16	
	5.B.13	Clearly defined organizational structure, positions of leadership and associated responsibilities.	MYP	06/27/16	12/26/16	
	5.B.14	PMO and RW staff have proper GDOE-issued office space to efficiently and effectively carry out their responsibilities and duties.	MYP	06/27/16	06/26/17	
	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	
	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	

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	11/09/15	12/26/16	
	5.C.2	PMO staff will demonstrate mastery of using BMI software, Munis, and have basic-to-intermediate computer skills.	MYP	11/09/15	12/26/16	
	5.C.3	PMO staff will understand Microsoft Excel, spreadsheet creation, and analysis.	MYP	03/30/15	12/26/16	
	5.C.4	PMO staff will demonstrate mastery of using computer software to provide internal training.	MYP	03/30/15	12/26/16	
	5.C.5	PMO staff will be proactive in addressing and correcting any training concerns among staff.	MYP	03/30/15	12/26/16	
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	03/30/15	01/11/16	
Receiving assets (warehouse & schools)	5.E.4	Fill the Warehouse Supervisor position.	MYP	07/13/15	12/26/16	
Staff Augmentation of PMO Property Management Office	5.G.2	Supplemental staffing provided by procurement	MYP	05/30/16	05/30/16	

Notes: <ul style="list-style-type: none"> • Status quo. • 	12/9/2016
Risks (and mitigation strategies, if applicable): <ul style="list-style-type: none"> • 	

GDOE Transition Plan
Bi-Weekly Status Report

as of December 09, 2016

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	TBD	TBD	Green
	6.A.3	Staff Acknowledgement Forms	LRP	TBD	TBD	Green
	6.A.4	Amendment to SOP	LRP	05/23/16	05/23/16	Grey
	6.A.5	Amendment to SOP Approved by Sup	TT	06/20/16	08/22/16	Green
	6.A.6	IAO Walkthrough of SOP	FCN	TBD	TBD	Green
	6.A.7	IAO Assessment of SOP	FCN	TBD	TBD	Green
	6.A.8	IAO Testing of SOP	FCN	TBD	TBD	Green
	6.A.9	IAO Reporting of Testing Results	FCN	TBD	TBD	Green
	6.A.10	Amendment to SOP (if necessary)	LRP	TBD	TBD	Green
	SOP 200-017: Month End and Year End Closing Policy	6.B.2	Staff Training on SOP	LRP	TBD	TBD
6.B.3		Staff Acknowledgement Forms	LRP	TBD	TBD	Green
6.B.4		Amendment to SOP	LRP	06/20/16	07/04/16	Grey
6.B.5		Amendment to SOP Approved by Sup	TT	07/18/16	09/05/16	Green
6.B.6		IAO Walkthrough of SOP	FCN	TBD	TBD	Green
6.B.7		IAO Assessment of SOP	FCN	TBD	TBD	Green
6.B.8		IAO Testing of SOP	FCN	TBD	TBD	Green
6.B.9		IAO Reporting of Testing Results	FCN	TBD	TBD	Green
6.B.10		Amendment to SOP (if necessary)	LRP	TBD	TBD	Green
SOP 200-021: Off-Island Travel Procedures		6.C.2	Staff Training on SOP	LRP	TBD	TBD
	6.C.3	Staff Acknowledgement Forms	LRP	TBD	TBD	Green
	6.C.4	Amendment to SOP	LRP	08/08/16	08/08/16	Grey
	6.C.5	Amendment to SOP Approved by Sup	TT	09/05/16	12/26/16	Green
	6.C.6	IAO Walkthrough of SOP	FCN	07/24/15	07/20/15	Grey
	6.C.7	IAO Assessment of SOP	FCN	10/09/15	10/05/15	Grey
	6.C.8	IAO Testing of SOP	FCN	12/30/15	01/18/16	Green
	6.C.9	IAO Reporting of Testing Results	FCN	01/29/16	04/11/16	Green
	6.C.10	Amendment to SOP (if necessary)	LRP	TBD	TBD	Green
	SOP 200-022: Bank Reconciliation Procedures	6.D.2	Staff Training on SOP	LRP	TBD	TBD
6.D.3		Staff Acknowledgement Forms	LRP	TBD	TBD	Green
6.D.4		Amendment to SOP	LRP	05/16/16	05/16/16	Grey
6.D.5		Amendment to SOP Approved by Sup	TT	06/13/16	08/22/16	Green
6.D.6		IAO Walkthrough of SOP	FCN	TBD	TBD	Green
6.D.7		IAO Assessment of SOP	FCN	TBD	TBD	Green
6.D.8		IAO Testing of SOP	FCN	TBD	TBD	Green
6.D.9		IAO Reporting of Testing Results	FCN	TBD	TBD	Green
6.D.10		Amendment to SOP (if necessary)	LRP	TBD	TBD	Green
		6.E.2	Staff Training on SOP	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.3	Staff Acknowledgement Forms	LRP	TBD	TBD	
	6.E.4	Amendment to SOP	LRP	04/25/16	04/25/16	
	6.E.5	Amendment to SOP Approved by Sup	TT	05/23/16	09/05/16	
	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	TBD	TBD	
	6.F.3	Staff Acknowledgement Forms	LRP	TBD	TBD	
	6.F.4	Amendment to SOP	LRP	08/01/16	08/29/16	
	6.F.5	Amendment to SOP Approved by Sup	TT	08/29/16	09/26/16	
	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	
SOP 200-034: Accounts Payable and Cash Disbursement	6.G.2	Staff Training on SOP	LRP	TBD	TBD	
	6.G.3	Staff Acknowledgement Forms	LRP	TBD	TBD	
	6.G.4	Amendment to SOP	LRP	08/15/16	09/12/16	
	6.G.5	Amendment to SOP Approved by Sup	TT	09/12/16	09/26/16	
	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	
SOP 200-039: Federal Grants Accounts Receivable	6.H.2	Staff Training on SOP	LRP	TBD	TBD	
	6.H.3	Staff Acknowledgement Forms	LRP	TBD	TBD	
	6.H.4	Amendment to SOP	LRP	07/25/16	09/12/16	
	6.H.5	Amendment to SOP Approved by Sup	TT	08/22/16	09/26/16	
	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	
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	LRP	08/15/16	09/12/16	
	6.I.5	Amendment to SOP Approved by Sup	TT	09/12/16	11/07/16	
	6.I.6	IAO Walkthrough of SOP	FCN	06/10/16	12/12/16	
	6.I.7	IAO Assessment of SOP	FCN	07/15/16	12/19/16	
	6.I.8	IAO Testing of SOP	FCN	08/19/16	12/26/16	
	6.I.9	IAO Reporting of Testing Results	FCN	10/21/16	01/09/17	
6.I.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 200-042: Revenue Control and Management Policy	6.J.2	Staff Training on SOP	LRP	TBD	TBD	Green
	6.J.3	Staff Acknowledgement Forms	LRP	TBD	TBD	Green
	6.J.4	Amendment to SOP	LRP	05/16/16	05/16/16	Grey
	6.J.5	Amendment to SOP Approved by Sup	TT	06/13/16	09/05/16	Green
	6.J.6	IAO Walkthrough of SOP	FCN	TBD	TBD	Green
	6.J.7	IAO Assessment of SOP	FCN	TBD	TBD	Green
	6.J.8	IAO Testing of SOP	FCN	TBD	TBD	Green
	6.J.9	IAO Reporting of Testing Results	FCN	TBD	TBD	Green
	6.J.10	Amendment to SOP (if necessary)	LRP	TBD	TBD	Green
	SOP 200-015: Fixed Asset Management for Property Management Office and Central Receiving Warehouse	6.K.2	Staff Training on SOP	MP	TBD	TBD
6.K.3		Staff Acknowledgement Forms	MP	TBD	TBD	Green
6.K.4		Amendment to SOP	MP	02/29/16	09/26/16	Grey
6.K.5		Amendment to SOP Approved by Sup	TT	10/24/16	12/26/16	Green
6.K.6		IAO Walkthrough of SOP	FCN	TBD	TBD	Green
6.K.7		IAO Assessment of SOP	FCN	TBD	TBD	Green
6.K.8		IAO Testing of SOP	FCN	TBD	TBD	Green
6.K.9		IAO Reporting of Testing Results	FCN	TBD	TBD	Green
6.K.10		Amendment to SOP (if necessary)	MP	TBD	TBD	Green
SOP 200-019: Fixed Asset Management for Schools and Divisions		6.L.2	Staff Training on SOP	MP	TBD	TBD
	6.L.3	Staff Acknowledgement Forms	MP	TBD	TBD	Green
	6.L.4	Amendment to SOP	MP	02/01/16	03/07/16	Grey
	6.L.5	Amendment to SOP Approved by Sup	TT	02/29/16	03/28/16	Green
	6.L.6	IAO Walkthrough of SOP	FCN	06/20/16	12/19/16	Yellow
	6.L.7	IAO Assessment of SOP	FCN	07/04/16	12/19/16	Green
	6.L.8	IAO Testing of SOP	FCN	08/01/16	12/26/16	Green
	6.L.9	IAO Reporting of Testing Results	FCN	09/05/16	01/09/17	Green
	6.L.10	Amendment to SOP (if necessary)	MP	TBD	TBD	Green
	SOP 200-018: Sole Source Procurement	6.M.2	Staff Training on SOP	CT	TBD	TBD
6.M.3		Staff Acknowledgement Forms	CT	TBD	TBD	Green
6.M.4		Amendment to SOP	CT	05/09/16	08/15/16	Grey
6.M.5		Amendment to SOP Approved by Sup	TT	06/06/16	08/22/16	Green
6.M.6		IAO Walkthrough of SOP	FCN	TBD	TBD	Green
6.M.7		IAO Assessment of SOP	FCN	TBD	TBD	Green
6.M.8		IAO Testing of SOP	FCN	TBD	TBD	Green
6.M.9		IAO Reporting of Testing Results	FCN	TBD	TBD	Green
6.M.10		Amendment to SOP (if necessary)	CT	TBD	TBD	Green
SOP 200-020: Open Purchase Order Monitoring and Reporting		6.N.2	Staff Training on SOP	CT	TBD	TBD
	6.N.3	Staff Acknowledgement Forms	CT	TBD	TBD	Green
	6.N.4	Amendment to SOP	CT	04/04/16	07/18/16	Grey
	6.N.5	Amendment to SOP Approved by Sup	TT	05/02/16	09/05/16	Green
	6.N.6	IAO Walkthrough of SOP	FCN	TBD	TBD	Green
	6.N.7	IAO Assessment of SOP	FCN	TBD	TBD	Green
	6.N.8	IAO Testing of SOP	FCN	TBD	TBD	Green
	6.N.9	IAO Reporting of Testing Results	FCN	TBD	TBD	Green

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
	6.N.10	Amendment to SOP (if necessary)	CT	TBD	TBD	
SOP 200-025: Procedures for Maintaining the Procurement File	6.O.2	Staff Training on SOP	CT	TBD	TBD	
	6.O.3	Staff Acknowledgement Forms	CT	TBD	TBD	
	6.O.4	Amendment to SOP	CT	05/30/16	08/22/16	
	6.O.5	Amendment to SOP Approved by Sup	TT	06/27/16	09/12/16	
	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)	CT	TBD	TBD	
	SOP 200-026: Competitive Sealed Bidding - IQBs	6.P.2	Staff Training on SOP	CT	TBD	TBD
6.P.3		Staff Acknowledgement Forms	CT	TBD	TBD	
6.P.4		Amendment to SOP	CT	04/18/16	09/12/16	
6.P.5		Amendment to SOP Approved by Sup	TT	05/16/16	09/26/16	
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)	CT	TBD	TBD	
SOP 200-027: Competitive Sealed Bidding - IFBs		6.Q.2	Staff Training on SOP	CT	TBD	TBD
	6.Q.3	Staff Acknowledgement Forms	CT	TBD	TBD	
	6.Q.4	Amendment to SOP	CT	04/11/16	09/19/16	
	6.Q.5	Amendment to SOP Approved by Sup	TT	05/09/16	10/24/16	
	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)	CT	TBD	TBD	
	SOP 200-030: Emergency Procurement	6.R.2	Staff Training on SOP	CT	TBD	TBD
6.R.3		Staff Acknowledgement Forms	CT	TBD	TBD	
6.R.4		Amendment to SOP	CT	05/16/16	10/03/16	
6.R.5		Amendment to SOP Approved by Sup	TT	06/13/16	10/24/16	
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)	CT	TBD	TBD	
		6.S.2	Staff Training on SOP	CT	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 200-031: Competitive Selection Procedures for Services - RFPs	6.S.3	Staff Acknowledgement Forms	CT	TBD	TBD	
	6.S.4	Amendment to SOP	CT	05/02/16	10/17/16	
	6.S.5	Amendment to SOP Approved by Sup	TT	05/30/16	10/31/16	
	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)	CT	TBD	TBD	
SOP 200-033: Competitive Multi-Step Sealed Bidding	6.T.2	Staff Training on SOP	CT	TBD	TBD	
	6.T.3	Staff Acknowledgement Forms	CT	TBD	TBD	
	6.T.4	Amendment to SOP	CT	04/25/16	11/07/16	
	6.T.5	Amendment to SOP Approved by Sup	TT	05/23/16	11/21/16	
	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)	CT	TBD	TBD	
	SOP 200-036: Request for Information Procedures	6.U.2	Staff Training on SOP	CT	TBD	TBD
6.U.3		Staff Acknowledgement Forms	CT	TBD	TBD	
6.U.4		Amendment to SOP	CT	05/23/16	11/07/16	
6.U.5		Amendment to SOP Approved by Sup	TT	06/20/16	11/21/16	
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)	CT	TBD	TBD	
SOP 200-037: Requisition Entry		6.V.2	Staff Training on SOP	CT	TBD	TBD
	6.V.3	Staff Acknowledgement Forms	CT	TBD	TBD	
	6.V.4	Amendment to SOP	CT	03/28/16	11/28/16	
	6.V.5	Amendment to SOP Approved by Sup	TT	04/25/16	12/19/16	
	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)	CT	TBD	TBD	
	SOP 200-040: Protest / Appeal Procedures	6.W.2	Staff Training on SOP	CT	TBD	TBD
6.W.3		Staff Acknowledgement Forms	CT	TBD	TBD	
6.W.4		Amendment to SOP	CT	06/06/16	12/12/16	
6.W.5		Amendment to SOP Approved by Sup	TT	07/04/16	01/02/17	
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)	CT	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	TBD	TBD	
	6.X.3	Staff Acknowledgement Forms	JR/TT	TBD	TBD	
	6.X.4	Amendment to SOP	TT	06/06/16	06/06/16	
	6.X.5	Amendment to SOP Approved by Sup	TT	07/04/16	N/A	
	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	TBD	TBD
6.Y.3		Staff Acknowledgement Forms	TT	TBD	TBD	
6.Y.4		Amendment to SOP	TT	06/13/16	TBD	
6.Y.5		Amendment to SOP Approved by Sup	TT	07/11/16	N/A	
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	TBD	TBD
	6.Z.3	Staff Acknowledgement Forms	AMS	TBD	TBD	
	6.Z.4	Amendment to SOP	AMS	09/26/16	09/26/16	
	6.Z.5	Amendment to SOP Approved by Sup	TT	10/31/16	10/31/16	
	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	TBD	TBD
6.AA.3		Staff Acknowledgement Forms	AMS	TBD	TBD	
6.AA.4		Amendment to SOP	AMS	08/01/16	08/01/16	
6.AA.5		Amendment to SOP Approved by Sup	TT	09/05/16	09/12/16	
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	TBD	TBD
	6.AB.3	Staff Acknowledgement Forms	AMS	TBD	TBD	
	6.AB.4	Amendment to SOP	AMS	09/26/16	09/26/16	
	6.AB.5	Amendment to SOP Approved by Sup	TT	10/31/16	10/31/16	
	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	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
	6.AB.10	Amendment to SOP (if necessary)	AMS	TBD	TBD	
SOP 800-009: Reclassification of Teachers	6.AC.2	Staff Training on SOP	AMS	TBD	TBD	
	6.AC.3	Staff Acknowledgement Forms	AMS	TBD	TBD	
	6.AC.4	Amendment to SOP	AMS	09/26/16	09/26/16	
	6.AC.5	Amendment to SOP Approved by Sup	TT	10/31/16	10/31/16	
	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	TBD	TBD
6.AD.3		Staff Acknowledgement Forms	AMS	TBD	TBD	
6.AD.4		Amendment to SOP	AMS	08/01/16	08/01/16	
6.AD.5		Amendment to SOP Approved by Sup	TT	09/05/16	09/12/16	
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: Time Distribution Report		6.AE.2	Staff Training on SOP	DSNL	TBD	TBD
	6.AE.3	Staff Acknowledgement Forms	DSNL	TBD	TBD	
	6.AE.4	Amendment to SOP	DSNL	08/01/16	02/06/17	
	6.AE.5	Amendment to SOP Approved by Sup	IS	09/05/16	02/27/17	
	6.AE.6	IAO Walkthrough of SOP	FCN	05/06/16	12/12/16	
	6.AE.7	IAO Assessment of SOP	FCN	06/10/16	TBD	
	6.AE.8	IAO Testing of SOP	FCN	07/15/16	TBD	
	6.AE.9	IAO Reporting of Testing Results	FCN	09/16/16	TBD	
	6.AE.10	Amendment to SOP (if necessary)	DSNL	TBD	TBD	
	SOP 900-: Grant Procedure Manual	6.AF.1	Adoption of SOP	DSNL	02/28/15	12/26/16
6.AF.2		Staff Training on SOP	DSNL	04/25/16	12/26/16	
6.AF.3		Staff Acknowledgement Forms	DSNL	05/02/16	12/26/16	
6.AF.4		Amendment to SOP	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	
	6.AG.2	Staff Training on SOP	JSN	TBD	TBD	
	6.AG.3	Staff Acknowledgement Forms	JSN	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 1500-006: Payroll Processing	6.AG.4	Amendment to SOP	JSN	09/26/16	09/26/16	
	6.AG.5	Amendment to SOP Approved by Sup	TT	10/31/16	12/26/16	
	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	
SOP 200-44: SEFA Reconciliation	6.AH.1	Adoption of SOP	LRP	06/27/16	09/05/16	
	6.AH.2	Staff Training on SOP	LRP	10/27/16	12/05/16	
	6.AH.3	Staff Acknowledgement Forms	LRP	08/01/16	12/05/16	
	6.AH.4	Amendment to SOP	LRP	08/29/16	09/05/16	
	6.AH.5	Amendment to SOP Approved by Sup	TT	09/26/16	09/05/16	
	6.AH.6	IAO Walkthrough of SOP	FCN	TBD	TBD	
	6.AH.7	IAO Assessment of SOP	FCN	TBD	TBD	
	6.AH.8	IAO Testing of SOP	FCN	TBD	TBD	
	6.AH.9	IAO Reporting of Testing Results	FCN	TBD	TBD	
	6.AH.10	Amendment to SOP (if necessary)	LRP	TBD	TBD	
SOP 200-38: Purchase Order Change Order	6.AI.1	Adoption of SOP	TBD	TBD	TBD	
	6.AI.2	Staff Training on SOP	TBD	TBD	TBD	
	6.AI.3	Staff Acknowledgement Forms	TBD	TBD	TBD	
	6.AI.4	Amendment to SOP	TBD	TBD	TBD	
	6.AI.5	Amendment to SOP Approved by Sup	TBD	TBD	TBD	
	6.AI.6	IAO Walkthrough of SOP	TBD	TBD	TBD	
	6.AI.7	IAO Assessment of SOP	TBD	TBD	TBD	
	6.AI.8	IAO Testing of SOP	TBD	TBD	TBD	
	6.AI.9	IAO Reporting of Testing Results	TBD	TBD	TBD	
	6.AI.10	Amendment to SOP (if necessary)	TBD	TBD	TBD	

<p>Notes:</p> <ul style="list-style-type: none"> • SOPs, labels 6.K and 6.L, all is status quo. (marcus) • SOP 200-019 Fixed Assets- • Pending review from Taling for SOP 200-037 Requisition Entry.(carmen) <p>Risks (and mitigation strategies, if applicable):</p> <ul style="list-style-type: none"> • 	12/9/2016
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GDOE Transition Plan
 Bi-Weekly Status Report
 as of December 09, 2016

Initiative #7 - Indirect Costs

GDOE Lead: Jackie Mesa | TPGA 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	12/12/16	
	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	01/30/17	

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	04/24/17	On Track
	7.R.5	Perform quarterly Indirect Cost true-ups and submit requests for reimbursement FY 17 - 3rd quarter	JPM/TSA	07/11/16	07/24/17	
	7.R.6	Perform quarterly Indirect Cost true-ups and submit requests for reimbursement FY 16 - 4th quarter	JPM/TSA	10/10/16	11/27/17	
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	At Risk
	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	On Track

<p>Notes:</p> <ul style="list-style-type: none"> 7.O.2 Received Signed Restricted Rate agreement 12/08/16, FY 17 - 11.7, FY 18 - 8.6%. 	12/9/2016
<p>Risks (and mitigation strategies, if applicable):</p> <ul style="list-style-type: none"> 	

GDOE Transition Plan
 Bi-Weekly Status Report
 as of December 09, 2016

Initiative #8 - Accounting & Accounts Payable

GDOE Lead: Lou Perez | TPFALiaison: 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). TPFALiaison will manage process until special conditions are reduced / eliminated	TPFALiaison	Ongoing	Ongoing	
Reporting & Accountability	8.B.1	Transition the grant status report from TPFALiaison 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	Fed Programs	01/02/17	01/02/17	
	8.B.3	Transition the requisition in progress report (federal)	CT	2015	2015	
	8.B.4	Train and have GDOE mirror the production of bank reconciliation (federal). TPFALiaison will produce until special conditions are reduced / eliminated	TPFALiaison	Ongoing	Ongoing	
	8.B.5	Train and have GDOE mirror the production of the invoice by GL report - Involves reconciliation to federal bank accounts. TPFALiaison will produce until special conditions are reduced / eliminated	TPFALiaison	Ongoing	Ongoing	
	8.B.6	Train and have GDOE mirror the production of the A/P Invoice report (federal) - TPFALiaison will produce until special conditions are reduced / eliminated	TPFALiaison	Ongoing	Ongoing	
	8.B.7	Transition open PO report. Procurement currently now handling, TPFALiaison will be monitoring until special conditions are reduced / eliminated	TPFALiaison	Ongoing	Ongoing	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
	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.	Fed Programs	01/02/17	01/02/17	
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	

<u>Notes:</u> <ul style="list-style-type: none"> • Updates were not submitted for 12-9-2016 • 	12/9/2016
<u>Risks (and mitigation strategies, if applicable):</u> <ul style="list-style-type: none"> • 	

GDOE Transition Plan
Bi-Weekly Status Report
as of June 17, 2016

Objectives and Milestones Completed in 2015

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
Finalized Write-up - TDR SOP	1.A.1	Submit TDR SOP to CO-CHAIRS	DSNL	03/02/15	03/02/15	
	1.A.2	Finalize and fully execute TDR SOP	DSNL	04/27/15	10/12/15	
Identify transition task and activities to be deployed. Process of each task and activity to complete TDR 3-way match, certification and reimbursement.	1.B.1	Account Charges to Federal Award (Federal Programs)	DSNL	03/09/15	03/09/15	
	1.B.2	Process workflow - FMIS - PR/HR	DSNL	03/09/15	03/09/15	
	1.B.3	Structure of Account Set-up Personnel Action (HR)	DSNL	03/09/15	03/09/15	
	1.B.4	Structure of Account Set-up for Timesheet / TDR (Payroll)	DSNL	03/09/15	03/09/15	
	1.B.5	TDR - Multiple Cost Objective	DSNL	03/09/15	03/09/15	
COLLABORATION: Meeting with FDP, FMIS, Payroll and HR on process and needs of PR and HR on requirements for TDR process.	1.C.1	Verify Structure of HR on staffing for 3-way match	DSNL	03/16/15	03/16/15	
	1.C.2	Verify Structure of PR on single and multiple cost objective in PR system	Jackie M.	03/16/15	03/16/15	
	1.C.3	Verify Structure of PULSE data for 3-way match	PR / Ed	03/16/15	03/16/15	
CREATE STAFFING LIST per Collaboration Mtg. (Dept - Prog - FY)	1.D.1	Create Staffing List for HR	DSNL	04/06/15	04/06/15	
	1.D.2	List structure - Dept (Funding Div); Program; Grant Award FY	DSNL	04/06/15	04/06/15	
TEST: Workflow of Staffing based on collaboration with FMIS, Payroll and HR. Verification Structure of Accounts	1.E.1	Verify Structure of Account (Federal List to HR change of FY by Program)	HR / Toni, Amy, Chris	04/20/15	04/20/15	
	1.E.2	HR to input Federal Staffing by Dept (Position Control, Master and Job Salary)	HR / Toni, Amy, Chris	05/04/15	05/04/15	
	1.E.3	Provide PR with multiple cost accounts and input to TEST PPE 4/18/15	PR / Ed	04/13/15	04/13/15	
Identify advantages and disadvantages of deployed task and activities.	1.F.1	Labor Cost for PPE 04/18/15 - Accounting	Leth - Accounting	05/18/15	05/18/15	
	1.F.2	Validation of three-way match (PULSE/Labor Cost/TDR) Fed Prog	Fed Prog	05/18/15	05/18/15	
	1.F.3	Error List - Federal Programs	Fed Prog	05/18/15	05/18/15	
COLLABORATION: Meeting with FDP, FMIS, Budget, Accounting Payroll and HR on process to CORRECT identified disadvantages on requirements for TDR process.	1.G.1	Verify Structure of HR on staffing for 3-way match	DSNL	05/11/15	05/11/15	
	1.G.2	Verify Structure of PR on single and multiple cost objective in PR system	Jackie M.	05/11/15	05/11/15	
	1.G.3	Verify Structure of PULSE data for 3-way match	HR / Toni, Amy, Chris	05/11/15	05/11/15	
RE-TEST: Verification of Disadvantages	1.H.1	Verify Structure of Account (Budget/HR/Payroll)	HR / Toni, Amy, Chris	05/25/15	05/25/15	
TEST for following PPE	1.I.1	Labor Cost for PPE 05/02/15 - Accounting	HR / Toni, Amy, Chris	05/25/15	05/25/15	
	1.I.2	Validation of three-way match (PULSE/Labor Cost/TDR) Fed Prog	PR / Ed	05/25/15	05/25/15	
	1.I.3	Error List - Federal Programs	PR / Ed	05/25/15	05/25/15	
Reidentify advantages and disadvantages of deployed task and activities.	1.J.1	Labor Cost for PPE 05/02/15 - Accounting	Leth - Accounting	06/01/15	06/15/15	
	1.J.2	Validation of three-way match (PULSE/Labor Cost/TDR) Fed Prog	Fed Prog	06/01/15	06/15/15	
	1.J.3	Error List - Federal Programs	Fed Prog	06/01/15	06/15/15	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
CREATE FLOW CHART FOR PROCESS	1.K.1	Flow Chart on How to correct errors and work flow on each segment (HR/PR/PULSE)	DSNL	06/22/15	07/06/15	
	1.K.2	Write-up Process on SOP	DSNL	06/22/15	07/06/15	
	1.K.3	Submit TDR SOP to CO-CHAIRS	DSNL	06/22/15	07/13/15	
REPORTING	2.A.1	Build report master list TPFA reports (subject, detail and frequency)	JPM	03/16/15	03/16/15	
	2.A.2	Identify similar reports in Munis Launch Pilot for selected Schools and Divisions (Funds Status, Open PO Report, Requisitions Status)	JPM	03/23/15	03/23/15	
	2.A.3	Survey Pilot locations regarding report effectiveness, additional reporting needs	JPM	06/01/15	06/08/15	
	2.A.4	Roll-out reporting to remaining Schools	JPM	07/27/15	08/10/15	
	2.A.5		JPM	11/02/15	11/16/15	
FINALIZE MUNIS TDR FORM	2.B.1	Test A-87 report developed, report errors to Tyler	DSNL/JPM	07/20/15	03/23/15	
	2.B.2	Finalize A-87 (test and report errors for adjustment)	DSNL/JPM	07/27/15	06/15/15	
	2.B.3	Create Preliminary End User Instructions	DSNL/JPM	08/31/15	09/07/15	
	2.B.4	Meet with Management regarding Munis TDR processing, Adjust Preliminary End User Instructions per Management input	DSNL/JPM	09/28/15	10/19/15	
	2.B.5		DSNL/JPM	10/26/15	11/16/15	
STAFFING PATTERN REPORT	2.C.1	Finalize Staffing Pattern (test and report errors for adjustment)	JPM	05/25/15	09/28/15	
BILLING	2.D.1	POC meeting to review set up documentation and compare to existing settings in Munis	AGM/JPM	08/10/15	05/25/15	
	2.D.2	Create checklist of steps to be taken in Munis to use Module	AGM/JPM	09/14/15	06/15/15	
	2.D.3	Build and Test sample of Billing infrastructure in Temporary Environment (Test Unrefreshable) using checklist	AGM/JPM	09/21/15	08/10/15	
	2.D.4	Adjust setting and infrastructure as per test findings. Reperform Tests.	AGM/JPM	09/28/15	08/17/15	
	2.D.5	Meet with Management regarding Billing process, requirements as tested and Management's desired outcomes.	AGM/JPM	05/11/15	09/14/15	
	2.D.6	Build Billing infrastructure in Live	AGM/JPM	05/25/15	10/05/15	
	2.D.7	Create End User Instructions (Incorporate in DTPs)	AGM/JPM	06/29/15	10/12/15	
	2.D.8	Generate Billing for A/R in Munis	AGM/JPM	07/13/15	10/26/15	
EMPLOYEE EXPENSE (In ESS)	2.E.1	POC meeting to review set up documentation and perform mock S&B in Temporary Environment with existing settings	IDSAL/JPM	07/27/15	06/01/15	
	2.E.2	Create checklist of steps to be taken in Munis to set up the Module	IDSAL/JPM	08/31/15	06/15/15	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
EMPLOYEE EXPENSE (In ESS)	2.E.3	Build and Test S&B Projection in Temporary Environment (Test 2 Unrefreshable) using checklist	IDSAL/JPM	09/14/15	06/29/15	
	2.E.4	Adjust setting and infrastructure as	IDSAL/JPM	10/26/15	10/05/15	
	2.E.5	Meet with Management regarding S&B process, requirements as	IDSAL/JPM	11/30/15	10/12/15	
CONTRACT MANAGEMENT (DATA)	2.H.1	POC meeting to review Contract	CT/TSA	02/29/16	10/05/15	
	2.H.2	Test contract information entry in Temporary Environment.	CT/TSA	03/28/16	10/26/15	
	2.H.3	Meet with Management regarding Contract Management process, requirements as tested and Management's desired outcomes.	CT/TSA	04/25/16	11/30/15	
	2.H.4	Create End User Instructions (Incorporate in DTPs)	CT/TSA	05/30/16	12/28/15	
VENDOR SELF SERVICE	2.I.1	POC meeting to review Vendor Self Service functionality	CT/TSA	10/26/15	08/31/15	
	2.I.2	Create Vendor Self Service manual	CT/TSA	07/27/15	10/05/15	
ELECTRONIC BANK RECONCILIATION	2.J.1	POC meeting to review issues preventing the electronic bank reconciliation for outstanding bank accounts	HL/JPM	08/10/15	07/27/15	
	2.J.2	Detail listing of changes in cash receipting and other areas that need to be made in Munis.	HL/JPM	09/14/15	08/17/15	
	2.J.3	Update Munis as per checklist in Meet with Management regarding changes made in cash receipting process as tested, changes in reporting capability (if any), and Management's desired outcomes.	HL/JPM	09/28/15	09/14/15	
	2.J.4	Make changes in Live per updated checklist	HL/JPM	10/26/15	09/28/15	
	2.J.5	Perform Bank Reconciliations on outstanding bank accounts in Munis	HL/JPM	11/30/15	10/26/15	
	2.J.6		HL/JPM	04/13/15	11/30/15	
Build FMIS Section	2.K.1	Submit a completed Request to Fill/Request for Position form to HR	JPM	04/27/15	04/13/15	
	2.K.2	Work with HR on position announcement	JPM	05/11/15	04/27/15	
	2.K.3	Review applications of candidates	JPM	05/25/15	05/11/15	
	2.K.4	Interview and recommend best candidate to Superintendent	JPM	09/28/15	09/14/15	
	2.K.5	Hire Management Analyst	JPM	09/28/15	09/28/15	
PA Pilot	2.N.1	Draft memo authorizing and detailing pilot	AMS/JPM	01/04/16	12/14/15	
Munis Student Activities	2.O.1	POC meetings to review current process, documentation and needs	TSA/CV	12/28/15	12/14/15	
	2.O.2	Research and identify possible Munis solutions to address needs and issues.	TSA/CV	01/04/16	12/28/15	
Rebuild Internal Audit Office	3.A.1	Create a budget for Auditor I and Auditor II	FCN	03/02/15	03/02/15	
	3.A.2	Obtain budget approval for Auditor I	FCN	03/02/15	03/02/15	
	3.A.3	Submit a completed Request to Fill form to HR	FCN	04/13/15	04/13/15	
	3.A.4	Work with HR on position announcement	FCN	04/20/15	06/29/15	

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.5	Review applications of candidates	FCN	05/18/15	07/13/15	
	3.A.6	Interview & recommend best candidates to Sup.	FCN	05/25/15	07/20/15	
	3.A.7	Hire Auditor I	FCN	06/22/15	09/07/15	
	3.A.8	Train Auditor I for roles in IAO	FCN	07/06/15	09/21/15	
	3.A.9	Obtain budget approval for Auditor II	FCN	10/05/15	08/03/15	
	3.A.10	Submit a completed Request to Fill form to HR	FCN	11/30/15	11/30/15	
	3.A.11	Work with HR on position announcement	FCN	12/07/15	12/07/15	
Rebuild Internal Audit Office	3.A.15	Create a budget for Auditor I	FCN	03/02/15	03/02/15	
	3.A.16	Obtain budget approval for Auditor I	FCN	03/02/15	03/02/15	
	3.A.17	Submit a completed Request to Fill form to HR	FCN	03/02/15	03/02/15	
	3.A.18	Work with HR on position announcement	FCN	03/02/15	03/02/15	
	3.A.19	Review applications of candidates	FCN	03/02/15	03/02/15	
	3.A.20	Interview & recommend best candidates to Sup.	FCN	03/02/15	03/02/15	
	3.A.21	Hire Auditor I	FCN	03/02/15	03/02/15	
	3.A.22	Train Auditor I for roles in IAO	FCN	03/02/15	03/02/15	
	3.B.1	Develop MIC Assessment tool	FCN/JB	05/25/15	06/15/15	
	3.B.2	Provide tool & training to Division Mgrs/Administrator	FCN/JB	06/15/15	11/30/15	
	3.B.3	Require Division Mgrs/Administrators to submit MIC	FCN/JB	08/17/15	11/30/15	
	3.B.5	Analyze results of MIC Assessment	FCN/JB	03/02/15	03/02/15	
	3.B.6	Identify non-submissions and high-risk areas	FCN/JB	03/02/15	03/02/15	
	3.B.7	Develop and submit MIC Assessment Report to Sup.	FCN/JB	03/02/15	03/02/15	
3.B.8	Follow-up non-submissions	FCN/JB	05/11/15	05/11/15		
3.B.9	Update MIC Report to include late submissions	FCN/JB	03/02/15	03/02/15		
3.B.10	IAO validates MIC Assessments of high-risk areas	FCN/JB	03/02/15	03/02/15		
3.B.11	IAO to determine necessary corrective actions	FCN/JB	05/25/15	05/25/15		
3.B.12	Finalize report for Sup.'s disposition	FCN/JB	03/02/15	03/02/15		
Risk Assessment of GDOE	3.B.13	Compile database of all financial audit findings	FCN/AA	03/02/15	03/02/15	
	3.B.14	Compile database of all performance audit findings	FCN/AA	03/02/15	03/02/15	
	3.B.15	Compile database of independent consultant reviews	FCN/AA	03/02/15	03/02/15	
	3.B.16	Compile database of hotline / whistleblowers	FCN/AA	03/02/15	03/02/15	
	3.B.17	Analyze audit findings, reviews, and hotline	FCN/AA	03/02/15	03/02/15	
	3.B.18	Determine high frequency and repeat audit findings	FCN/AA	03/02/15	03/02/15	
	3.B.19	Create and submit a report to the Sup.	FCN/AA	03/02/15	03/02/15	
	3.B.20	Incorporate results of the report into the audit plan	FCN/AA	03/02/15	03/02/15	
	3.B.21	Provide tool & training to Division Mgrs/Administrator	FCN/JB	03/02/15	03/02/15	

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.B.22	Require Division Mgrs/Administrators to submit MIC	FCN/JB	03/02/15	03/02/15	
	3.B.23	Follow-up non-submissions	FCN/JB	05/11/15	06/15/15	
	3.B.24	Update MIC Report to include late submissions	FCN/JB	05/18/15	07/20/15	
	3.B.25	Compile MIC Assessments into a database	FCN/JB	05/25/15	07/27/15	
Risk Assessment of GDOE	3.B.26	Analyze results of MIC Assessment	FCN/JB	05/25/15	10/12/15	
Develop a Three-Year Audit Plan	3.C.10	Create and submit a report to the Sup.	IAO Staff	10/02/15	10/05/15	
	3.C.11	Obtain approval of Sup on the report	IAO Staff	12/18/15	12/21/15	
Rebuild/Staff Augmentation of Procurement Office	4.A.1	Review immediate needs of the Procurement office	CT/FC/LB	02/29/16	11/30/15	
	4.A.3	Supplemental staffing provided by property mgmt	CT/FC/LB	11/30/15	06/01/15	
	4.A.4	Provide supplemental staffing to property mgmt	CT/FC/LB	05/30/16	12/07/15	
	4.A.5	Submit a completed request to fill form to HR for Buyer Supervisor II - Local Procurement (budget currently in place, replacing current positions)	CT/FC/LB	05/04/15	08/31/15	
	4.A.6	Work with HR on position announcement	CT/FC/LB	02/29/16	09/14/15	
	4.A.7	Review applicants of candidates	CT/FC/LB	02/29/16	09/28/15	
	4.A.8	Interview & recommend best candidate to Superintendent	CT/FC/LB	04/06/15	10/26/15	
	4.A.9	Hire Buyer Supervisor II - Local procurement	CT/FC/LB	06/29/15	11/16/15	
	4.A.10	Train Buyer Supervisor II - local for roles in the Procurement office	CT/FC/LB	08/31/15	12/07/15	
	4.A.11	Submit a completed request to fill form to HR for Buyer II - Local procurement (budget currently in place, replacing current position)	CT/FC/LB	05/04/15	07/27/15	
	4.A.12	Work with HR on position announcement	CT/FC/LB	05/11/15	08/03/15	
	4.A.13	Review Applications of candidates	CT/FC/LB	06/15/15	09/07/15	
	4.A.14	Interview & recommend best candidate to Superintendent	CT/FC/LB	06/29/15	09/28/15	
	4.A.15	Hire Buyer II - Local procurement	CT/FC/LB	12/28/15	11/02/15	
	4.A.16	Train Buyer II - Local for roles in the Procurement office	CT/FC/LB	01/25/16	11/30/15	
	4.A.17	Submit a completed request to fill form to HR for Buyer I - federal procurement (budget currently in place, replacing current position)	CT/FC/LB	05/04/15	05/04/15	
	4.A.18	Work with HR on position announcement	CT/FC/LB	05/04/15	05/04/15	
	4.A.19	Review Applications of candidates	CT/FC/LB	08/17/15	08/17/15	
	4.A.20	Interview & recommend best candidate to Superintendent	CT/FC/LB	08/31/15	08/31/15	
	4.A.21	Hire Buyer I - Federal procurement	CT/FC/LB	09/28/15	09/28/15	
	4.A.22	Train Buyer I - Federal for roles in the Procurement office	CT/FC/LB	10/26/15	10/26/15	

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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	CT/FC/LB	02/01/16	10/19/15	
	4.B.4	Conduct divisional (corporate functions) procurement training	CT/FC/LB	04/27/15	10/26/15	
	4.B.5	Conduct School Level procurement training.	CT/FC/LB	05/25/15	12/21/15	
	4.B.6	Reviewing training needs on a quarterly basis to determine if content needs to be updated keeping abreast of any federal or local regulation changes	CT/FC/LB	05/04/15	10/19/15	
	4.B.7	Continued training for procurement staff on Microsoft office (excel, power-point, etc.)	CT/FC/LB	05/04/15	11/30/15	
Quality Control & Compliance	4.C.3	Review and adjust workflow to ensure SMA has ultimate sign-off on PO modifications (local)	CT/FC/LB	02/29/16	10/05/15	
Reporting & Accountability	4.D.1	Re-establish routine procurement meetings to discuss issues and review procurement reporting	CT/FC/LB	05/18/15	06/22/15	
	4.D.3	Create and distribute open req reports (local)	CT/FC/LB	07/20/15	07/13/15	
	4.D.4	Create and distribute open PO reports (local)	CT/FC/LB	07/20/15	07/13/15	
	4.D.5	Establish protocol to reach-out to vendors who have Open PO's (local)	CT/FC/LB	07/20/15	10/05/15	
SOP's for Procurement	4.E.1	Complete the development of the following SOP's: 1) Protest & Appeal 2) Requisition Entry 3) Processing Purchase Order Change Order and 4) Request for Information Procedures "RFI"	CT/FC/LB	07/20/15	08/24/15	
	4.E.2	Obtain approval on the four outstanding SOPs	CT/FC/LB	07/20/15	09/07/15	
	4.E.3	Conduct training on the four outstanding SOPs	CT/FC/LB	07/20/15	11/23/15	
	4.E.4	Provide copies of the completed, approved and implemented four outstanding SOPs to the USDOE	CT/FC/LB	07/20/15	09/28/15	
Tagging of USDOE-funded assets	5.A.1	Proper identification of USDOE funded assets for tagging	MYP	03/30/15	03/30/15	
	5.A.3	Enter these assets in Munis under the correct funding source.	MYP	09/28/15	10/19/15	
	5.A.4	Maintain asset funding identification records (i.e., purchase orders)	MYP	03/30/15	03/30/15	
	5.A.5	Maintain consistent and constant communication with school and division administrators and property liaisons to address questions and concerns relating to USDOE-funded assets.	MYP	03/30/15	03/30/15	
	5.A.6	Have thorough knowledge of 2 CFR Chapter I, Chapter II, Part 200, et al, and USDOE related policies to enforce regulations.	MYP	09/28/15	10/12/15	

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Annual Physical Inventory	5.B.1	Develop current year inventory overview and objectives, including auditing procedures.	MYP	10/05/15	10/05/15	
	5.B.2	Establish the current year inventory schedule for all GDOE schools/divisions and PNPs, including methodology.	MYP	10/05/15	11/16/15	
	5.B.4	Provide training, guidance and support to school/division administrators and property liaisons.	MYP	12/14/15	12/14/15	
	5.B.5	Manage the post-audit 2015 evaluation process to emphasize the inventory management accountability of fixed assets and procedures at each school and division.	MYP	07/11/15	08/17/15	
	5.B.7	Generate 2015 status reports for dissemination to USDOE and GDOE Upper Management.	MYP	06/29/15	09/21/15	
	5.B.9	GDOE PMO staff will conduct the 2015 reconciliation of USDOE funded fixed assets.	MYP	06/15/15	09/21/15	
	Standard Operating Procedures	5.D.1	PMO will continue to enforce SOP guidelines for all fixed assets regardless of funding.	MYP	03/30/15	03/30/15
5.D.2		PMO will continuously update the SOP guidelines to improve accountability and efficiency of operations.	MYP	03/30/15	03/30/15	
Receiving assets (warehouse & schools)	5.E.1	GDOE RW & PMO continue to handle the receiving of fixed assets and regularly communicates with A&M on the receipt of USDOE funded fixed assets.	MYP	03/30/15	03/30/15	
	5.E.2	GDOE RW continues to inform PMO of receipt of Local, Non-USDOE federally funded fixed assets	MYP	03/30/15	03/30/15	
	5.E.3	GDOE RW & PMO continue to validate that inventory receiving procedures are being followed, as dictated in the current Fixed Assets SOP.	MYP	03/30/15	03/30/15	
Training of property liaisons	5.F.1	GDOE PMO continue to provide ongoing training to school & division Property Liaison Officers.	MYP	03/30/15	03/30/15	
Staff Augmentation of PMO Property Management Office	5.G.1	Review immediate and long-term staffing needs of the PMO Property Management Office (awaiting guidance from USEd regarding effect of new Super Circular on current definition and treatment of computer assets)	MYP	07/13/15	08/24/15	
	5.G.3	Provide supplemental staffing to procurement	MYP	11/30/15	11/30/15	
	5.G.4	Submit a completed request to fill form to HR for cost-share-with-Procurement two (2) Property PCO's/Procurement Buyers. (budget not currently in place)	MYP	07/13/15	07/13/15	

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SOP 200-016: Capital Assets Accounting and Reporting	6.A.1	Adoption of SOP	LRP	09/21/14	09/21/14	
	6.A.2	Staff Training on SOP	LRP	11/02/15	11/02/15	
	6.A.3	Staff Acknowledgement Forms	LRP	11/02/15	11/02/15	
SOP 200-017: Month End and Year End Closing Policy	6.B.1	Adoption of SOP	LRP	09/21/14	09/21/14	
	6.B.2	Staff Training on SOP	LRP	11/02/15	11/02/15	
	6.B.3	Staff Acknowledgement Forms	LRP	11/02/15	11/02/15	
SOP 200-021: Off-Island Travel Procedures	6.C.1	Adoption of SOP	LRP	09/28/14	09/28/14	
	6.C.2	Staff Training on SOP	LRP	11/02/15	11/02/15	
	6.C.3	Staff Acknowledgement Forms	LRP	11/02/15	11/02/15	
SOP 200-022: Bank Reconciliation Procedures	6.D.1	Adoption of SOP	LRP	12/16/14	12/16/14	
	6.D.2	Staff Training on SOP	LRP	11/02/15	11/02/15	
	6.D.3	Staff Acknowledgement Forms	LRP	11/02/15	11/02/15	
SOP 200-028: General Ledger Policy and Procedures	6.E.1	Adoption of SOP	LRP	02/26/15	01/00/00	
	6.E.2	Staff Training on SOP	LRP	11/02/15	11/02/15	
	6.E.3	Staff Acknowledgement Forms	LRP	11/02/15	11/02/15	
SOP 200-029: Local Mileage Reimbursement	6.F.1	Adoption of SOP	LRP	03/03/15	03/09/15	
	6.F.2	Staff Training on SOP	LRP	11/02/15	11/02/15	
	6.F.3	Staff Acknowledgement Forms	LRP	11/02/15	11/02/15	
SOP 200-034: Accounts Payable and Cash Disbursement	6.G.1	Adoption of SOP	LRP	03/31/15	04/06/15	
	6.G.2	Staff Training on SOP	LRP	11/02/15	11/02/15	
	6.G.3	Staff Acknowledgement Forms	LRP	11/02/15	11/02/15	
SOP 200-039: Federal Grants Accounts Receivable	6.H.1	Adoption of SOP	LRP	07/06/15	07/06/15	
	6.H.2	Staff Training on SOP	LRP	11/02/15	11/02/15	
	6.H.3	Staff Acknowledgement Forms	LRP	11/02/15	11/02/15	
SOP 200-041: School Meals Collection	6.I.1	Adoption of SOP	LRP	10/07/15	10/12/15	
	6.I.2	Staff Training on SOP	LRP	11/02/15	11/02/15	
	6.I.3	Staff Acknowledgement Forms	LRP	11/02/15	11/02/15	
SOP 200-042: Revenue Control and Management Policy	6.J.1	Adoption of SOP	LRP	10/23/15	10/26/15	
	6.J.2	Staff Training on SOP	LRP	11/02/15	11/02/15	
	6.J.3	Staff Acknowledgement Forms	LRP	11/02/15	11/02/15	
SOP 200-015: Fixed Asset Management for Property Management Office and Central	6.K.1	Adoption of SOP	MP	01/10/14	01/10/14	
	6.K.2	Staff Training on SOP	MP	11/02/15	11/02/15	
	6.K.3	Staff Acknowledgement Forms	MP	11/02/15	11/02/15	
SOP 200-019: Fixed Asset Management for Schools and Divisions	6.L.1	Adoption of SOP	MP	09/21/14	09/21/14	
	6.L.2	Staff Training on SOP	MP	11/02/15	11/02/15	
	6.L.3	Staff Acknowledgement Forms	MP	11/02/15	11/02/15	
SOP 200-018: Sole Source Procurement	6.M.1	Adoption of SOP	CT	09/21/14	09/21/14	
	6.M.2	Staff Training on SOP	CT	11/02/15	11/02/15	
	6.M.3	Staff Acknowledgement Forms	CT	11/02/15	11/02/15	
SOP 200-020: Open Purchase Order Monitoring and Reporting	6.N.1	Adoption of SOP	CT	09/21/14	09/21/14	
	6.N.2	Staff Training on SOP	CT	10/19/15	10/19/15	
	6.N.3	Staff Acknowledgement Forms	CT	10/19/15	10/19/15	
SOP 200-025: Procedures for Maintaining the Procurement File	6.O.1	Adoption of SOP	CT	02/11/15	02/11/15	
	6.O.2	Staff Training on SOP	CT	10/19/15	10/19/15	
	6.O.3	Staff Acknowledgement Forms	CT	10/19/15	10/19/15	
SOP 200-026: Competitive Sealed Bidding - IQBs	6.P.1	Adoption of SOP	CT	02/26/15	02/26/15	
	6.P.2	Staff Training on SOP	CT	11/02/15	11/02/15	
	6.P.3	Staff Acknowledgement Forms	CT	11/02/15	11/02/15	
SOP 200-027: Competitive Sealed Bidding - IFBs	6.Q.1	Adoption of SOP	CT	02/26/15	02/26/15	
	6.Q.2	Staff Training on SOP	CT	11/02/15	11/02/15	
	6.Q.3	Staff Acknowledgement Forms	CT	11/02/15	11/02/15	
SOP 200-030: Emergency Procurement	6.R.1	Adoption of SOP	CT	03/03/15	03/09/15	
	6.R.2	Staff Training on SOP	CT	10/26/15	10/26/15	
	6.R.3	Staff Acknowledgement Forms	CT	10/26/15	10/26/15	
SOP 200-031: Competitive Selection Procedures for Services - RFPs	6.S.1	Adoption of SOP	CT	03/05/15	03/09/15	
	6.S.2	Staff Training on SOP	CT	11/02/15	11/02/15	
	6.S.3	Staff Acknowledgement Forms	CT	11/02/15	11/02/15	

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.1	Adoption of SOP	CT	03/30/15	03/30/15	
	6.T.2	Staff Training on SOP	CT	11/02/15	11/02/15	
	6.T.3	Staff Acknowledgement Forms	CT	11/02/15	11/02/15	
SOP 200-036: Request for Information Procedures	6.U.1	Adoption of SOP	CT	06/09/15	06/15/15	
	6.U.2	Staff Training on SOP	CT	11/02/15	11/02/15	
	6.U.3	Staff Acknowledgement Forms	CT	11/02/15	11/02/15	
SOP 200-037: Requisition Entry	6.V.1	Adoption of SOP	CT	06/15/15	06/15/15	
	6.V.2	Staff Training on SOP	CT	10/26/15	10/26/15	
	6.V.3	Staff Acknowledgement Forms	CT	10/26/15	10/26/15	
SOP 200-040: Protest / Appeal Procedures	6.W.1	Adoption of SOP	CT	08/04/15	08/10/15	
	6.W.2	Staff Training on SOP	CT	11/02/15	11/02/15	
	6.W.3	Staff Acknowledgement Forms	CT	11/02/15	11/02/15	
SOP 200-023: Budget Preparation Process - Local Appropriation	6.X.1	Adoption of SOP	JR/TT	12/16/14	12/16/14	
	6.X.2	Staff Training on SOP	JR/TT	11/02/15	11/02/15	
	6.X.3	Staff Acknowledgement Forms	JR/TT	11/02/15	11/02/15	
SOP 200-024: Budget Entry Process	6.Y.1	Adoption of SOP	JR/TT	12/16/14	12/16/14	
	6.Y.2	Staff Training on SOP	JR/TT	11/02/15	11/02/15	
	6.Y.3	Staff Acknowledgement Forms	JR/TT	11/02/15	11/02/15	
SOP 800-006: Request to Fill Position(s) for Recruitment	6.Z.1	Adoption of SOP	AMS	09/21/14	09/21/14	
	6.Z.2	Staff Training on SOP	AMS	11/02/15	11/02/15	
	6.Z.3	Staff Acknowledgement Forms	AMS	11/02/15	11/02/15	
SOP 800-007: Employee Name Change Request	6.AA.1	Adoption of SOP	AMS	09/21/14	09/21/14	
	6.AA.2	Staff Training on SOP	AMS	11/02/15	11/02/15	
	6.AA.3	Staff Acknowledgement Forms	AMS	11/02/15	11/02/15	
SOP 800-008: Transfer and Voluntary Demotion	6.AB.1	Adoption of SOP	AMS	09/21/14	09/21/14	
	6.AB.2	Staff Training on SOP	AMS	11/02/15	11/02/15	
	6.AB.3	Staff Acknowledgement Forms	AMS	11/02/15	11/02/15	
SOP 800-009: Reclassification of Teachers	6.AC.1	Adoption of SOP	AMS	09/21/14	09/21/14	
	6.AC.2	Staff Training on SOP	AMS	11/02/15	11/02/15	
	6.AC.3	Staff Acknowledgement Forms	AMS	11/02/15	11/02/15	
SOP 800-010: Salary Increments and Detailed Differential Pay	6.AD.1	Adoption of SOP	AMS	09/21/14	09/21/14	
	6.AD.2	Staff Training on SOP	AMS	11/02/15	11/02/15	
	6.AD.3	Staff Acknowledgement Forms	AMS	11/02/15	11/02/15	
SOP 900-020: Time Distribution Report	6.AE.1	Adoption of SOP	DSNL	10/19/15	10/19/15	
	6.AE.2	Staff Training on SOP	DSNL	11/02/15	11/02/15	
	6.AE.3	Staff Acknowledgement Forms	DSNL	11/02/15	11/02/15	
SOP 1500-006: Payroll Processing	6.AG.1	Adoption of SOP	JSN	09/28/14	09/28/14	
	6.AG.2	Staff Training on SOP	JSN	10/26/15	10/26/15	
	6.AG.3	Staff Acknowledgement Forms	JSN	10/26/15	10/26/15	
Collect data for FY15 app	7.A.1	Build data request template	TWS	03/02/15	03/02/15	
	7.A.2	Compile data master	TSA	03/02/15	03/02/15	
	7.A.3	Update data into master spreadsheet	TWS	03/02/15	03/02/15	
	7.A.4	Review preliminary results	TWS/JPM	03/09/15	03/09/15	
Perform internal review of FY15 app	7.B.1	Sanity check results vs. previous years	TWS/JPM	03/09/15	03/09/15	
	7.B.2	Build bridge(s), with explanations of main changes	TWS/JPM	03/09/15	03/09/15	
	7.B.3	Finalize draft application and backup	TWS/JPM	03/16/15	03/16/15	
Do live test/submission of FY15 app	7.C.1	Write-up processes to build app from scratch	TWS/TSA	03/16/15	03/16/15	
	7.C.2	Test processes: GDOE only re-do	JPM/TSA	03/23/15	08/24/15	
	7.C.3	Update processes, as needed	TWS	03/23/15	08/31/15	
	7.C.4	Compile application and backup	JPM/TSA	03/30/15	03/30/15	
	7.C.5	Submit application	JPM	03/30/15	03/30/15	
Review FY13 app with DOI/USDE	7.D.1	Confirm app & back-up materials sent to DOI/USDE	TWS	03/02/15	03/02/15	
	7.D.2	Answer DOI questions on unrestricted calculations	TWS/JPM	03/30/15	03/30/15	
	7.D.3	Answer USDE questions on restricted calculations	TWS/JPM	04/27/15	08/03/15	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
Finalize FY13 negotiations	7.E.1	Re-submit applications, if modified	JPM	04/27/15	08/17/15	
	7.E.2	Complete negotiations to finalize rate	JPM	05/25/15	08/31/15	
Review FY14 app with DOI/USDE	7.F.1	Confirm app & back-up materials sent to DOI/USDE	TWS	03/02/15	03/02/15	
	7.F.2	Answer DOI questions on unrestricted calculations	TWS/JPM	03/30/15	03/30/15	
	7.F.3	Answer USDE questions on restricted calculations	TWS/JPM	04/27/15	08/03/15	
Finalize FY14 negotiations	7.G.1	Re-submit applications, if modified	JPM	04/27/15	08/17/15	
	7.G.2	Complete negotiations to finalize rate	JPM	05/25/15	08/31/15	
Collect data for FY16 app	7.H.1	Compile data master	TSA	06/29/15	06/29/15	
	7.H.2	Update data into master spreadsheet	TWS	07/13/15	07/13/15	
	7.H.3	Review preliminary results	TWS/JPM	07/20/15	07/20/15	
Perform internal review of FY16 app	7.I.1	Sanity check results vs. previous years	TWS/JPM	07/27/15	07/27/15	
	7.I.2	Build bridge(s), with explanations of main changes	TWS/JPM	08/17/15	09/07/15	
	7.I.3	Finalize draft application and backup	TWS/JPM	08/24/15	09/14/15	
Review FY16 app with DOI/USDE	7.J.1	Confirm app & back-up materials sent to DOI/USDE	TWS	08/31/15	09/21/15	
Indirect Cost True-ups and Reimbursement Requests	7.R.2	Perform quarterly Indirect Cost true-ups and submit requests for reimbursement FY 15 - 4th quarter	JPM/TSA	10/26/15	10/26/15	

GDOE Transition Plan
 Bi-Weekly Status Report
 as of November 7, 2016

Objectives and Milestones Completed in 2016

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	2/1/2016	2/1/2016	
	1.L.2	Structure of Account Set-up Personnel Action (HR)	DSNL / J. Mesa	2/1/2016	2/1/2016	
	1.L.3	Structure of Account Set-up for Timesheet / TDR (Payroll)	DSNL / J. Mesa	2/1/2016	2/1/2016	
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	2/1/2016	2/22/2016	
Re-Test Workflow Process	1.N.1	Budget runs and exports Job Salary Report > HR and Federal Programs	DSNL / J. Mesa	2/1/2016	2/15/2016	
	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	2/1/2016	5/2/2016	
	1.N.3	Accounting > Labor Cost > AJE's / JV's	DSNL / J. Mesa	2/1/2016	5/2/2016	
Re-Test Verification of Disadvantages	1.O.1	Verify Structure of Account (Budget/HR/Payroll)	DSNL	2/1/2016	9/26/2016	
	1.O.2	Verify Structure of HR on staffing for 3-way match	DSNL	2/1/2016	9/26/2016	
	1.O.3	Verify Structure of PR on single and multiple cost objective in PR system	DSNL	2/1/2016	9/26/2016	
	1.O.4	Verify Structure of Employee Job Salary Report > Staffing vs. Employee Time Tracker > TDR	DSNL	2/1/2016	9/26/2016	
Training	1.R.1	Selection of staff member is paramount to completing any of the additional transition plan objectives involving payroll reimbursements.	Ike S.	9/26/2016	10/31/2016	
REPORTING	2.A.6	Analysis of active accounts by Budget and Accounting to identify accounts that should be inactivated/closed.	KAR/MA	3/23/2015	3/14/2016	
	2.A.7	Closure/Inactivation of expired accounts in Munis.	JPM	5/25/2015	4/11/2016	
	2.A.8	Schedule preprogramed system generated reports for remaining active accounts	JPM	6/29/2015	4/25/2016	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
	2.A.9	Propose SOP creation / amendments to address the timely inactivation/closure of expired accounts.	MA/KAR	7/13/2015	5/16/2016	
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	3/23/2015	6/13/2016	
	2.C.3	Create End User Instructions	JPM	5/25/2015	1/25/2016	
	2.C.4	Train End Users	AMS/JPM	6/29/2015	1/25/2016	
EMPLOYEE EXPENSE (In ESS)	2.G.1	POC meeting to review set up documentation and compare to existing settings in Munis	AGM/JPM	1/11/2016	5/23/2016	
	2.G.2	Create checklist of steps to be taken in Munis to use Module	AGM/JPM	2/29/2016	6/20/2016	
	2.G.3	Build and Test sample of Employee Expense in Munis and ESS temporary environment (XXXX) using checklist	AGM/JPM	3/14/2016	7/11/2016	
	2.G.4	Adjust settings and infrastructure as per test findings. Re-test.	AGM/JPM	3/28/2016	7/25/2016	
	2.G.5	Meet with Management regarding Employee expense process, requirements as tested and Management's desired outcomes.	AGM/JPM	4/25/2016	8/22/2016	
	2.G.6	Build Employee Expense infrastructure in Live per updated checklist.	AGM/JPM	5/16/2016	9/26/2016	
	2.G.7	Create End User Instructions (Incorporate in DTPs)	AGM/JPM	5/30/2016	10/3/2016	
CONTRACT MANAGEMENT (DATA)	2.H.5	Contract Management Workflow	CT/TSA	5/30/2016	2/15/2016	
	2.H.6	Compile contract information	CT/TSA	6/27/2016	3/7/2016	
	2.H.7	Train End Users	CT/TSA	6/27/2016	3/7/2016	
	2.H.8	Roll out the use of Contract Management.	CT/TSA	9/28/2015	3/28/2016	
GRANT / PROJECT MASTER/ GRANT MANAGER	2.L.1	POC meetings to review set up and procedure documentation.	NS/CR/JPM	5/9/2016	4/11/2016	
ESS Leave Request	2.M.1	POC meetings to review set up and procedure documentation.	JRSNS / AMS	4/18/2016	4/11/2016	
	2.M.2	Create checklist of steps to be taken in ESS and Munis to set up Leave Requests	JRSNS / AMS	5/16/2016	5/9/2016	
	2.M.3	Build and Test ESS Leave Request in Temporary Environment (XXX) using checklist	JRSNS / AMS	8/1/2016	5/30/2016	
	2.M.4	Adjust setting and infrastructure as per test findings. Reperform Tests.	JRSNS / AMS	8/15/2016	9/26/2016	
	2.N.2	Launch of PA pilot --effective date 1/01/2016-6/30/2016	AMS/JPM	3/7/2016	1/4/2016	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
PA Pilot	2.N.3	Survey end users - feedback on pilot effectiveness	AMS/JPM	5/2/2016	3/7/2016	
	2.N.4	Pilot close meeting	AMS/JPM	5/30/2016	5/16/2016	
	2.N.5	Draft SOP updates if necessary	AMS/JPM	12/14/2015	9/26/2016	
Munis Student Activities	2.O.3	Test proposed actions in temporary environment	TSA/CV	1/11/2016	1/4/2016	
	2.O.4	Present proposed solutions to IAO.	TSA/CV	1/25/2016	1/11/2016	
	2.O.5	Create or adjust existing End User Instructions (DTPs) and propose adjustments to SOPs if necessary.	TSA/CV	2/8/2016	1/25/2016	
	2.O.6	Train End Users	TSA/CV	9/26/2016	2/8/2016	
Maintenance Service Requests	2.P.1	Survey end users regarding Maintenance Service Requests	YD/JPM	10/3/2016	9/26/2016	
	2.P.2	POC meetings to review current process, documentation and needs	YD/JPM	10/24/2016	10/10/2016	
	2.P.3	Research and identify possible Munis solutions to address needs and issues (N/A)	YD/JPM	11/7/2016	10/24/2016	
	2.P.4	Test proposed actions in temporary environment (N/A)	YD/JPM	11/14/2016	10/31/2016	
	2.P.5	Present proposed solutions to Management (N/A)	YD/JPM	11/28/2016	11/21/2016	
Fixed Assets	2.Q.1	Survey end users regarding Fixed Assets	MP/TSA	10/3/2016	9/26/2016	
	2.Q.2	POC meetings to review current process, documentation and needs	MP/TSA	10/24/2016	10/10/2016	
Tyler Content Manager (TCM)	2.R.1	Meet with Comptroller and Deputy regarding Business Office reporting and TCM storage	TSA	11/28/2016	2/15/2016	
	2.R.2	Train staff to use the TCMEE	TSA	11/28/2016	2/22/2016	
Rebuild Internal Audit Office	3.A.12	Review applications of candidates	FCN	1/4/2016	1/4/2016	
	3.A.13	Interview & recommend best candidates to Sup.	FCN	1/25/2016	1/25/2016	
	3.A.14	Hire Auditor II	FCN	2/29/2016	2/29/2016	
	3.A.15	Create a budget for Auditor I	FCN	11/16/2015	11/16/2015	
	3.A.16	Obtain budget approval for Auditor I	FCN	8/29/2016	8/29/2016	
	3.A.17	Submit a completed Request to Fill form to HR	FCN	9/19/2016	9/19/2016	
	3.A.18	Work with HR on position announcement	FCN	10/10/2016	10/10/2016	
	3.A.19	Review applications of candidates	FCN	10/24/2016	10/24/2016	
	3.A.20	Interview & recommend best candidates to Sup.	FCN	10/31/2016	10/31/2016	
	3.A.21	Hire Auditor I	FCN	11/7/2016	11/7/2016	
3.A.22	Train Auditor I for roles in IAO	FCN	11/21/2016	11/21/2016		
Risk Assessment of GDOE	3.B.12	Finalize report for Sup.'s disposition (see 3.B.31)	FCN/JB	9/21/2015	TBD	
	3.C.1	Identify IAO's resources	IAO Staff	7/18/2016	7/18/2016	
	3.C.2	Analyze available staff hours	IAO Staff	7/18/2016	7/18/2016	
	3.C.3	Identify the audit universe	IAO Staff	7/18/2016	7/18/2016	
	3.C.4	Incorporate risk assessments (ie. MIC & Audit Ass.)	IAO Staff	7/18/2016	7/18/2016	
	3.C.5	Review & research IAO's mandates	IAO Staff	7/18/2016	7/18/2016	

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.6	Incorporate CCAP, SOP, and NAF duties	IAO Staff	7/18/2016	7/18/2016	
	3.C.7	Identify audit topics	IAO Staff	7/25/2016	7/25/2016	
	3.C.8	Develop IAO's audit selection matrix	IAO Staff	7/25/2016	7/25/2016	
	3.C.9	Use auditor judgement to select audit topics	IAO Staff	7/25/2016	7/25/2016	
	3.C.10	Create and submit a report to the Sup.	IAO Staff	8/31/2016	10/10/2016	
	3.C.11	Obtain approval of Sup on the report	IAO Staff	8/31/2016	10/17/2016	
	3.C.12	Present audit plan to DOE management	IAO Staff	8/31/2016	11/14/2016	
SEFA Reconciliation	3.E.1	Business Office develop SOPs for SEFA Reconciliation	LRP	6/27/2016	9/19/2016	
	3.E.2	Business Office submits draft SOP to Deputy of Finance	LRP	6/27/2016	9/19/2016	
	3.E.3	Accounting staff to perform monthly reconciliations	Accounting staff	6/27/2016	9/12/2016	
	3.E.4	Comptroller reviews monthly report for completeness	LRP	6/27/2016	9/12/2016	
	3.E.5	Comptroller provides monthly reconciliation to Deputy of Finance	LRP	6/27/2016	9/26/2016	
	3.E.6	Business Office provides a copy of the approved reconciliation	LRP	6/27/2016	10/17/2016	
Timely Completion of GDOE's Financial Audit	3.F.3	Timely close accounting records	LRP	12/29/2015	1/4/2016	
	3.F.4	Timely replies to audit requests	LRP/FCN	3/29/2016	6/27/2016	
	3.F.5	Audit report issuance per contract	TT/FCN	3/31/2016	6/27/2016	
Rebuild/Staff Augmentation of Procurement	4.A.2	Determine staff augmentation needs over the summer	CT/FC/LB	2/29/2016	2/29/2016	
Training	4.B.1	Formalize training program for all current and future staff	CT/FC/LB	10/5/2015	2/1/2016	
	4.B.2	Train procurement staff on 2 CFR Part 200, Uniform Guidance	CT/FC/LB	10/5/2015	4/25/2016	
Quality Control & Compliance	4.C.1	Establish a program to evaluate vendor performance	CT/FC/LB	10/5/2015	6/27/2016	
	4.C.2	Establish a program to evaluate contract performance	CT/FC/LB	2/1/2016	6/27/2016	
	4.C.4	Establish protocol and training to confirm and alter vendor contracts	CT/FC/LB	2/29/2016	2/29/2016	
Reporting & Accountability	4.D.2	Create a detailed district-wide procurement calendar	CT/FC/LB	7/6/2015	2/8/2016	
	4.D.6	Transition the creation of the open requisition and order	CT/FC/LB	7/20/2015	2/1/2016	
Procurement Transition	4.F.3	Transition PO issuance to GDOE Procurement Office	CT	7/6/1905	7/6/1905	
Tagging of USDOE-funded assets	5.A.2	Ensure Fixed Asset records include an identifiable field	MYP	9/28/2015	11/14/2016	
Annual Physical Inventory	5.B.3	Manage the current year inventory audit project (including	MYP	12/14/2015	1/11/2016	
	5.B.6	Manage the post-audit 2016 evaluation process to ensure	MYP	7/11/2016	7/11/2016	
	5.B.8	Generate 2016 status reports for dissemination to USDOE	MYP	6/26/2016	10/24/2016	
	5.B.10	GDOE PMO staff will conduct the 2016 reconciliation	MYP	6/20/2016	6/20/2016	
	5.B.11	GDOE PMO staff will conduct the one-on-one evaluation	MYP	6/27/2016	9/5/2016	
	5.B.12	GDOE PMO will conduct and monitor the progress of the	MYP	6/29/2015	9/5/2016	
	5.B.15	PMO staff will have proper equipment and supplies	MYP	1/18/2016	3/7/2016	
	5.B.16	PMO staff will have proper transportation to effectively	MYP	4/4/2016	5/2/2016	
Standard Operating Procedures	5.D.3	Addition to proposed Amendment to SOP# 200-019	MYP	3/30/2015	1/11/2016	
Staff Augmentation of PMO Property Management	5.G.2	Supplemental staffing provided by procurement	MYP	5/30/2016	5/30/2016	
SOP 200-016: Capital Assets Accounting	6.A.4	Amendment to SOP	LRP	5/23/2016	5/23/2016	
	6.A.5	Amendment to SOP Approved by Sup	TT	6/20/2016	8/22/2016	
SOP 200-017: Month End and Year End Closures	6.B.4	Amendment to SOP	LRP	6/20/2016	7/4/2016	
	6.B.5	Amendment to SOP Approved by Sup	TT	7/18/2016	9/5/2016	
SOP 200-021: Off-Island Travel Procedure	6.C.4	Amendment to SOP	LRP	8/8/2016	8/8/2016	
	6.C.6	IAO Walkthrough of SOP	FCN	7/24/2015	7/20/2015	
	6.C.7	IAO Assessment of SOP	FCN	10/9/2015	10/5/2015	

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
	6.C.8	IAO Testing of SOP	FCN	12/30/2015	1/18/2016	
	6.C.9	IAO Reporting of Testing Results	FCN	1/29/2016	4/11/2016	
SOP 200-022: Bank Reconciliation Process	6.D.4	Amendment to SOP	LRP	5/16/2016	5/16/2016	
	6.D.5	Amendment to SOP Approved by Sup	TT	6/13/2016	8/22/2016	
SOP 200-028: General Ledger Policy and Procedures	6.E.4	Amendment to SOP	LRP	4/25/2016	4/25/2016	
	6.E.5	Amendment to SOP Approved by Sup	TT	5/23/2016	9/5/2016	
SOP 200-029: Local Mileage Reimbursement	6.F.4	Amendment to SOP	LRP	8/1/2016	8/29/2016	
	6.F.5	Amendment to SOP Approved by Sup	TT	8/29/2016	9/26/2016	
SOP 200-034: Accounts Payable and Cash	6.G.4	Amendment to SOP	LRP	8/15/2016	9/12/2016	
	6.G.5	Amendment to SOP Approved by Sup	TT	9/12/2016	9/26/2016	
SOP 200-039: Federal Grants Accounts Payable	6.H.4	Amendment to SOP	LRP	7/25/2016	9/12/2016	
	6.H.5	Amendment to SOP Approved by Sup	TT	8/22/2016	9/26/2016	
SOP 200-041: School Meals Collection	6.I.4	Amendment to SOP	LRP	8/15/2016	9/12/2016	
SOP 200-042: Revenue Control and Management	6.J.4	Amendment to SOP	LRP	5/16/2016	5/16/2016	
	6.J.5	Amendment to SOP Approved by Sup	TT	6/13/2016	9/5/2016	
SOP 200-015: Fixed Asset Management	6.K.4	Amendment to SOP	MP	2/29/2016	9/26/2016	
SOP 200-019: Fixed Asset Management	6.L.4	Amendment to SOP	MP	2/1/2016	3/7/2016	
	6.L.5	Amendment to SOP Approved by Sup	TT	2/29/2016	3/28/2016	
SOP 200-018: Sole Source Procurement	6.M.4	Amendment to SOP	CT	5/9/2016	8/15/2016	
	6.M.5	Amendment to SOP Approved by Sup	TT	6/6/2016	8/22/2016	
SOP 200-020: Open Purchase Order Modification	6.N.4	Amendment to SOP	CT	4/4/2016	7/18/2016	
	6.N.5	Amendment to SOP Approved by Sup	TT	5/2/2016	9/5/2016	
SOP 200-025: Procedures for Maintaining	6.O.4	Amendment to SOP	CT	5/30/2016	8/22/2016	
	6.O.5	Amendment to SOP Approved by Sup	TT	6/27/2016	9/12/2016	
SOP 200-026: Competitive Sealed Bidding	6.P.4	Amendment to SOP	CT	4/18/2016	9/12/2016	
	6.P.5	Amendment to SOP Approved by Sup	TT	5/16/2016	9/26/2016	
SOP 200-027: Competitive Sealed Bidding	6.Q.4	Amendment to SOP	CT	4/11/2016	9/19/2016	
	6.Q.5	Amendment to SOP Approved by Sup	TT	5/9/2016	10/24/2016	
SOP 200-030: Emergency Procurement	6.R.4	Amendment to SOP	CT	5/16/2016	10/3/2016	
	6.R.5	Amendment to SOP Approved by Sup	TT	6/13/2016	10/24/2016	
SOP 200-031: Competitive Selection Procedures for Services - RFPs	6.S.4	Amendment to SOP	CT	5/2/2016	10/17/2016	
	6.S.5	Amendment to SOP Approved by Sup	TT	5/30/2016	10/31/2016	
SOP 200-023: Budget Preparation Process	6.X.4	Amendment to SOP	TT	6/6/2016	6/6/2016	
SOP 800-006: Request to Fill Position(s)	6.Z.4	Amendment to SOP	AMS	9/26/2016	9/26/2016	
	6.Z.5	Amendment to SOP Approved by Sup	TT	10/31/2016	10/31/2016	
SOP 800-007: Employee Name Change	6.AA.4	Amendment to SOP	AMS	8/1/2016	8/1/2016	
	6.AA.5	Amendment to SOP Approved by Sup	TT	9/5/2016	9/12/2016	
SOP 800-008: Transfer and Voluntary Departure	6.AB.4	Amendment to SOP	AMS	9/26/2016	9/26/2016	
	6.AB.5	Amendment to SOP Approved by Sup	TT	10/31/2016	10/31/2016	
SOP 800-009: Reclassification of Teachers	6.AC.4	Amendment to SOP	AMS	9/26/2016	9/26/2016	
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	6.AD.5	Amendment to SOP Approved by Sup	TT	9/5/2016	9/12/2016	

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SOP 1500-006: Payroll Processing	6.AG.4	Amendment to SOP	JSN	9/26/2016	9/26/2016	
SOP 200-: SEFA Reconciliation	6.AH.1	Adoption of SOP	LRP	6/27/2016	10/3/2016	
	6.AH.4	Amendment to SOP	LRP	8/29/2016	9/5/2016	
	6.AH.5	Amendment to SOP Approved by Sup	TT	9/26/2016	9/5/2016	
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	7.J.3	Answer USDE questions on restricted calculations	TWS/JPM	11/23/2015	4/4/2016	
Finalize FY16 negotiations	7.K.1	Re-submit applications, if modified	JPM	11/30/2015	4/4/2016	
	7.K.2	Complete negotiations to finalize rate	JPM	12/21/2015	4/4/2016	
Collect data for FY17 app	7.L.1	Compile data master	JPM/TSA	2/15/2016	2/15/2016	
	7.L.2	Update data into master spreadsheet	JPM/TSA	2/22/2016	2/22/2016	
	7.L.3	Review preliminary results	JPM/TSA	2/29/2016	2/29/2016	
Perform internal review of FY17 app	7.M.1	Sanity check results vs. previous years	JPM/TSA	3/7/2016	3/28/2016	
	7.M.2	Build bridge(s), with explanations of main changes	JPM/TSA	3/14/2016	3/28/2016	
	7.M.3	Finalize draft application and backup	JPM/TSA	3/21/2016	3/28/2016	
Review FY17 app with DOI/USDE	7.N.1	Confirm app & back-up materials sent to DOI/USDE	JPM/TSA	3/28/2016	3/28/2016	
	7.N.2	Answer DOI questions on unrestricted calculations	JPM/TSA	7/25/2016	8/22/2016	
	7.N.3	Answer USDE questions on restricted calculations	JPM/TSA	8/22/2016	11/7/2016	
Finalize FY17 negotiations	7.O.1	Re-submit applications, if modified	JPM/TSA	8/29/2016	11/14/2016	
IDC reimbursement allocations	7.P.1	Meet with Management regarding current SOP and	JPM/TSA	3/28/2016	4/4/2016	
	7.P.2	Draft allocation plan based on meeting with Manage	JPM/TSA	4/4/2016	4/11/2016	
	7.P.3	Draft SOP updates if necessary	JPM/TSA	4/18/2016	4/18/2016	
Revisit Indirect Cost Manual	7.Q.1	Revisit 7.C.1	JPM/TSA	3/28/2016	4/18/2016	
Indirect Cost True-ups and Reimbursement Requests	7.R.1	Prepare instructions on calculating the Indirect Cost	JPM/TSA	1/25/2016	2/1/2016	
	7.R.3	Perform quarterly Indirect Cost true-ups and submit	JPM/TSA	1/11/2016	1/11/2016	
	7.R.4	Perform quarterly Indirect Cost true-ups and submit	JPM/TSA	4/11/2016	5/30/2016	
	7.R.5	Perform quarterly Indirect Cost true-ups and submit	JPM/TSA	7/11/2016	7/11/2016	
	7.R.6	Perform quarterly Indirect Cost true-ups and submit	JPM/TSA	10/10/2016	10/31/2016	
Indirect Cost Strategy	7.S.1	Provide summary overview of indirect cost methods	JPM/TSA	3/7/2016	3/7/2016	
	7.S.2	Integrate indirect costs into grants budgeting proces	JPM/TSA	3/28/2016	3/28/2016	
	7.S.3	Modify / confirm / document grants application and	JPM/TSA	3/28/2016	3/28/2016	
	7.S.4	Modify / confirm / document budget amendments re	JPM/TSA	3/28/2016	3/28/2016	
Accounts Payable	8.A.1	Management of the A/P process (federal). No transi	Eloise	7/2/1905	7/2/1905	
Reporting & Accountability	8.B.1	Transition the grant status report from TPFA to GDC	LP	9/19/2016	9/19/2016	
	8.B.3	Transition the requisition in progress report (federal	CT	7/7/1905	7/7/1905	
	8.B.8	Management and completion of the CCAP report	IAO	5/16/2016	7/4/2016	
	8.B.9	Weekly management and completion of the transitio	IAO	9/26/2016	9/26/2016	

Guam Department of Education

Master Transition Workplan - GANTT Summary - as of December 09, 2016

at Objective Level

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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	Tony Bob/Ike S.												
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 December 09, 2016

at Objective Level

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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												

Guam Department of Education

Master Transition Workplan - GANTT Summary - as of December 09, 2016
at Milestone Level

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1.L.1	TDR	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	TDR	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	TDR	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	TDR	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	TDR	Re-edit TDR SOP Procedures incorporating A-87	Finalize and re-edit work flow process and responsibilities incorporating A-87	DSNL															
1.Q.1	TDR	Training	Training and accessibility for program managers / project directors / federal program state	DSNL / J. Mesa															
1.R.1			Selection of staff member is paramount to completing any of the additional transition plan objectives involving payroll reimbursements.	Tony Bob/Ike S.															
1.R.2			Development of Training Manual	Tony B.															
1.R.3			Training of USDOE Regulations including OMB Omni-Circular as related to payroll reimbursements for Federal grant activities.	Tony B./Ike S.															

Guam Department of Education

Master Transition Workplan - GANTT Summary - as of December 09, 2016
at Milestone Level

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1.R.4	TDR	Payroll Reimbursement Process	Training on GDOE SOP No. 900-009	Tony Bob/Ike S.															
1.R.5			Training on Payroll Reimbursement Process, including the relationship between all GDOE Departments related to payroll	Tony B.															
1.R.6			Training on Payroll Reimbursement analysis, including: 1) 3-way-match between PR documents, 2) spreadsheet and raw data analysis	Tony B.															
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	Tony B.															
1.R.8			MUNIS Training (i.e. MUNIS invoice entry; raw data report generation; etc.)	Tony B.															
1.R.9			Excel Spreadsheet Training (focus on payroll reimbursement analysis spreadsheet creation and payroll report generation)	Tony B.															
1.R.10			On-going monitoring until special conditions are reduced / eliminated	Tony B.															
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	BID MANAGEMENT	POC meeting to review bid processing DTPs.	CT/JPM															
2.F.2			Test requisition conversion to bid in Temporary Environment.	CT/JPM															
2.F.3			Adjust setting and infrastructure as per test findings. Reperform Tests.	CT/JPM															
2.F.4			Meet with Management regarding Bid Management process, requirements as tested and Management's desired outcomes.	CT/JPM															
2.F.5			Create End User Instructions (Incorporate in DTPs)	CT/JPM															
2.F.6			Train End Users (Buyers)	CT/JPM															
2.F.7			Train End Users (Schools and Divisions)	CT/JPM															
2.F.8			Roll out the use of Bid Management	CT/JPM															
2.G.1			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															

Guam Department of Education

Master Transition Workplan - GANTT Summary - as of December 09, 2016
at Milestone Level

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2.G.3	FMIS	EMPLOYEE EXPENSE (In ESS)	Build and Test sample of Employee Expense in Munis and ESS temporary environment (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	AGM/JPM														
2.G.11			Train Principals, Division Heads, Program Managers, Program Coordinators on Employee Expense (In ESS)	AGM/JPM														
2.G.12			Roll-out for Department wide use.	AGM/JPM														
2.H.5			FMIS	CONTRACT MANAGEMENT (DATA)	Contract Management Workflow	CT/TSA												
2.H.6					Compile contract information	CT/TSA												
2.H.7	Train End Users	CT/TSA																
2.H.8	Roll out the use of Contract Management.	CT/TSA																
2.L.1	FMIS	GRANT / PROJECT MASTER/ GRANT MANAGER	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 Grant Master, Project Master, and Grant Manager in 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, Project Master and Grant Manager 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	FMIS	ESS Leave Request	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														
2.M.3			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														

Guam Department of Education

Master Transition Workplan - GANTT Summary - as of December 09, 2016
at Milestone Level

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2.M.5	FMIS	PA Pilot	Meet with Management to present ESS Leave Request.	JRSNS / AMS					3 10 17 24 31	7 14 21 28								
2.M.6			Build ESS Leave Request in Live environment per updated checklist and Management feedback.	JRSNS / AMS					3 10 17 24 31	7 14 21 28								
2.M.7			Create End User Instructions (Incorporate in DTPs) and propose adjustments to SOPs if necessary.	JRSNS / AMS						3 10 17 24 31	7 14 21 28							
2.M.8			Train End Users	JRSNS / AMS								5 12 19 26						
2.N.2			Launch of PA pilot --effective date 1/01/2016-6/30/2016	AMS/JPM										2 9 16 23 30				
2.N.3			Survey end users - feedback on pilot effectiveness	AMS/JPM										2 9 16 23 30				
2.N.4			Pilot close meeting	AMS/JPM										2 9 16 23 30				
2.N.5	Draft SOP updates if necessary	AMS/JPM										2 9 16 23 30						
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				5 12 19 26										
2.P.2			POC meetings to review current process, documentation and needs	YD/JPM				5 12 19 26										
2.P.3			Research and identify possible Munis solutions to address needs and issues (N/A)	YD/JPM				5 12 19 26										
2.P.4			Test proposed actions in temporary environment (N/A)	YD/JPM				5 12 19 26										
2.P.5			Present proposed solutions to Management (N/A)	YD/JPM								7 14 21 28						
2.P.6			Create or adjust existing End User Instructions (DTPs) and propose adjustments to SOPs if necessary.	YD/JPM								7 14 21 28						
2.P.7			Train End Users	YD/JPM								7 14 21 28						
2.Q.1	FMIS	Fixed Assets	Survey end users regarding Fixed Assets	MP/TSA				5 12 19 26										
2.Q.2			POC meetings to review current process, documentation and needs	MP/TSA				5 12 19 26										
2.Q.3			Research and identify possible Munis solutions to address needs and issues.	MP/TSA				5 12 19 26										
2.Q.4			Test proposed actions in temporary environment	MP/TSA				5 12 19 26										
2.Q.5			Present proposed solutions to Management.	MP/TSA								7 14 21 28						
2.Q.6			Create or adjust existing End User Instructions (DTPs) and propose adjustments to SOPs if necessary.	MP/TSA								7 14 21 28						
2.Q.7			Train End Users	MP/TSA								7 14 21 28						
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 TCME		TSA															
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			Review applications of candidates	FCN														

Guam Department of Education

Master Transition Workplan - GANTT Summary - as of December 09, 2016
at Milestone Level

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3.A.13	Internal Controls	Rebuild Internal Audit Office	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 and submit MIC Assessment Report to Sup.	FCN/JB													
3.B.29			IAO validates MIC Assessments of high-risk areas	FCN/JB													
3.B.30			IAO to determine necessary corrective actions	FCN/JB													
3.B.31			Finalize report for Sup.'s disposition	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			Internal		Business Office develop SOPs for SEFA Reconciliation.	LRP											
3.E.2	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															

Guam Department of Education

Master Transition Workplan - GANTT Summary - as of December 09, 2016
at Milestone Level

Tag	Initiative	Objective	Milestone	POC	Jun	Jul	Aug	Sep	Oct '16	Nov	Dec '16	Jan '17	Feb	Mar	Apr	May	
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3.E.4	Internal Controls	SEFA Reconciliation	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 16)	LRP													
3.F.4			Timely replies to audit requests (milestone for FY 16)	LRP/FCN	█												
3.F.5			Audit report issuance per contract (milestone for FY 16)	TT/FCN	█												
3.F.6			IAO to ensure implementation of corrective action plans (FY 15)	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	CT/FC/LB													
4.A.23			Review long-term staffing needs of the Procurement Office	CT/FC/LB	█												
4.A.24			Review metrics and other statistics to determine additional needs of the Procurement Office	CT/FC/LB	█												
4.A.25			Determine the need for a Contract Management Administrator	CT/FC/LB	█												
4.B.1	Procurement "OSM"	Training	Formalize training program for all current and future procurement staff - including content development and training materials	CT/FC/LB													
4.B.2			Train procurement staff on 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award	CT/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	CT/FC/LB	█												
4.C.2			Establish a program to evaluate contract performance to ensure professional services contracts are satisfactorily performed	CT/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	CT/FC/LB													
4.D.2	Procurement "OSM"	Reporting & Accountability	Create a detailed district-wide procurement calendar	CT/FC/LB													
4.D.6			Transition the creation of the open requisition and open PO report from TPFA to the GDOE (federal)	CT/FC/LB													
4.F.1			TPFA removed from workflow (req to PO process). TPFA will be final approver until special conditions are reduced / eliminated	TPFA													

Guam Department of Education

Master Transition Workplan - GANTT Summary - as of December 09, 2016
at Milestone Level

Tag	Initiative	Objective	Milestone	POC	Jun	Jul	Aug	Sep	Oct '16	Nov	Dec '16	Jan '17	Feb	Mar	Apr	May	
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4.F.2	Procurement "OSM"	Procurement Transition	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	CT													
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 post-audit 2016 evaluation process to emphasize the inventory management accountability of fixed assets and procedures at each school and division.	MYP													
5.B.8			Generate 2016 status reports for dissemination to USDOE and GDOE Upper Management.	MYP													
5.B.10			GDOE PMO staff will conduct the 2016 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	Property Mgmt	Staff training on BMI software, Munis fixed assets module, computer skills.	PMO will provide ongoing training of BMI software, Munis fixed assets module, and computer skills as they relate to inventory management.	MYP													
5.C.2			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, spreadsheet creation, and analysis.	MYP													
5.C.4			PMO staff will demonstrate mastery of using computer software to provide internal training.	MYP													

Guam Department of Education

Master Transition Workplan - GANTT Summary - as of December 09, 2016
at Milestone Level

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5.C.5	Property Mgmt	Standard Operating Procedures	PMO staff will be proactive in addressing and correcting any training concerns among staff.	MYP	[Blue bar from Jun to Oct '16]													
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														
5.E.4			Receiving assets (warehouse & schools)	Fill the Warehouse Supervisor position.	MYP													
5.F.1			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	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	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	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														
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 200-022: Bank	Amendment to SOP	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	LRP														

Guam Department of Education

Master Transition Workplan - GANTT Summary - as of December 09, 2016
at Milestone Level

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6.D.5	SOP's	SOP 200-022: Bank Reconciliation Procedures	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: General	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	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	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: Accou	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	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	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													
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			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	LRP													

Guam Department of Education

Master Transition Workplan - GANTT Summary - as of December 09, 2016
at Milestone Level

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6.I.5	SOP's	SOP 200-041: School	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	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	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	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	CT															
6.M.2			Staff Training on SOP	CT															
6.M.3			Staff Acknowledgement Forms	CT															
6.M.4			Amendment to SOP	CT															
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															
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)	CT															
6.N.1			Adoption of SOP	CT															
6.N.2			Staff Training on SOP	CT															
6.N.3			Staff Acknowledgement Forms	CT															
6.N.4			Amendment to SOP	CT															

Guam Department of Education

Master Transition Workplan - GANTT Summary - as of December 09, 2016
at Milestone Level

Tag	Initiative	Objective	Milestone	POC	Jun	Jul	Aug	Sep	Oct '16	Nov	Dec '16	Jan '17	Feb	Mar	Apr	May	
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6.N.5 6.N.6 6.N.7 6.N.8 6.N.9 6.N.10	SOP's	SOP 200-020: Open	Amendment to SOP Approved by Sup IAO Walkthrough of SOP IAO Assessment of SOP IAO Testing of SOP IAO Reporting of Testing Results Amendment to SOP (if necessary)	TT FCN FCN FCN FCN CT													
6.O.1 6.O.2 6.O.3 6.O.4 6.O.5 6.O.6 6.O.7 6.O.8 6.O.9 6.O.10	SOP's	SOP 200-025: Proce	Adoption of SOP Staff Training on SOP Staff Acknowledgement Forms Amendment to SOP Amendment to SOP Approved by Sup IAO Walkthrough of SOP IAO Assessment of SOP IAO Testing of SOP IAO Reporting of Testing Results Amendment to SOP (if necessary)	CT CT CT CT TT FCN FCN FCN FCN CT													
6.P.1 6.P.2 6.P.3 6.P.4 6.P.5 6.P.6 6.P.7 6.P.8 6.P.9 6.P.10	SOP's	SOP 200-026: Compe	Adoption of SOP Staff Training on SOP Staff Acknowledgement Forms Amendment to SOP Amendment to SOP Approved by Sup IAO Walkthrough of SOP IAO Assessment of SOP IAO Testing of SOP IAO Reporting of Testing Results Amendment to SOP (if necessary)	CT CT CT CT TT FCN FCN FCN FCN CT													
6.Q.1 6.Q.2 6.Q.3 6.Q.4 6.Q.5 6.Q.6 6.Q.7 6.Q.8 6.Q.9 6.Q.10	SOP's	SOP 200-027: Compe	Adoption of SOP Staff Training on SOP Staff Acknowledgement Forms Amendment to SOP Amendment to SOP Approved by Sup IAO Walkthrough of SOP IAO Assessment of SOP IAO Testing of SOP IAO Reporting of Testing Results Amendment to SOP (if necessary)	CT CT CT CT TT FCN FCN FCN FCN CT													
6.R.1 6.R.2 6.R.3 6.R.4 6.R.5 6.R.6 6.R.7 6.R.8 6.R.9 6.R.10	SOP's	SOP 200-030: Emerg	Adoption of SOP Staff Training on SOP Staff Acknowledgement Forms Amendment to SOP Amendment to SOP Approved by Sup IAO Walkthrough of SOP IAO Assessment of SOP IAO Testing of SOP IAO Reporting of Testing Results Amendment to SOP (if necessary)	CT CT CT CT TT FCN FCN FCN FCN CT													
6.S.1 6.S.2 6.S.3 6.S.4			Adoption of SOP Staff Training on SOP Staff Acknowledgement Forms Amendment to SOP	CT CT CT CT													

Guam Department of Education

Master Transition Workplan - GANTT Summary - as of December 09, 2016
at Milestone Level

Tag	Initiative	Objective	Milestone	POC	Jun	Jul	Aug	Sep	Oct '16	Nov	Dec '16	Jan '17	Feb	Mar	Apr	May	
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6.S.5	SOP's	SOP 200-031: Compete	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)	CT													
6.T.1	SOP's	SOP 200-033: Compete	Adoption of SOP	CT													
6.T.2			Staff Training on SOP	CT													
6.T.3			Staff Acknowledgement Forms	CT													
6.T.4			Amendment to SOP	CT													
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)	CT													
6.U.1	SOP's	SOP 200-036: Request	Adoption of SOP	CT													
6.U.2			Staff Training on SOP	CT													
6.U.3			Staff Acknowledgement Forms	CT													
6.U.4			Amendment to SOP	CT													
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)	CT													
6.V.1	SOP's	SOP 200-037: Requisite	Adoption of SOP	CT													
6.V.2			Staff Training on SOP	CT													
6.V.3			Staff Acknowledgement Forms	CT													
6.V.4			Amendment to SOP	CT													
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)	CT													
6.W.1	SOP's	SOP 200-040: Protest	Adoption of SOP	CT													
6.W.2			Staff Training on SOP	CT													
6.W.3			Staff Acknowledgement Forms	CT													
6.W.4			Amendment to SOP	CT													
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													
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)	CT													
6.X.1			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	TT													

Guam Department of Education

Master Transition Workplan - GANTT Summary - as of December 09, 2016
at Milestone Level

Tag	Initiative	Objective	Milestone	POC	Jun	Jul	Aug	Sep	Oct '16	Nov	Dec '16	Jan '17	Feb	Mar	Apr	May	
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6.X.5 6.X.6 6.X.7 6.X.8 6.X.9 6.X.10	SOP's	SOP 200-023: Budget	Amendment to SOP Approved by Sup IAO Walkthrough of SOP IAO Assessment of SOP IAO Testing of SOP IAO Reporting of Testing Results Amendment to SOP (if necessary)	TT FCN FCN FCN FCN TT													
6.Y.1 6.Y.2 6.Y.3 6.Y.4 6.Y.5 6.Y.6 6.Y.7 6.Y.8 6.Y.9 6.Y.10	SOP's	SOP 200-024: Budget	Adoption of SOP Staff Training on SOP Staff Acknowledgement Forms Amendment to SOP Amendment to SOP Approved by Sup IAO Walkthrough of SOP IAO Assessment of SOP IAO Testing of SOP IAO Reporting of Testing Results Amendment to SOP (if necessary)	TT TT TT TT TT FCN FCN FCN FCN TT													
6.Z.1 6.Z.2 6.Z.3 6.Z.4 6.Z.5 6.Z.6 6.Z.7 6.Z.8 6.Z.9 6.Z.10	SOP's	SOP 800-006: Request	Adoption of SOP Staff Training on SOP Staff Acknowledgement Forms Amendment to SOP Amendment to SOP Approved by Sup IAO Walkthrough of SOP IAO Assessment of SOP IAO Testing of SOP IAO Reporting of Testing Results Amendment to SOP (if necessary)	AMS AMS AMS AMS TT FCN FCN FCN FCN AMS													
6.AA.1 6.AA.2 6.AA.3 6.AA.4 6.AA.5 6.AA.6 6.AA.7 6.AA.8 6.AA.9 6.AA.10	SOP's	SOP 800-007: Employment	Adoption of SOP Staff Training on SOP Staff Acknowledgement Forms Amendment to SOP Amendment to SOP Approved by Sup IAO Walkthrough of SOP IAO Assessment of SOP IAO Testing of SOP IAO Reporting of Testing Results Amendment to SOP (if necessary)	AMS AMS AMS AMS TT FCN FCN FCN FCN AMS													
6.AB.1 6.AB.2 6.AB.3 6.AB.4 6.AB.5 6.AB.6 6.AB.7 6.AB.8 6.AB.9 6.AB.10	SOP's	SOP 800-008: Transition	Adoption of SOP Staff Training on SOP Staff Acknowledgement Forms Amendment to SOP Amendment to SOP Approved by Sup IAO Walkthrough of SOP IAO Assessment of SOP IAO Testing of SOP IAO Reporting of Testing Results Amendment to SOP (if necessary)	AMS AMS AMS AMS TT FCN FCN FCN FCN AMS													
6.AC.1 6.AC.2 6.AC.3 6.AC.4			Adoption of SOP Staff Training on SOP Staff Acknowledgement Forms Amendment to SOP	AMS AMS AMS AMS													

Guam Department of Education

Master Transition Workplan - GANTT Summary - as of December 09, 2016
at Milestone Level

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

Guam Department of Education

Master Transition Workplan - GANTT Summary - as of December 09, 2016

at Milestone Level

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6.AH.5	SOP's	SOP 200-44: SEFA R	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													
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.														

Guam Department of Education

Master Transition Workplan - GANTT Summary - as of December 09, 2016
at Milestone Level

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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															
8.B.3			Transition the requisition in progress report (federal)	CT														
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 Payable	Accounting / GL	Management and completion of monthly and annual close process. TPFA will be manage until special conditions are reduced / eliminated	TPFA														
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.															