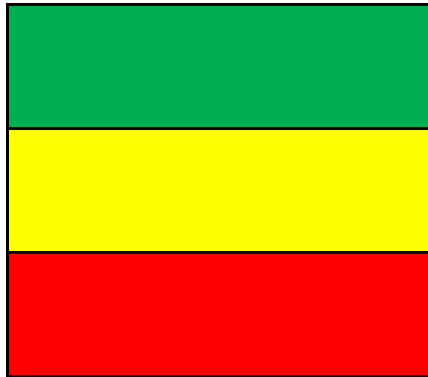


GDOE Transition Plan

Bi-Weekly Status Report Status Key and Gantt Chart

as of July 29, 2016

Status Color



Status Interpretation

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

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

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

Gantt Chart

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

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

GDOE Transition Plan
 Executive Summary: Bi-Weekly Status Report
 as of July 29, 2016

Label	Initiative Description	Leader	Previous Status	Current Status	Comments/Notes
1	TDR	Dina Lorenzo	Red	Yellow	<ul style="list-style-type: none"> Payroll reconciliation process has not yet started and not likely to meet projected date. Co-Chairs need to meet to discuss appropriate completion date.
2	FMIS	Jackie Mesa	Green	Green	<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	Green	Yellow	<ul style="list-style-type: none"> Financial audit 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	Green	Green	<ul style="list-style-type: none"> Pending decisions regarding reorganization Piloting vendor evaluation with FSAIS division Erate contracts
5	Property Mgmt	Marc Pido	Green	Green	<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	Red	Red	<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	Green	Green	<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	Green	Green	<ul style="list-style-type: none"> Several milestones will require training and shadowing by the GDOE until such time that USDOE reduces or eliminates certain special conditions.

Notes/Issues:

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

7/29/2016

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

Guam Department of Education

Master Transition Workplan - GANTT Summary - as of July 29, 2016

at Objective Level

Tag	Initiative	Objective	POC	Jun	Jul	Aug	Sep	Oct '16	Nov	Dec '16	Jan '17	Feb	Mar	Apr	May
				6 13 20 27	4 11 18 25	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	6 13 20 27	6 13 20 27	3 10 17 24	1 8 15 22 29
1.L	TDR	Meeting with FMIS to discuss Manual TDR process to Employee Tracking System	DSNL / J. Mesa												
1.M		Meeting with DSFAS on staffing list and structure of account set-up between Budget, HR and Payroll regarding Employee Time Tracker > A87	DSNL / J. Mesa												
1.N		Re-Test Workflow Process	DSNL / J. Mesa												
1.O		Re-Test Verification of Disadvantages	Fed Prog / Budget / HR / PR / FMIS												
1.P		Re-edit TDR SOP Procedures incorporating A-87	DSNL												
1.Q		Training	DSNL / J. Mesa												
1.R		Payroll Reimbursement Process	Ike S.												
2.A	FMIS	REPORTING	JPM												
2.B		FINALIZE MUNIS TDR FORM	DSNL/JPM												
2.C		STAFFING PATTERN REPORT	JPM												
2.D		BILLING	AGM/JPM												
2.E		SALARY AND BENEFIT PROJECTION	IDSAL/JPM												
2.F		BID MANAGEMENT	CT/JPM												
2.G		EMPLOYEE EXPENSE (In ESS)	AGM/JPM												
2.H		CONTRACT MANAGEMENT (DATA)	CT/TSA												
2.I		VENDOR SELF SERVICE	CT/TSA												
2.J		ELECTRONIC BANK RECONCILIATION	HL/JPM												
2.K		Build FMIS Section	JPM												
2.L		GRANT / PROJECT MASTER/ GRANT MANAGER	NS/CR/JPM												
2.M		ESS Leave Request	JRSNS / AMS												
2.N		PA Pilot	AMS/JPM												
2.O		Munis Student Activities	TSA/CV												
2.P	Maintenance Service Requests	YD/JPM													
2.Q	Fixed Assets	MP/TSA													
2.R	Tyler Content Manager (TCM)	TSA													
2.S	Transition	TPFA													
3.A	Internal Controls	Rebuild Internal Audit Office	FCN												
3.B		Risk Assessment of GDOE	FCN/JB												
3.C		Develop a Three-Year Audit Plan	IAO Staff												
3.D		Establish Internal Controls Framework (COSO)	Divisions												
3.E		SEFA Reconciliation	LRP												
3.F		Timely Completion of GDOE's Financial and Single Audit	CT/IAO Staff												
4.A	Procurement "OSM"	Rebuild/Staff Augmentation of Procurement Office	CT/FC/LB												
4.B		Training	CT/FC/LB												
4.C		Quality Control & Compliance	CT/FC/LB												
4.D		Reporting & Accountability	CT/FC/LB												
4.E		SOP's for Procurement	CT/FC/LB												
4.F		Procurement Transition	TPFA												
5.A	Property Mgmt	Tagging of USDOE-funded assets	MYP												
5.B		Annual Physical Inventory	MYP												
5.C		Staff training on BMI software, Munis fixed assets module, computer skills.	MYP												
5.D		Standard Operating Procedures	MYP												
5.E		Receiving assets (warehouse & schools)	MYP												
5.F		Training of property liaisons	MYP												
5.G		Staff Augmentation of PMO Property Management Office	MYP												

Guam Department of Education

Master Transition Workplan - GANTT Summary - as of July 29, 2016

at Objective Level

Tag	Initiative	Objective	POC	Jun	Jul	Aug	Sep	Oct '16	Nov	Dec '16	Jan '17	Feb	Mar	Apr	May
				6 13 20 27	4 11 18 25	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	6 13 20 27	6 13 20 27	3 10 17 24	1 8 15 22 29
6.A	SOP's	SOP 200-016: Capital Assets Accounting and Reporting	LRP												
6.B		SOP 200-017: Month End and Year End Closing Policy	LRP												
6.C		SOP 200-021: Off-Island Travel Procedures	LRP												
6.D		SOP 200-022: Bank Reconciliation Procedures	LRP												
6.E		SOP 200-028: General Ledger Policy and Procedures	LRP												
6.F		SOP 200-029: Local Mileage Reimbursement	LRP												
6.G		SOP 200-034: Accounts Payable and Cash Disbursement	LRP												
6.H		SOP 200-039: Federal Grants Accounts Receivable	LRP												
6.I		SOP 200-041: School Meals Collection	LRP												
6.J		SOP 200-042: Revenue Control and Management Policy	LRP												
6.K		SOP 200-015: Fixed Asset Management for Property Management Office and Central Receiving Warehouse	MP												
6.L		SOP 200-019: Fixed Asset Management for Schools and Divisions	MP												
6.M		SOP 200-018: Sole Source Procurement	CT												
6.N		SOP 200-020: Open Purchase Order Monitoring and Reporting	CT												
6.O		SOP 200-025: Procedures for Maintaining the Procurement File	CT												
6.P		SOP 200-026: Competitive Sealed Bidding - IQBs	CT												
6.Q		SOP 200-027: Competitive Sealed Bidding - IFBs	CT												
6.R		SOP 200-030: Emergency Procurement	CT												
6.S		SOP 200-031: Competitive Selection Procedures for Services - RFPs	CT												
6.T		SOP 200-033: Competitive Multi-Step Sealed Bidding	CT												
6.U		SOP 200-036: Request for Information Procedures	CT												
6.V		SOP 200-037: Requisition Entry	CT												
6.W		SOP 200-040: Protest / Appeal Procedures	CT												
6.X		SOP 200-023: Budget Preparation Process - Local Appropriation	JR/TT												
6.Y		SOP 200-024: Budget Entry Process	TT												
6.Z		SOP 800-006: Request to Fill Position(s) for Recruitment	AMS												
6.AA	SOP 800-007: Employee Name Change Request	AMS													
6.AB	SOP 800-008: Transfer and Voluntary Demotion	AMS													
6.AC	SOP 800-009: Reclassification of Teachers	AMS													
6.AD	SOP 800-010: Salary Increments and Detailed Differential Pay	AMS													
6.AE	SOP 900-020: Time Distribution Report	DSNL													
6.AF	SOP 900-: Grant Procedure Manual	DSNL													
6.AG	SOP 1500-006: Payroll Processing	JSN													
7.J	Indirect Costs	Review FY16 app with DOI/USDE	TWS												
7.K		Finalize FY16 negotiations	JPM												
7.L		Collect data for FY17 app	JPM/TSA												
7.M		Perform internal review of FY17 app	JPM/TSA												
7.N		Review FY17 app with DOI/USDE	JPM/TSA												
7.O		Finalize FY17 negotiations	JPM/TSA												
7.P		IDC reimbursement allocations	JPM/TSA												
7.Q		Revisit Indirect Cost Manual	JPM/TSA												
7.R		Indirect Cost True-ups and Reimbursement Requests	JPM/TSA												
7.S	Indirect Cost Strategy	JPM/TSA													
8.A	Accounting &	Accounts Payable	Eloise												
8.B	Accounts	Reporting & Accountability													
8.C	Payable	Accounting / GL	TPFA												