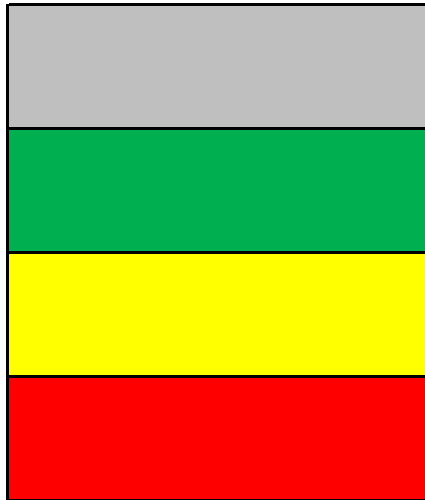


GDOE Transition Plan

Bi-Weekly Status Report Status Key and Gantt Chart

as of June 24, 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 June 24, 2016

| Label | Initiative Description | Leader | Previous Status | Current Status | Comments/Notes |
|-------|-------------------------------|-----------------------|-----------------|----------------|---|
| 1 | TDR | Dina Lorenzo | | | <ul style="list-style-type: none"> • HR realigned updated 'Job Type' to address errors related to multi-funded employees; current PPE will test success • Working with electronic TDR to ensure the process and SOP are aligned |
| 2 | FMIS | Jackie Mesa | | | <ul style="list-style-type: none"> • Successfully upgraded to 11.1; no major issues • Work on the staffing pattern & Grant Module delayed due to availability of staff and time constraints |
| 3 | Internal Controls | Franklin Cooper-Nurse | | | <ul style="list-style-type: none"> • Financial audit to be finalized; working to get legal opinions to support GDOEs procurement process for single audit • Training and Testing of SOPs has been pushed based on feedback from respective SOP owners. See SOP Initiative for further detail. |
| 4 | Procurement "OSM" | Carmen Taitano | | | <ul style="list-style-type: none"> • Pending decisions regarding reorganization • Piloting vendor evaluation with FSAIS division Erate contracts |
| 5 | Property Mgmt | Marc Pido | | | <ul style="list-style-type: none"> • Last two weeks used to reconcile fixed asset inventories • Working to upload required information into fixed asset records such as CFDA and GAN • Pending decisions regarding reorganization |
| 6 | SOP's | Franklin Cooper-Nurse | | | <ul style="list-style-type: none"> • Several SOPs are being circulated for comments to determine whether updates are necessary. • Federal Grants manual remains outstanding. • Several SOP amendment dates have been delayed due to competing priorities. |
| 7 | Indirect Costs | Jackie Mesa | | | <ul style="list-style-type: none"> • FY16 has been received; working with TPFA to begin regular draws of indirect costs • With FY15 financial audit complete, the FY17 interim rate application will be updated |
| 8 | Accounting & Accounts Payable | Lourdes Perez | | | <ul style="list-style-type: none"> • Several milestones require discussions with USDOE to better understand how to address a step-by-step transition so that GDOE is given the ability to prove they can manage while TPFA oversees. |

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

6/17/2016

GDOE Transition Plan
Bi-Weekly Status Report
as of June 24, 2016

Initiative #1 - TDR

GDOE Lead: Dina Lorenzo | TPFA 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) | Fed Prog / Budget / HR / PR / FMIS | 02/01/16 | 07/04/16 | |
| | 1.O.2 | Verify Structure of HR on staffing for 3-way match | Fed Prog / Budget / HR / PR / FMIS | 02/01/16 | 07/04/16 | |
| | 1.O.3 | Verify Structure of PR on single and multiple cost objective in PR system | Fed Prog / Budget / HR / PR / FMIS | 02/01/16 | 07/04/16 | |
| | 1.O.4 | Verify Structure of Employee Job Salary Report > Staffing vs. Employee Time Tracker > TDR | Fed Prog / Budget / HR / PR / FMIS | 02/01/16 | 07/04/16 | |
| 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 | 07/25/16 | |
| Training | 1.Q.1 | Training and accessibility for program managers / project directors / federal program state | DSNL / J. Mesa | 02/01/16 | 07/25/16 | |

| Objective-Milestone-Leader Identification | | | | Progress vs. Plan | | |
|---|--------|--|----------------|----------------------|---------------------|----------------|
| Objective Description | Label | Milestone Description | Main POC | Target Date Original | Target Date Updated | Current Status |
| Payroll Reimbursement Process | 1.R.1 | Selection of staff member is paramount to completing any of the additional transition plan objectives involving payroll reimbursements. | Ike S. | 04/18/16 | 04/18/16 | |
| | 1.R.2 | Development of Training Manual | Tony B. | 08/01/16 | 08/01/16 | |
| | 1.R.3 | Training of USDOE Regulations including OMB Omni-Circular as related to payroll reimbursements for Federal grant activities. | Tony B./Ike S. | 08/01/16 | 08/01/16 | |
| | 1.R.4 | Training on GDOE SOP No. 900-009 | Ike S. | 08/01/16 | 08/01/16 | |
| | 1.R.5 | Training on Payroll Reimbursement Process, including the relationship between all GDOE Departments related to payroll | Tony B. | 08/01/16 | 08/01/16 | |
| | 1.R.6 | Training on Payroll Reimbursement analysis, including: 1) 3-way-match between PR documents, 2) spreadsheet and raw data analysis | Tony B. | 08/01/16 | 08/01/16 | |
| | 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. | 08/01/16 | 08/01/16 | |
| | 1.R.8 | MUNIS Training (i.e. MUNIS invoice entry; raw data report generation; etc.) | Tony B. | 09/05/16 | 09/05/16 | |
| | 1.R.9 | Excel Spreadsheet Training (focus on payroll reimbursement analysis spreadsheet creation and payroll report generation) | Tony B. | 10/31/16 | 10/31/16 | |
| | 1.R.10 | On-going monitoring until special conditions are reduced / eliminated | Tony B. | Ongoing | Ongoing | |

| | |
|---|------------------|
| <p>Notes:</p> <ul style="list-style-type: none"> • Reviewing labor costs reports to identify fixes needed for processing of multi-account funded employees. • Federal Programs, Payroll and HR researching and rectifying issue > Verification on PPE 06/25/16. • Working with J. Mesa regarding A-87, PCs unable to replicate report using same specs as J.Mesa, permissions issues may be a factor. Looking into with IT. • J.Mesa testing the adjustment function in MUNIS (history transfer). Adjustments are not being reflected in A-87 and has been reported to Tyler. | 6/24/2016 |
| <p>Risks (and mitigation strategies, if applicable):</p> <ul style="list-style-type: none"> • Training and compliance critical for success particularly as majority of the federally funded employees will move to a biannual certification. | |

GDOE Transition Plan
Bi-Weekly Status Report
as of June 24, 2016

Initiative #2 - FMIS

GDOE Lead: Jackie Mesa | TPGA Liaison: Tim Meighan / 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 | |
| | 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 | 11/07/16 | |
| | 2.F.2 | Test requisition conversion to bid in Temporary Environment. | CT/JPM | 10/26/15 | 12/05/16 | |
| | 2.F.3 | Adjust setting and infrastructure as per test findings. Reperform Tests. | CT/JPM | 11/30/15 | 02/29/16 | |
| | 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 | |
| | 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 | 08/01/16 | |
| | 2.G.6 | Build Employee Expense infrastructure in Live per updated checklist. | AGM/JPM | 05/16/16 | 08/22/16 | |
| | 2.G.7 | Create End User Instructions (Incorporate in DTPs) | AGM/JPM | 05/30/16 | 09/12/16 | |
| | 2.G.8 | Train Pilot users (next group of travelers) | AGM/JPM | 06/27/16 | 10/31/16 | |
| | 2.G.9 | Survey Pilot users on the use of the Employee Expense (In ESS) | AGM/JPM | 07/25/16 | 11/07/16 | |
| | 2.G.10 | Finalize and document process in SOP and End User Instructions | AGM/JPM | 08/29/16 | 11/21/16 | |
| | 2.G.11 | Train Principals, Division Heads, Program Managers, Program Coordinators on Employee Expense (In ESS) | AGM/JPM | 08/29/16 | 12/19/16 | |
| | 2.G.12 | Roll-out for Department wide use. | AGM/JPM | 01/25/16 | 12/19/16 | |
| 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 | 08/08/16 | |
| | 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 | 08/15/16 | |
| | 2.L.4 | Adjust setting and infrastructure as per test findings. Reperform Tests. | NS/CR/JPM | 06/27/16 | 08/29/16 | |
| | 2.L.5 | Present system capabilities with adjusted set up. | NS/CR/JPM | 07/11/16 | 09/05/16 | |
| | 2.L.6 | Build Grant Master, Project Master and Grant Manager in Live environment per updated checklist. | NS/CR/JPM | 09/19/16 | 09/19/16 | |
| | 2.L.7 | Create End User Instructions (Incorporate in DTPs) and propose adjustments to SOPs if necessary. | NS/CR/JPM | 08/08/16 | 10/03/16 | |
| | 2.L.8 | Train End Users | NS/CR/JPM | 03/21/16 | 10/17/16 | |

| 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 | On Track |
| | 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 | 05/30/16 | |
| | 2.M.4 | Adjust setting and infrastructure as per test findings. Reperform Tests. | JRSNS / AMS | 08/15/16 | 08/01/16 | |
| | 2.M.5 | Meet with Management to present ESS Leave Request. | JRSNS / AMS | 09/19/16 | 08/15/16 | |
| | 2.M.6 | Build ESS Leave Request in Live environment per updated checklist and Management feedback. | JRSNS / AMS | 10/17/16 | 09/19/16 | |
| | 2.M.7 | Create End User Instructions (Incorporate in DTPs) and propose adjustments to SOPs if necessary. | JRSNS / AMS | 10/31/16 | 10/17/16 | |
| | 2.M.8 | Train End Users | JRSNS / AMS | 12/14/15 | 10/31/16 | |
| 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 | On Track |
| | 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 | 07/11/16 | |
| | | | | | | |
| Munis Student Activities | 2.O.3 | Test proposed actions in temporary environment | TSA/CV | 01/11/16 | 01/04/16 | On Track |
| | 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 | On Track |
| | 2.P.2 | POC meetings to review current process, documentation and needs | YD/JPM | 10/24/16 | 10/03/16 | |
| | 2.P.3 | Research and identify possible Munis solutions to address needs and issues. | YD/JPM | 11/07/16 | 10/24/16 | |
| | 2.P.4 | Test proposed actions in temporary environment | YD/JPM | 11/14/16 | 10/31/16 | |
| | 2.P.5 | Present proposed solutions to Management. | YD/JPM | 11/28/16 | 11/21/16 | |
| | 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 | |
| | 2.P.7 | Train End Users | YD/JPM | 09/26/16 | 12/19/16 | |

| Objective-Milestone-Leader Identification | | | | Progress vs. Plan | | |
|---|-------|--|----------|----------------------|---------------------|----------------|
| Objective Description | Label | Milestone Description | Main POC | Target Date Original | Target Date Updated | Current Status |
| Fixed Assets | 2.Q.1 | Survey end users regarding Fixed Assets | MP/TSA | 10/03/16 | 09/26/16 | |
| | 2.Q.2 | POC meetings to review current process, documentation and needs | MP/TSA | 10/24/16 | 10/03/16 | |
| | 2.Q.3 | Research and identify possible Munis solutions to address needs and issues. | MP/TSA | 11/07/16 | 10/24/16 | |
| | 2.Q.4 | Test proposed actions in temporary environment | MP/TSA | 11/14/16 | 10/31/16 | |
| | 2.Q.5 | Present proposed solutions to Management. | MP/TSA | 11/28/16 | 11/21/16 | |
| | 2.Q.6 | Create or adjust existing End User Instructions (DTPs) and propose adjustments to SOPs if necessary. | MP/TSA | 11/28/16 | 12/05/16 | |
| | 2.Q.7 | Train End Users | MP/TSA | 11/28/16 | 12/19/16 | |
| 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 | |
| | 2.R.2 | Train staff to use the TCME | TSA | 11/28/16 | 02/22/16 | |
| 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 | |

Notes:

- Successful upgrade to Munis version 11.1; orientation held with administrators and division heads, no major issues.
- 2.L Due to conflicts with more pressing priorities, this module set up and launch will be postponed for a couple months.

Risks (and mitigation strategies, if applicable):

- Each POC will be performing each of these actions on top of their regular duties. Conflicting priorities is a risk. FMIS POC is also a POC on other objectives in
- Some actions could experience a delay based on Tyler Technologies, Inc. response time. Will work with Tyler contacts as much as possible to expedite Tyler responses and actions.

6/24/2016

GDOE Transition Plan
 Bi-Weekly Status Report
 as of June 24, 2016

Initiative #3 - Internal Controls

GDOE Lead: Franklin Cooper-Nurse | TPFA Liaison: Tim Meighan / 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 | █ |
| | 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 | 11/07/16 | 11/07/16 | |
| Risk Assessment of GDOE | 3.B.12 | Compile MIC Assessments into a database | FCN/JB | 09/21/15 | 07/11/16 | █ |
| | 3.B.21 | Provide tool & training to Division Mgrs/Administrator | FCN/JB | 08/08/16 | 08/08/16 | |
| | 3.B.22 | Require Division Mgrs/Administrators to submit MIC | FCN/JB | 08/22/16 | 08/22/16 | |
| | 3.B.23 | Follow-up non-submissions | FCN/JB | 09/05/16 | 09/05/16 | |
| | 3.B.24 | Update MIC Report to include late submissions | FCN/JB | 10/03/16 | 10/03/16 | |
| | 3.B.25 | Compile MIC Assessments into a database | FCN/JB | 10/03/16 | 10/03/16 | |
| | 3.B.26 | Analyze results of MIC Assessment | FCN/JB | 10/24/16 | 10/24/16 | |
| | 3.B.27 | Identify non-submissions and high-risk areas | FCN/JB | 10/24/16 | 10/24/16 | |
| | 3.B.28 | Develop and submit MIC Assessment Report to Sup. | FCN/JB | 11/21/16 | 11/21/16 | |
| | 3.B.29 | IAO validates MIC Assessments of high-risk areas | FCN/JB | 12/12/16 | 12/12/16 | |
| | 3.B.30 | IAO to determine necessary corrective actions | FCN/JB | 12/19/16 | 12/19/16 | |
| | 3.B.31 | Finalize report for Sup.'s disposition | FCN/JB | 01/02/17 | 01/02/17 | |
| Develop a Three-Year Audit Plan | 3.C.1 | Identify IAO's resources | IAO Staff | 07/18/16 | 07/18/16 | █ |
| | 3.C.2 | Analyze available staff hours | IAO Staff | 07/18/16 | 07/18/16 | |
| | 3.C.3 | Identify the audit universe | IAO Staff | 07/18/16 | 07/18/16 | |
| | 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 | |

| Objective-Milestone-Leader Identification | | | | Progress vs. Plan | | |
|--|---|--|----------------|----------------------|---------------------|----------------|
| Objective Description | Label | Milestone Description | Main POC | Target Date Original | Target Date Updated | Current Status |
| | 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 | 08/01/16 | 08/01/16 | |
| | 3.C.11 | Obtain approval of Sup on the report | IAO Staff | 08/08/16 | 08/08/16 | |
| | 3.C.12 | Present audit plan to DOE management | IAO Staff | 08/15/16 | 08/15/16 | |
| | 3.C.13 | Per Sup, initiate the audits selected in the audit plan | IAO Staff | 08/15/16 | 08/15/16 | |
| 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 | |
| SEFA Reconciliation | 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 | 07/04/16 | |
| | 3.E.2 | Business Office submits draft SOP to Deputy of Finance and Supt. for review and approval. | LRP | 06/27/16 | 07/04/16 | |
| | 3.E.3 | Accounting staff to perform monthly reconciliations between General Ledger, SEFA, and Federal Expenditures | Accounting sta | 06/27/16 | 08/15/16 | |
| | 3.E.4 | Comptroller reviews monthly report for completeness and accuracy | LRP | 06/27/16 | 08/15/16 | |
| | 3.E.5 | Comptroller provides monthly reconciliation to Deputy Sup. of Financial Affairs for review. | LRP | 06/27/16 | 08/15/16 | |
| | 3.E.6 | Business Office provides a copy of the approved report to IAO | LRP | 06/27/16 | 08/15/16 | |
| 3.E.7 | IAO periodically reviews the report to determine compliance | IAO Staff | 06/27/16 | 11/21/16 | | |
| Timely Completion of GDOE's Financial and Single Audit | 3.F.3 | Timely close accounting records | LRP | 12/29/15 | 01/04/16 | |
| | 3.F.4 | Timely replies to audit requests | LRP/FCN | 03/29/16 | 06/27/16 | |
| | 3.F.5 | Audit report issuance per contract | TT/FCN | 03/31/16 | 06/27/16 | |
| | 3.F.6 | IAO to ensure implementation of corrective action plans | FCN/TT | 09/30/15 | 10/03/16 | |

| Objective-Milestone-Leader Identification | | | | Progress vs. Plan | | |
|--|-------|-----------------------|----------|----------------------|---------------------|------------------|
| Objective Description | Label | Milestone Description | Main POC | Target Date Original | Target Date Updated | Current Status |
| <u>Notes:</u> <ul style="list-style-type: none"> • The FY15 Financial Statement Audit was issued on June 6, 2016 with a unmodified or clean opinion. • Training and testing of SOPs have been adjusted to reflect latest feedback from SOP owners. See SOP Initiative 6 for further detail. • SEFA target dates have been pushed based on other priorities. • We are working to resolve draft findings with supporting documents from divisions. Additionally, guidance has been requested from USDOE. | | | | | | 6/24/2016 |
| <u>Risks (and mitigation strategies, if applicable):</u> <ul style="list-style-type: none"> • Completion Risk • Completeness and Compliance to SOP's • Staffing (available resources) | | | | | | |

GDOE Transition Plan
Bi-Weekly Status Report
as of June 24, 2016

Initiative #4 - Procurement

GDOE Lead: Carmen Taitano | TPFA 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 | 06/27/16 | |
| | 4.A.24 | Review metrics and other statistics to determine additional needs of the Procurement Office | CT/FC/LB | 11/30/15 | 06/27/16 | |
| | 4.A.25 | Determine the need for a Contract Management Administrator | CT/FC/LB | 12/28/15 | 06/27/16 | |
| 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 | |
| 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 | |

| Objective-Milestone-Leader Identification | | | | Progress vs. Plan | | |
|---|-------|---|----------|----------------------|---------------------|----------------|
| Objective Description | Label | Milestone Description | Main POC | Target Date Original | Target Date Updated | Current Status |
| 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 | On Track |
| | 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 | At Risk |

| | |
|--|------------------|
| <p>Notes:</p> <ul style="list-style-type: none"> ● 4.F.1 thru 3 - Discussions need to be had with USDOE to determine how best to reflect in the transition plan. ● 4.C.1 & 2 Sent out vendor performance evaluation to FSAIS as a pilot process for all the New E-rate IFB's, which should be in effect on July 1, 2016. I requested end user to provide an evaluation on a quarterly basis. ● 4.A.23 - 4.A.25 - Research was conducted and provided to the Sup in Dec. of 2015. Decisions on overall staffing are still outstanding and likely going to be will be pushed out in the next cut of the transition plan. | 6/24/2016 |
| <p>Risks (and mitigation strategies, if applicable):</p> <ul style="list-style-type: none"> ● Sole attorney candidate declined position; position to be re-announced. ● Special Attorney General designation for new attorney delayed until he is able to get procurement training; completed 1st module of GCC Procurement training | |

GDOE Transition Plan
Bi-Weekly Status Report

as of June 24, 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 | 07/25/16 | On Track |
| | 5.A.7 | Internal record management (i.e. documentation, spreadsheet analysis, reporting, etc.). | MYP | 11/09/15 | 10/31/16 | On Track |
| 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 | Delayed |
| | 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 | On Track |
| | 5.B.8 | Generate 2016 status reports for dissemination to USDOE and GDOE Upper Management. | MYP | 06/26/16 | 06/27/16 | On Track |
| | 5.B.10 | GDOE PMO staff will conduct the 2016 reconciliation of USDOE funded fixed assets. | MYP | 06/20/16 | 06/20/16 | Delayed |
| | 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 | 06/27/16 | On Track |
| | 5.B.12 | GDOE PMO will conduct and monitor the progress of the required follow-up actions of each site. | MYP | 06/29/15 | 06/27/16 | On Track |
| | 5.B.13 | Clearly defined organizational structure, positions of leadership and associated responsibilities. | MYP | 06/27/16 | 06/27/16 | At Risk |
| | 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 | 10/31/16 | On Track |
| | 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 | Delayed |
| | 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 | Delayed |

| 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 | 10/31/16 | Green |
| | 5.C.2 | PMO staff will demonstrate mastery of using BMI software, Munis, and have basic-to-intermediate computer skills. | MYP | 11/09/15 | 10/31/16 | |
| | 5.C.3 | PMO staff will understand Microsoft Excel, spreadsheet creation, and analysis. | MYP | 03/30/15 | 10/31/16 | |
| | 5.C.4 | PMO staff will demonstrate mastery of using computer software to provide internal training. | MYP | 03/30/15 | 10/31/16 | |
| | 5.C.5 | PMO staff will be proactive in addressing and correcting any training concerns among staff. | MYP | 03/30/15 | 10/31/16 | |
| 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 | Grey |
| Receiving assets (warehouse & schools) | 5.E.4 | Fill the Warehouse Supervisor position. | MYP | 07/13/15 | 06/27/16 | Yellow |
| Staff Augmentation of PMO Property Management Office | 5.G.2 | Supplemental staffing provided by procurement | MYP | 05/30/16 | 05/30/16 | Grey |

Notes:

- 5.A.2 -Working to determine how to upload information from TPFA for existing assets. Additionally, will be working with program managers to load information not included in TPFA database. New assets will have information on Purchase Orders.
- 5.B.13 and 5.E.4 are dependent on organizational review and input from the Superintendent. Research was provided to the Sup in Dec. of 2015. Decisions on overall staffing are still outstanding and likely going to be pushed out in the next cut of the transition plan.

Risks (and mitigation strategies, if applicable):

- Need to work on team building strategies so that new and old staff can work as one team.

6/24/2016

GDOE Transition Plan
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as of June 24, 2016

Initiative #6 - SOP's

GDOE Lead: Franklin Cooper-Nurse | TPFA Liaison: Tim Meighan / 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.4 | Amendment to SOP | LRP | 05/23/16 | 05/23/16 | |
| | 6.A.5 | Amendment to SOP Approved by Sup | TT | 06/20/16 | 07/18/16 | |
| | 6.A.6 | IAO Walkthrough of SOP | FCN | TBD | TBD | |
| | 6.A.7 | IAO Assessment of SOP | FCN | TBD | TBD | |
| | 6.A.8 | IAO Testing of SOP | FCN | TBD | TBD | |
| | 6.A.9 | IAO Reporting of Testing Results | FCN | TBD | TBD | |
| | 6.A.10 | Amendment to SOP (if necessary) | LRP | TBD | TBD | |
| SOP 200-017: Month End and Year End Closing Policy | 6.B.4 | Amendment to SOP | LRP | 06/20/16 | 07/04/16 | |
| | 6.B.5 | Amendment to SOP Approved by Sup | TT | 07/18/16 | 07/18/16 | |
| | 6.B.6 | IAO Walkthrough of SOP | FCN | TBD | TBD | |
| | 6.B.7 | IAO Assessment of SOP | FCN | TBD | TBD | |
| | 6.B.8 | IAO Testing of SOP | FCN | TBD | TBD | |
| | 6.B.9 | IAO Reporting of Testing Results | FCN | TBD | TBD | |
| | 6.B.10 | Amendment to SOP (if necessary) | LRP | TBD | TBD | |
| SOP 200-021: Off-Island Travel Procedures | 6.C.4 | Amendment to SOP | LRP | 08/08/16 | 08/08/16 | |
| | 6.C.5 | Amendment to SOP Approved by Sup | TT | 09/05/16 | 09/05/16 | |
| | 6.C.6 | IAO Walkthrough of SOP | FCN | 07/24/15 | 07/20/15 | |
| | 6.C.7 | IAO Assessment of SOP | FCN | 10/09/15 | 10/05/15 | |
| | 6.C.8 | IAO Testing of SOP | FCN | 12/30/15 | 01/18/16 | |
| | 6.C.9 | IAO Reporting of Testing Results | FCN | 01/29/16 | 04/11/16 | |
| | 6.C.10 | Amendment to SOP (if necessary) | LRP | TBD | TBD | |
| SOP 200-022: Bank Reconciliation Procedures | 6.D.4 | Amendment to SOP | LRP | 05/16/16 | 05/16/16 | |
| | 6.D.5 | Amendment to SOP Approved by Sup | TT | 06/13/16 | 07/18/16 | |
| | 6.D.6 | IAO Walkthrough of SOP | FCN | TBD | TBD | |
| | 6.D.7 | IAO Assessment of SOP | FCN | TBD | TBD | |
| | 6.D.8 | IAO Testing of SOP | FCN | TBD | TBD | |
| | 6.D.9 | IAO Reporting of Testing Results | FCN | TBD | TBD | |
| | 6.D.10 | Amendment to SOP (if necessary) | LRP | TBD | TBD | |
| SOP 200-028: General Ledger Policy and Procedures | 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 | 07/18/16 | |
| | 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 | |

| Objective-Milestone-Leader Identification | | | | Progress vs. Plan | | |
|--|--------|----------------------------------|----------|----------------------|---------------------|----------------|
| Objective Description | Label | Milestone Description | Main POC | Target Date Original | Target Date Updated | Current Status |
| SOP 200-029: Local Mileage Reimbursement | 6.F.4 | Amendment to SOP | LRP | 08/01/16 | 08/01/16 | |
| | 6.F.5 | Amendment to SOP Approved by Sup | TT | 08/29/16 | 08/29/16 | |
| | 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 | |
| | 6.F.10 | Amendment to SOP (if necessary) | LRP | TBD | TBD | |
| SOP 200-034: Accounts Payable and Cash Disbursement | 6.G.4 | Amendment to SOP | LRP | 08/15/16 | 08/15/16 | |
| | 6.G.5 | Amendment to SOP Approved by Sup | TT | 09/12/16 | 09/12/16 | |
| | 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 | |
| | 6.G.10 | Amendment to SOP (if necessary) | LRP | TBD | TBD | |
| SOP 200-039: Federal Grants Accounts Receivable | 6.H.4 | Amendment to SOP | LRP | 07/25/16 | 07/25/16 | |
| | 6.H.5 | Amendment to SOP Approved by Sup | TT | 08/22/16 | 08/22/16 | |
| | 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 | |
| | 6.H.10 | Amendment to SOP (if necessary) | LRP | TBD | TBD | |
| SOP 200-041: School Meals Collection | 6.I.4 | Amendment to SOP | LRP | 08/15/16 | 08/15/16 | |
| | 6.I.5 | Amendment to SOP Approved by Sup | TT | 09/12/16 | 09/12/16 | |
| | 6.I.6 | IAO Walkthrough of SOP | FCN | 06/10/16 | 07/11/16 | |
| | 6.I.7 | IAO Assessment of SOP | FCN | 07/15/16 | 07/18/16 | |
| | 6.I.8 | IAO Testing of SOP | FCN | 08/19/16 | 08/22/16 | |
| | 6.I.9 | IAO Reporting of Testing Results | FCN | 10/21/16 | 10/24/16 | |
| | 6.I.10 | Amendment to SOP (if necessary) | LRP | TBD | TBD | |
| SOP 200-042: Revenue Control and Management Policy | 6.J.4 | Amendment to SOP | LRP | 05/16/16 | 05/16/16 | |
| | 6.J.5 | Amendment to SOP Approved by Sup | TT | 06/13/16 | 07/18/16 | |
| | 6.J.6 | IAO Walkthrough of SOP | FCN | TBD | TBD | |
| | 6.J.7 | IAO Assessment of SOP | FCN | TBD | TBD | |
| | 6.J.8 | IAO Testing of SOP | FCN | TBD | TBD | |
| | 6.J.9 | IAO Reporting of Testing Results | FCN | TBD | TBD | |
| | 6.J.10 | Amendment to SOP (if necessary) | LRP | TBD | TBD | |
| SOP 200-015: Fixed Asset Management for Property Management Office and Central Receiving Warehouse | 6.K.4 | Amendment to SOP | MP | 02/29/16 | 07/25/16 | |
| | 6.K.5 | Amendment to SOP Approved by Sup | TT | 03/28/16 | 08/22/16 | |
| | 6.K.6 | IAO Walkthrough of SOP | FCN | TBD | TBD | |
| | 6.K.7 | IAO Assessment of SOP | FCN | TBD | TBD | |
| | 6.K.8 | IAO Testing of SOP | FCN | TBD | TBD | |
| | 6.K.9 | IAO Reporting of Testing Results | FCN | TBD | TBD | |
| | 6.K.10 | Amendment to SOP (if necessary) | MP | 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 200-019: Fixed Asset Management for Schools and Divisions | 6.L.4 | Amendment to SOP | MP | 02/01/16 | 03/07/16 | Yellow |
| | 6.L.5 | Amendment to SOP Approved by Sup | TT | 02/29/16 | 03/28/16 | |
| | 6.L.6 | IAO Walkthrough of SOP | FCN | 06/20/16 | 07/18/16 | |
| | 6.L.7 | IAO Assessment of SOP | FCN | 07/04/16 | 08/01/16 | |
| | 6.L.8 | IAO Testing of SOP | FCN | 08/01/16 | 09/05/16 | |
| | 6.L.9 | IAO Reporting of Testing Results | FCN | 09/05/16 | 10/03/16 | |
| | 6.L.10 | Amendment to SOP (if necessary) | MP | TBD | TBD | |
| SOP 200-018: Sole Source Procurement | 6.M.4 | Amendment to SOP | CT | 05/09/16 | 07/11/16 | Green |
| | 6.M.5 | Amendment to SOP Approved by Sup | TT | 06/06/16 | 07/25/16 | |
| | 6.M.6 | IAO Walkthrough of SOP | FCN | TBD | TBD | |
| | 6.M.7 | IAO Assessment of SOP | FCN | TBD | TBD | |
| | 6.M.8 | IAO Testing of SOP | FCN | TBD | TBD | |
| | 6.M.9 | IAO Reporting of Testing Results | FCN | TBD | TBD | |
| | 6.M.10 | Amendment to SOP (if necessary) | CT | TBD | TBD | |
| SOP 200-020: Open Purchase Order Monitoring and Reporting | 6.N.4 | Amendment to SOP | CT | 04/04/16 | 07/18/16 | Green |
| | 6.N.5 | Amendment to SOP Approved by Sup | TT | 05/02/16 | 07/25/16 | |
| | 6.N.6 | IAO Walkthrough of SOP | FCN | TBD | TBD | |
| | 6.N.7 | IAO Assessment of SOP | FCN | TBD | TBD | |
| | 6.N.8 | IAO Testing of SOP | FCN | TBD | TBD | |
| | 6.N.9 | IAO Reporting of Testing Results | FCN | TBD | TBD | |
| | 6.N.10 | Amendment to SOP (if necessary) | CT | TBD | TBD | |
| SOP 200-025: Procedures for Maintaining the Procurement File | 6.O.4 | Amendment to SOP | CT | 05/30/16 | 07/25/16 | Green |
| | 6.O.5 | Amendment to SOP Approved by Sup | TT | 06/27/16 | 08/08/16 | |
| | 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.4 | Amendment to SOP | CT | 04/18/16 | 08/08/16 | Green |
| | 6.P.5 | Amendment to SOP Approved by Sup | TT | 05/16/16 | 08/22/16 | |
| | 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.4 | Amendment to SOP | CT | 04/11/16 | 08/15/16 | Green |
| | 6.Q.5 | Amendment to SOP Approved by Sup | TT | 05/09/16 | 08/29/16 | |
| | 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 | |

| Objective-Milestone-Leader Identification | | | | Progress vs. Plan | | |
|---|--------|----------------------------------|----------|----------------------|---------------------|----------------|
| Objective Description | Label | Milestone Description | Main POC | Target Date Original | Target Date Updated | Current Status |
| SOP 200-030: Emergency Procurement | 6.R.4 | Amendment to SOP | CT | 05/16/16 | 08/22/16 | |
| | 6.R.5 | Amendment to SOP Approved by Sup | TT | 06/13/16 | 09/05/16 | |
| | 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 | |
| SOP 200-031: Competitive Selection Procedures for Services - RFPs | 6.S.4 | Amendment to SOP | CT | 05/02/16 | 08/22/16 | |
| | 6.S.5 | Amendment to SOP Approved by Sup | TT | 05/30/16 | 09/05/16 | |
| | 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.4 | Amendment to SOP | CT | 04/25/16 | 09/05/16 | |
| | 6.T.5 | Amendment to SOP Approved by Sup | TT | 05/23/16 | 09/19/16 | |
| | 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.4 | Amendment to SOP | CT | 05/23/16 | 09/12/16 | |
| | 6.U.5 | Amendment to SOP Approved by Sup | TT | 06/20/16 | 09/26/16 | |
| | 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.4 | Amendment to SOP | CT | 03/28/16 | 09/19/16 | |
| | 6.V.5 | Amendment to SOP Approved by Sup | TT | 04/25/16 | 10/03/16 | |
| | 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.4 | Amendment to SOP | CT | 06/06/16 | 09/26/16 | |
| | 6.W.5 | Amendment to SOP Approved by Sup | TT | 07/04/16 | 10/10/16 | |
| | 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.4 | Amendment to SOP | TT | 06/06/16 | 06/06/16 | |
| | 6.X.5 | Amendment to SOP Approved by Sup | TT | 07/04/16 | 11/28/16 | |
| | 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.4 | Amendment to SOP | TT | 06/13/16 | 11/28/16 | |
| | 6.Y.5 | Amendment to SOP Approved by Sup | TT | 07/11/16 | 12/26/16 | |
| | 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.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.4 | Amendment to SOP | AMS | 08/01/16 | 08/01/16 | |
| | 6.AA.5 | Amendment to SOP Approved by Sup | TT | 09/05/16 | 09/05/16 | |
| | 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.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 | |
| | 6.AB.10 | Amendment to SOP (if necessary) | AMS | 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 800-009: Reclassification of Teachers | 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.4 | Amendment to SOP | AMS | 08/01/16 | 08/01/16 | |
| | 6.AD.5 | Amendment to SOP Approved by Sup | TT | 09/05/16 | 09/05/16 | |
| | 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.4 | Amendment to SOP | DSNL | 08/01/16 | 08/01/16 | |
| | 6.AE.5 | Amendment to SOP Approved by Sup | IS | 09/05/16 | 09/05/16 | |
| | 6.AE.6 | IAO Walkthrough of SOP | FCN | 05/06/16 | 07/04/16 | |
| | 6.AE.7 | IAO Assessment of SOP | FCN | 06/10/16 | 08/01/16 | |
| | 6.AE.8 | IAO Testing of SOP | FCN | 07/15/16 | 09/05/16 | |
| | 6.AE.9 | IAO Reporting of Testing Results | FCN | 09/16/16 | 10/03/16 | |
| | 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 | 07/11/16 | |
| | 6.AF.2 | Staff Training on SOP | DSNL | 04/25/16 | 08/15/16 | |
| | 6.AF.3 | Staff Acknowledgement Forms | DSNL | 05/02/16 | 09/12/16 | |
| | 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 | |
| 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 | 10/31/16 | |
| | 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 | |

| Objective-Milestone-Leader Identification | | | | Progress vs. Plan | | |
|---|---------|----------------------------------|----------|----------------------|---------------------|----------------|
| Objective Description | Label | Milestone Description | Main POC | Target Date Original | Target Date Updated | Current Status |
| SOP 200-: SEFA Reconciliation | 6.AH.1 | Adoption of SOP | LRP | 06/27/16 | 07/04/16 | Yellow |
| | 6.AH.2 | Staff Training on SOP | LRP | 08/01/16 | 08/01/16 | |
| | 6.AH.3 | Staff Acknowledgement Forms | LRP | 08/01/16 | 08/01/16 | Green |
| | 6.AH.4 | Amendment to SOP | LRP | 08/29/16 | 08/28/17 | |
| | 6.AH.5 | Amendment to SOP Approved by Sup | TT | 09/26/16 | 09/25/17 | |
| | 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 | |

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| <p>Notes:</p> <ul style="list-style-type: none"> • IAO Walkthroughs & Assessments to be scheduled as yearly audit plan approved. • Various procurement and accounting SOPs are in the process of being updated; input is being sought from end users. Amendment to SOP showing completed as this means that the decision to update was made. • Requesting feedback from Federal Programs regarding timelines for Federal Grants Manual, 6.AF • Draft SEFA Reconciliation SOP circulating for input, 6.AH <p>Risks (and mitigation strategies, if applicable):</p> <ul style="list-style-type: none"> • Superintendent and Deputy Superintendent are working with the Division Heads to ensure that the SOPs are submitted in a timely manner. | 6/24/2016 |
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GDOE Transition Plan
 Bi-Weekly Status Report
 as of June 24, 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 | [Grey] |
| | 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 | [Green] |
| | 7.N.2 | Answer DOI questions on unrestricted calculations | JPM/TSA | 07/25/16 | 07/25/16 | |
| | 7.N.3 | Answer USDE questions on restricted calculations | JPM/TSA | 08/22/16 | 08/22/16 | |
| Finalize FY17 negotiations | 7.O.1 | Re-submit applications, if modified | JPM/TSA | 08/29/16 | 08/29/16 | |
| | 7.O.2 | Complete negotiations to finalize rate | JPM/TSA | 09/05/16 | 09/05/16 | |
| IDC reimbursement allocations | 7.P.1 | Meet with Management regarding current SOP and proposed allocation plan | JPM/TSA | 03/28/16 | 04/04/16 | [Grey] |
| | 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 | [Green] |
| | 7.Q.2 | Finalize manual | JPM/TSA | 08/29/16 | 08/29/16 | |
| | 7.R.1 | Prepare instructions on calculating the Indirect Cost reimbursement true-ups | JPM/TSA | 01/25/16 | 02/01/16 | [Grey] |
| | 7.R.3 | Perform quarterly Indirect Cost true-ups and submit requests for reimbursement FY 16 - 1st quarter | JPM/TSA | 01/11/16 | 01/11/16 | |

| 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 16 - 2nd quarter | JPM/TSA | 04/11/16 | 05/30/16 | Grey |
| | 7.R.5 | Perform quarterly Indirect Cost true-ups and submit requests for reimbursement FY 16 - 3rd quarter | JPM/TSA | 07/11/16 | 07/11/16 | Green |
| | 7.R.6 | Perform quarterly Indirect Cost true-ups and submit requests for reimbursement FY 16 - 4th quarter | JPM/TSA | 10/10/16 | 10/10/16 | Green |
| 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 | Grey |
| | 7.S.2 | Integrate indirect costs into grants budgeting process upfront | JPM/TSA | 03/28/16 | 03/28/16 | Grey |
| | 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 | Grey |
| | 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 | Grey |
| | 7.S.5 | Prepare, test, and roll-out indirect cost-related true-up templates and related documents. | JPM/TSA | TBD | TBD | Green |

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| <p>Notes:</p> <ul style="list-style-type: none"> •7.N -With FY15 audit completed, the application will be revised to include audited data. •Working with TPFA to work out procedures to regularly draw down indirect costs. | 6/24/2016 |
| <p>Risks (and mitigation strategies, if app)</p> <ul style="list-style-type: none"> • Additional staff hired to assist with Initiative #2 FMIS Work plan and Initiative #7 Indirect Costs. There will be an initial learning curve and therefore delays are a risk. • Meeting of Target Dates are dependent on the response time and availability of USDOE and DOI negotiators. Responses to USDOE and DOI questions will be expedited in order to discourage any avoidable delays. | |

GDOE Transition Plan
 Bi-Weekly Status Report
 as of June 24, 2016

Initiative #8 - Accounting & Accounts Payable

GDOE Lead: Lou Perez | TPFA Liaison: Tim Meighan / 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 | 2010 | 2010 | Grey |
| | 8.A.2 | Processing of checks and payment to vendors (federal). TPFA will manage process until special conditions are reduced / eliminated | TPFA | Ongoing | Ongoing | Green |
| Reporting & Accountability | 8.B.1 | Transition the grant status report from TPFA to GDOE federal programs | LP | 07/04/16 | 07/04/16 | Green |
| | 8.B.2 | Transition the late liquidation process to Fed Programs. Includes preparing late liquidation requests & following up w/ vendors and end users | LP | 01/02/17 | 01/02/17 | Green |
| | 8.B.3 | Transition the requisition in progress report (federal) | CT | 2015 | 2015 | Grey |
| | 8.B.4 | Transition of bank reconciliation (federal). TPFA will produce until special conditions are reduced / eliminated | TPFA | Ongoing | Ongoing | Green |
| | 8.B.5 | Transition Invoice by GL report - Involves reconciliation to federal bank accounts. TPFA will produce until special conditions are reduced / eliminated | TPFA | Ongoing | Ongoing | Green |
| | 8.B.6 | Transition A/P Invoice report - TPFA will produce until special conditions are reduced / eliminated | TPFA | Ongoing | Ongoing | Green |
| | 8.B.7 | Transition open PO report. Procurement currently now handling, TPFA will be monitoring until special conditions are reduced / eliminated | TPFA | Ongoing | Ongoing | Green |
| | 8.B.8 | Management and completion of the CCAP report | IAO | 05/16/16 | 06/27/16 | Green |
| | 8.B.9 | Weekly management and completion of the transition plan | IAO | 08/01/16 | 08/01/16 | Green |

| Objective-Milestone-Leader Identification | | | | Progress vs. Plan | | |
|---|--------|--|----------|----------------------|---------------------|----------------|
| Objective Description | Label | Milestone Description | Main POC | Target Date Original | Target Date Updated | Current Status |
| | 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. | LP | 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 | 10/03/16 | |

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| <p>Notes:</p> <ul style="list-style-type: none"> ●8.B.1 Meeting to be scheduled to assign responsibility for running report; TPFA will need to grant permissions. ●Will be reviewing TPFA processes to determine how to replicate or improve current GDOE procedures ●Discussions need to be had with USDOE to determine how best to reflect areas in the transition plan that TPFA is required to perform so long as there is a TPFA requirement. <p>Risks (and mitigation strategies, if applicable):</p> | 6/24/2016 |
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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 | |

| Objective-Milestone-Leader Identification | | | | Progress vs. Plan | | |
|---|-------|--|----------|----------------------|---------------------|----------------|
| 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 quaterly 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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|--|-------------------------------|---|---|----------------------|---------------------|----------------|
| Objective Description | Label | Milestone Description | Main POC | Target Date Original | Target Date Updated | Current Status |
| 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 | |

| 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.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 | |

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| Tag | Initiative | Objective | POC | Jun | Jul | Aug | Sep | Oct '16 | Nov | Dec '16 | Jan '17 | Feb | Mar | Apr | May |
|-----|-----------------------------|--|------------------------------------|------------|------------|--------------|------------|---------------|------------|------------|--------------|------------|------------|------------|--------------|
| | | | | 6 13 20 27 | 4 11 18 25 | 1 8 15 22 29 | 5 12 19 26 | 3 10 17 24 31 | 7 14 21 28 | 5 12 19 26 | 2 9 16 23 30 | 6 13 20 27 | 6 13 20 27 | 3 10 17 24 | 1 8 15 22 29 |
| 1.L | TDR | Meeting with FMIS to discuss Manual TDR process to Employee Tracking System | DSNL / J. Mesa | | | | | | | | | | | | |
| 1.M | | Meeting with DSFAS on staffing list and structure of account set-up between Budget, HR and Payroll regarding Employee Time Tracker > A87 | DSNL / J. Mesa | | | | | | | | | | | | |
| 1.N | | Re-Test Workflow Process | DSNL / J. Mesa | | | | | | | | | | | | |
| 1.O | | Re-Test Verification of Disadvantages | Fed Prog / Budget / HR / PR / FMIS | | | | | | | | | | | | |
| 1.P | | Re-edit TDR SOP Procedures incorporating A-87 | DSNL | | | | | | | | | | | | |
| 1.Q | | Training | DSNL / J. Mesa | | | | | | | | | | | | |
| 1.R | | Payroll Reimbursement Process | 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 | | | | | | | | | | | | |

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|------|--|--|---------|------------|------------|--------------|------------|---------------|------------|------------|--------------|------------|------------|------------|--------------|
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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 | | | | | | | | | | | | |

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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. | 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. | | | | | | | | | | | | | | | |
| 1.R.4 | | | Training on GDOE SOP No. 900-009 | 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 | TDR | | Payroll Reimbursement Process | 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. | | | | | | | | | | | | | | | |

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|--------|------------|---------------------------------------|---|-----------|------------|------------|--------------|------------|---------------|------------|------------|--------------|------------|------------|------------|--------------|--|--|
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| 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 | FMIS | EMPLOYEE EXPENSE (In ESS) | 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 | ■ | ■ | | | | | | | | | | | | |
| 2.G.3 | | | Build and Test sample of Employee Expense in Munis and ESS temporary enviroment (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 | | | | | | | ■ | | | | | | | |

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| 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 | | | | | | | | | | | | | |
| 2.M.5 | | | Meet with Management to present ESS Leave Request. | JRSNS / AMS | | | | | | | | | | | | | |
| 2.M.6 | | | Build ESS Leave Request in Live environment per updated checklist and Management feedback. | JRSNS / AMS | | | | | | | | | | | | | |
| 2.M.7 | | | Create End User Instructions (Incorporate in DTPs) and propose adjustments to SOPs if necessary. | JRSNS / AMS | | | | | | | | | | | | | |
| 2.M.8 | | | Train End Users | JRSNS / AMS | | | | | | | | | | | | | |
| 2.N.2 | | | FMIS | PA Pilot | Launch of PA pilot --effective date 1/01/2016-6/30/2016 | AMS/JPM | | | | | | | | | | | |
| 2.N.3 | Survey end users - feedback on pilot effectiveness | AMS/JPM | | | | | | | | | | | | | | | |
| 2.N.4 | Pilot close meeting | AMS/JPM | | | | | | | | | | | | | | | |
| 2.N.5 | Draft SOP updates if necessary | AMS/JPM | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | |
| 2.P.2 | | | POC meetings to review current process, documentation and needs | YD/JPM | | | | | | | | | | | | | |
| 2.P.3 | | | Research and identify possible Munis solutions to address needs and issues. | YD/JPM | | | | | | | | | | | | | |
| 2.P.4 | | | Test proposed actions in temporary environment | YD/JPM | | | | | | | | | | | | | |
| 2.P.5 | | | Present proposed solutions to Management. | YD/JPM | | | | | | | | | | | | | |
| 2.P.6 | | | Create or adjust existing End User Instructions (DTPs) and propose adjustments to SOPs if necessary. | YD/JPM | | | | | | | | | | | | | |
| 2.P.7 | | | Train End Users | YD/JPM | | | | | | | | | | | | | |
| 2.Q.1 | FMIS | Fixed Assets | Survey end users regarding Fixed Assets | MP/TSA | | | | | | | | | | | | | |
| 2.Q.2 | | | POC meetings to review current process, documentation and needs | MP/TSA | | | | | | | | | | | | | |
| 2.Q.3 | | | Research and identify possible Munis solutions to address needs and issues. | MP/TSA | | | | | | | | | | | | | |
| 2.Q.4 | | | Test proposed actions in temporary environment | MP/TSA | | | | | | | | | | | | | |
| 2.Q.5 | | | Present proposed solutions to Management. | MP/TSA | | | | | | | | | | | | | |
| 2.Q.6 | | | Create or adjust existing End User Instructions (DTPs) and propose adjustments to SOPs if necessary. | MP/TSA | | | | | | | | | | | | | |
| 2.Q.7 | | | Train End Users | MP/TSA | | | | | | | | | | | | | |
| 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 | Internal Controls | Rebuild Internal Audit Office | Review applications of candidates | FCN | | | | | | | | | | | | | |
| 3.A.13 | | | 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 | | | | | | | | | | | | | |

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| 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 | 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 Controls | SEFA Reconciliation | 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 | | | | | | | | | | | | | | | |
| 3.E.4 | 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 | LRP | | | | | | | | | | | | | |
| 3.F.4 | | | Timely replies to audit requests | LRP/FCN | | | | | | | | | | | | | |
| 3.F.5 | | | Audit report issuance per contract | TT/FCN | | | | | | | | | | | | | |
| 3.F.6 | | | IAO to ensure implementation of corrective action plans | 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 | | | | | | | | | | | | | |

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| 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 | | | | | | | | | | | | | | |
| 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 | Procurement "OSM" | Procurement Transition | TPFA removed from workflow (req to PO process). TPFA will be final approver until special conditions are reduced / eliminated | TPFA | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | | |
| 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 | Staff training on BMI software, Munis fixed | 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 | | | | | | | | | | | | | | |

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| 5.C.3 | Mgmt | assets module, computer skills. | PMO staff will understand Microsoft Excel, spreadsheet creation, and analysis. | MYP | [Blue shaded area] | | | | | | | | | | | | |
| 5.C.4 | | | PMO staff will demonstrate mastery of using computer software to provide internal training. | MYP | [Blue shaded area] | | | | | | | | | | | | |
| 5.C.5 | | | PMO staff will be proactive in addressing and correcting any training concerns among staff. | MYP | [Blue shaded area] | | | | | | | | | | | | |
| 5.D.3 | Property Mgmt | Standard Operating Procedures | 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 | Property Mgmt | Receiving assets (warehouse & schools) | Fill the Warehouse Supervisor position. | MYP | | | | | | | | | | | | | |
| 5.F.1 | Property Mgmt | 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's | SOP 200-022: Bank Reconciliation Procedures | 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 | | | | | | | | | | | | | |
| 6.D.5 | | | 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 | | | | | | | | | | | | | |

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 at Milestone Level

| Tag | Initiative | Objective | Milestone | POC | Jun | Jul | Aug | Sep | Oct '16 | Nov | Dec '16 | Jan '17 | Feb | Mar | Apr | May |
|---|------------|----------------------|---|---|------------|------------|--------------|------------|---------------|------------|------------|--------------|------------|------------|------------|--------------|
| | | | | | 6 13 20 27 | 4 11 18 25 | 1 8 15 22 29 | 5 12 19 26 | 3 10 17 24 31 | 7 14 21 28 | 5 12 19 26 | 2 9 16 23 30 | 6 13 20 27 | 6 13 20 27 | 3 10 17 24 | 1 8 15 22 29 |
| 6.E.9 6.E.10 | | | IAO Reporting of Testing Results Amendment to SOP (if necessary) | FCN LRP | | | | | | | | | | | | |
| 6.F.1 6.F.2 6.F.3 6.F.4 6.F.5 6.F.6 6.F.7 6.F.8 6.F.9 6.F.10 | SOP's | SOP 200-029: Local | 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) | LRP LRP LRP LRP TT FCN FCN FCN FCN LRP | | | | | | | | | | | | |
| 6.G.1 6.G.2 6.G.3 6.G.4 6.G.5 6.G.6 6.G.7 6.G.8 6.G.9 6.G.10 | SOP's | SOP 200-034: Account | 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) | LRP LRP LRP LRP TT FCN FCN FCN FCN LRP | | | | | | | | | | | | |
| 6.H.1 6.H.2 6.H.3 6.H.4 6.H.5 6.H.6 6.H.7 6.H.8 6.H.9 6.H.10 | SOP's | SOP 200-039: Federal | 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) | LRP LRP LRP LRP TT FCN FCN FCN FCN LRP | | | | | | | | | | | | |
| 6.I.1 6.I.2 6.I.3 6.I.4 6.I.5 6.I.6 6.I.7 6.I.8 6.I.9 6.I.10 | SOP's | SOP 200-041: School | 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) | LRP LRP LRP LRP TT FCN FCN FCN FCN LRP | | | | | | | | | | | | |
| 6.J.1 6.J.2 6.J.3 6.J.4 6.J.5 6.J.6 6.J.7 6.J.8 6.J.9 6.J.10 | SOP's | SOP 200-042: Revenue | 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) | LRP LRP LRP LRP TT FCN FCN FCN FCN LRP | | | | | | | | | | | | |
| 6.K.1 6.K.2 6.K.3 6.K.4 6.K.5 6.K.6 6.K.7 6.K.8 6.K.9 6.K.10 | SOP's | SOP 200-015: Fixed | 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) | MP MP MP MP TT FCN FCN FCN FCN MP | | | | | | | | | | | | |
| 6.L.1 6.L.2 6.L.3 6.L.4 6.L.5 6.L.6 | SOP's | SOP 200-019: Fixed | Adoption of SOP Staff Training on SOP Staff Acknowledgement Forms Amendment to SOP Amendment to SOP Approved by Sup IAO Walkthrough of SOP | MP MP MP MP TT FCN | | | | | | | | | | | | |

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| 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 | SOP's | SOP 200-020: Open P | 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 | | | | | | | | | | | | | |
| 6.N.5 | | | Amendment to SOP Approved by Sup | TT | | | | | | | | | | | | | |
| 6.N.6 | | | IAO Walkthrough of SOP | FCN | | | | | | | | | | | | | |
| 6.N.7 | | | IAO Assessment of SOP | FCN | | | | | | | | | | | | | |
| 6.N.8 | | | IAO Testing of SOP | FCN | | | | | | | | | | | | | |
| 6.N.9 | | | IAO Reporting of Testing Results | FCN | | | | | | | | | | | | | |
| 6.N.10 | | | Amendment to SOP (if necessary) | CT | | | | | | | | | | | | | |
| 6.O.1 | SOP's | SOP 200-025: Proced | Adoption of SOP | CT | | | | | | | | | | | | | |
| 6.O.2 | | | Staff Training on SOP | CT | | | | | | | | | | | | | |
| 6.O.3 | | | Staff Acknowledgement Forms | CT | | | | | | | | | | | | | |
| 6.O.4 | | | Amendment to SOP | CT | | | | | | | | | | | | | |
| 6.O.5 | | | Amendment to SOP Approved by Sup | TT | | | | | | | | | | | | | |
| 6.O.6 | | | IAO Walkthrough of SOP | FCN | | | | | | | | | | | | | |
| 6.O.7 | | | IAO Assessment of SOP | FCN | | | | | | | | | | | | | |
| 6.O.8 | | | IAO Testing of SOP | FCN | | | | | | | | | | | | | |
| 6.O.9 | | | IAO Reporting of Testing Results | FCN | | | | | | | | | | | | | |
| 6.O.10 | | | Amendment to SOP (if necessary) | CT | | | | | | | | | | | | | |
| 6.P.1 | SOP's | SOP 200-026: Comple | Adoption of SOP | CT | | | | | | | | | | | | | |
| 6.P.2 | | | Staff Training on SOP | CT | | | | | | | | | | | | | |
| 6.P.3 | | | Staff Acknowledgement Forms | CT | | | | | | | | | | | | | |
| 6.P.4 | | | Amendment to SOP | CT | | | | | | | | | | | | | |
| 6.P.5 | | | Amendment to SOP Approved by Sup | TT | | | | | | | | | | | | | |
| 6.P.6 | | | IAO Walkthrough of SOP | FCN | | | | | | | | | | | | | |
| 6.P.7 | | | IAO Assessment of SOP | FCN | | | | | | | | | | | | | |
| 6.P.8 | | | IAO Testing of SOP | FCN | | | | | | | | | | | | | |
| 6.P.9 | | | IAO Reporting of Testing Results | FCN | | | | | | | | | | | | | |
| 6.P.10 | | | Amendment to SOP (if necessary) | CT | | | | | | | | | | | | | |
| 6.Q.1 | SOP's | SOP 200-027: Comple | Adoption of SOP | CT | | | | | | | | | | | | | |
| 6.Q.2 | | | Staff Training on SOP | CT | | | | | | | | | | | | | |
| 6.Q.3 | | | Staff Acknowledgement Forms | CT | | | | | | | | | | | | | |
| 6.Q.4 | | | Amendment to SOP | CT | | | | | | | | | | | | | |
| 6.Q.5 | | | Amendment to SOP Approved by Sup | TT | | | | | | | | | | | | | |
| 6.Q.6 | | | IAO Walkthrough of SOP | FCN | | | | | | | | | | | | | |
| 6.Q.7 | | | IAO Assessment of SOP | FCN | | | | | | | | | | | | | |
| 6.Q.8 | | | IAO Testing of SOP | FCN | | | | | | | | | | | | | |
| 6.Q.9 | | | IAO Reporting of Testing Results | FCN | | | | | | | | | | | | | |
| 6.Q.10 | | | Amendment to SOP (if necessary) | CT | | | | | | | | | | | | | |
| 6.R.1 | SOP's | SOP 200-030: Emerg | Adoption of SOP | CT | | | | | | | | | | | | | |
| 6.R.2 | | | Staff Training on SOP | CT | | | | | | | | | | | | | |
| 6.R.3 | | | Staff Acknowledgement Forms | CT | | | | | | | | | | | | | |
| 6.R.4 | | | Amendment to SOP | CT | | | | | | | | | | | | | |
| 6.R.5 | | | Amendment to SOP Approved by Sup | TT | | | | | | | | | | | | | |
| 6.R.6 | | | IAO Walkthrough of SOP | FCN | | | | | | | | | | | | | |
| 6.R.7 | | | IAO Assessment of SOP | FCN | | | | | | | | | | | | | |
| 6.R.8 | | | IAO Testing of SOP | FCN | | | | | | | | | | | | | |
| 6.R.9 | | | IAO Reporting of Testing Results | FCN | | | | | | | | | | | | | |
| 6.R.10 | | | Amendment to SOP (if necessary) | CT | | | | | | | | | | | | | |
| 6.S.1 | | | Adoption of SOP | CT | | | | | | | | | | | | | |
| 6.S.2 | | | Staff Training on SOP | CT | | | | | | | | | | | | | |
| 6.S.3 | | | Staff Acknowledgement Forms | CT | | | | | | | | | | | | | |
| 6.S.4 | | | Amendment to SOP | CT | | | | | | | | | | | | | |

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|--------|------------|---------------------------------|----------------------------------|-------|------------|------------|--------------|------------|---------------|------------|------------|--------------|------------|------------|------------|--------------|--|
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| 6.S.5 | SOP's | SOP 200-031: Compe | 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: Compe | 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: Reque | 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: Requis | 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: Protes | 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 | SOP's | SOP 200-023: Budge | 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 | | | | | | | | | | | | | |
| 6.X.5 | | | Amendment to SOP Approved by Sup | TT | | | | | | | | | | | | | |
| 6.X.6 | | | IAO Walkthrough of SOP | FCN | | | | | | | | | | | | | |
| 6.X.7 | | | IAO Assessment of SOP | FCN | | | | | | | | | | | | | |
| 6.X.8 | | | IAO Testing of SOP | FCN | | | | | | | | | | | | | |
| 6.X.9 | | | IAO Reporting of Testing Results | FCN | | | | | | | | | | | | | |
| 6.X.10 | | | Amendment to SOP (if necessary) | TT | | | | | | | | | | | | | |
| 6.Y.1 | SOP's | SOP 200-024: Budge | Adoption of SOP | TT | | | | | | | | | | | | | |
| 6.Y.2 | | | Staff Training on SOP | TT | | | | | | | | | | | | | |
| 6.Y.3 | | | Staff Acknowledgement Forms | TT | | | | | | | | | | | | | |
| 6.Y.4 | | | Amendment to SOP | TT | | | | | | | | | | | | | |
| 6.Y.5 | | | Amendment to SOP Approved by Sup | TT | | | | | | | | | | | | | |
| 6.Y.6 | | | IAO Walkthrough of SOP | FCN | | | | | | | | | | | | | |
| 6.Y.7 | | | IAO Assessment of SOP | FCN | | | | | | | | | | | | | |
| 6.Y.8 | | | IAO Testing of SOP | FCN | | | | | | | | | | | | | |
| 6.Y.9 | | | IAO Reporting of Testing Results | FCN | | | | | | | | | | | | | |
| 6.Y.10 | | | Amendment to SOP (if necessary) | TT | | | | | | | | | | | | | |
| 6.Z.1 | | | Adoption of SOP | AMS | | | | | | | | | | | | | |
| 6.Z.2 | | | Staff Training on SOP | AMS | | | | | | | | | | | | | |

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| 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: Reque | 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 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: Emplo | 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: Transf | 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 6.AC.5 6.AC.6 6.AC.7 6.AC.8 6.AC.9 6.AC.10 | SOP's | SOP 800-009: Reclas | 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.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 | 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 | | | | | | | | | | | | | |

Guam Department of Education
 Master Transition Workplan - GANTT Summary - as of June 24, 2016
 at Milestone Level

| Tag | Initiative | Objective | Milestone | POC | Jun | Jul | Aug | Sep | Oct '16 | Nov | Dec '16 | Jan '17 | Feb | Mar | Apr | May | |
|---------|----------------|---|--|---------|------------|------------|--------------|------------|---------------|------------|------------|--------------|------------|------------|------------|--------------|--|
| | | | | | 6 13 20 27 | 4 11 18 25 | 1 8 15 22 29 | 5 12 19 26 | 3 10 17 24 31 | 7 14 21 28 | 5 12 19 26 | 2 9 16 23 30 | 6 13 20 27 | 6 13 20 27 | 3 10 17 24 | 1 8 15 22 29 | |
| 6.AG.1 | SOP's | SOP 1500-006: Payro | Adoption of SOP | JSN | | | | | | | | | | | | | |
| 6.AG.2 | | | Staff Training on SOP | JSN | | | | | | | | | | | | | |
| 6.AG.3 | | | Staff Acknowledgement Forms | JSN | | | | | | | | | | | | | |
| 6.AG.4 | | | Amendment to SOP | JSN | | | | | | | | | | | | | |
| 6.AG.5 | | | Amendment to SOP Approved by Sup | TT | | | | | | | | | | | | | |
| 6.AG.6 | | | IAO Walkthrough of SOP | FCN | | | | | | | | | | | | | |
| 6.AG.7 | | | IAO Assessment of SOP | FCN | | | | | | | | | | | | | |
| 6.AG.8 | | | IAO Testing of SOP | FCN | | | | | | | | | | | | | |
| 6.AG.9 | | | IAO Reporting of Testing Results | FCN | | | | | | | | | | | | | |
| 6.AG.10 | | | Amendment to SOP (if necessary) | JSN | | | | | | | | | | | | | |
| 6.AH.1 | SOP's | SOP 200-: SEFA Rec | Adoption of SOP | LRP | | | | | | | | | | | | | |
| 6.AH.2 | | | Staff Training on SOP | LRP | | | | | | | | | | | | | |
| 6.AH.3 | | | Staff Acknowledgement Forms | LRP | | | | | | | | | | | | | |
| 6.AH.4 | | | Amendment to SOP | LRP | | | | | | | | | | | | | |
| 6.AH.5 | | | 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 16 - 1st quarter | JPM/TSA | | | | | | | | | | | | | |
| 7.R.4 | | | Perform quarterly Indirect Cost true-ups and submit requests for reimbursement FY 16 - 2nd quarter | JPM/TSA | | | | | | | | | | | | | |
| 7.R.5 | | | Perform quarterly Indirect Cost true-ups and submit requests for reimbursement FY 16 - 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. | | | | | | | | | | | | | | |
| 7.S.4 | | | Modify / confirm / document budget amendments review / approval process to ensure indirect cost-related amendments are well thought out. | | | | | | | | | | | | | | |

Guam Department of Education
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|-------|-------------------------------|----------------------------|---|--------|------------|------------|--------------|------------|---------------|------------|------------|--------------|------------|------------|------------|--------------|--|
| | | | | | 6 13 20 27 | 4 11 18 25 | 1 8 15 22 29 | 5 12 19 26 | 3 10 17 24 31 | 7 14 21 28 | 5 12 19 26 | 2 9 16 23 30 | 6 13 20 27 | 6 13 20 27 | 3 10 17 24 | 1 8 15 22 29 | |
| 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 federal programs | | | | | | | | | | | | | | |
| 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 | | | Transition of bank reconciliation (federal). TPFA will produce until special conditions are reduced / eliminated | TPFA | | | | | | | | | | | | | |
| 8.B.5 | | | Transition Invoice by GL report - Involves reconciliation to federal bank accounts. TPFA will produce until special conditions are reduced / eliminated | TPFA | | | | | | | | | | | | | |
| 8.B.6 | | | Transition A/P Invoice report - 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. | | | | | | | | | | | | | | |