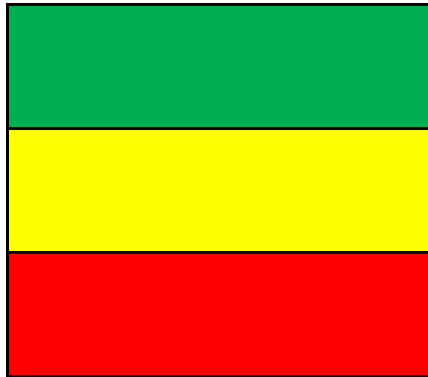


GDOE Transition Plan

Bi-Weekly Status Report Status Key and Gantt Chart

as of April 01, 2016

Status Color



Status Interpretation

Green: Denotes progress as planned and on track to meet target completion date.

Yellow: Denotes progress may be hindered if measures are not addressed and target completion date may be missed.

Red: Denotes progress has stopped, immediate measures need to be taken and target completion date will be missed.

Gantt Chart

**** Blue Shaded sections reflect proposed transition work plans / periods.

**** Dates / Periods directly after the blue shaded sections denote that objective / milestone target dates have been complete. At this point it is up to the GDOE to determine if they feel as though adequate progress has been made to request reconsideration of the Special Conditions imposed by the USDOE.

GDOE Transition Plan
 Executive Summary: Bi-Weekly Status Report
 as of April 01, 2016

Label	Initiative Description	Leader	Previous Status	Current Status	Comments/Notes
1	TDR	Dina Lorenzo			<ul style="list-style-type: none"> Target dates reassessed due to competing priorities
2	FMIS	Jackie Mesa			<ul style="list-style-type: none"> Testing version 11.4 for update sometime between late April and mid-May
3	Internal Controls	Franklin Cooper-Nurse			<ul style="list-style-type: none"> Working to ensure audit completed in timely manner.
4	Procurement "OSM"	Carmen Taitano			<ul style="list-style-type: none"> Pending decisions regarding reorganization Have regularized reporting and meetings Working on finalizing training related to Super Circular as well as a process to measure vendor performance
5	Property Mgmt	Marc Pido			<ul style="list-style-type: none"> Physical inventory proceeding as expected Funding for additional resources has been identified; resources ordered Pending decisions regarding reorganization
6	SOP's	Franklin Cooper-Nurse			<ul style="list-style-type: none"> SOP initiative has been expanded to be more transparent and to better track status. Adjustments were made to better align with the USDOE's feedback. Federal Grants manual remains outstanding
7	Indirect Costs	Jackie Mesa			<ul style="list-style-type: none"> Discussions with USDOE on FY16 rate ongoing FY17 interim rate application submitted using unaudited financials
8	Accounting & Accounts Payable	Lourdes Perez			<ul style="list-style-type: none"> Initial draft complete, communicated with Sup and leads and presented in this report for further discussion

Notes/Issues:

- Initiatives have been adjusted to incorporate feedback from the USDOE's visit in November of 2015.

Risks (and mitigation strategies, if applicable):

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

4/1/2016

Guam Department of Education

Master Transition Workplan - GANTT Summary - as of April 01, 2016

at Objective Level

Tag	Initiative	Objective	POC	Jan '16	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct '16	Nov	Dec '16	Jan '17	Feb	Mar	Apr	
				4 11 18 25	1 8 15 22 29	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	6 13 20 27	6 13 20 27	3 10 17 24	
1.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	DSNL / J. Mesa				■	■	■	■			■							
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/JPM										■	■	■	■	■	■	■	■	
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/JP			■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
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	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■

