

**GDOE Transition Plan  
Executive Summary: Bi-Weekly Status Report  
as of July 08, 2016**

27-  
Kauf Marts

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

**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

7/8/2016

GDOE Transition Plan  
 Bi-Weekly Status Report  
 as of July 08, 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	
	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	
Re-Test Workflow Process	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	07/18/16	
	1.O.2	Verify Structure of HR on staffing for 3-way match	Fed Prog / Budget / HR / PR / FMIS	02/01/16	07/18/16	
	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	07/18/16	
	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	07/18/16	
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	

**Notes:**

- 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.
- J.Mesa testing the adjustment function in MUNIS (history transfer). Adjustments are not being reflected in A-87 and has been reported to Tyler.
- 1.O.1 thru 1.O.4 change Target Date to reflect July 18, 2016... Validation of PPE 6/25/16 on payroll errors...Mtg with Jackie Mesa on 07/8/16 on A-87 alignment.
- 1.R.2 thru 1.R.10 Status Quo

**Risks (and mitigation strategies, if applicable):**

- Training and compliance critical for success particularly as majority of the federally funded employees will move to a biannual certification.

7/8/2016



**GDOE Transition Plan  
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as of July 08, 2016**

**Initiative #2 - FMIS**

GDOE Lead: Jackie Mesa | 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
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	
	2.F.1	POC meeting to review bid processing DTPs.	CT/JPM	09/28/15	11/07/16	
BID MANAGEMENT	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	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 environment (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		
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		
GRANT / PROJECT MASTER/ GRANT MANAGER	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	
	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	
	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	
	2.O.3	Test proposed actions in temporary environment	TSA/CV	01/11/16	01/04/16	
Munis Student Activities	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	
	2.P.1	Survey end users regarding Maintenance Service Requests	YD/JPM	10/03/16	09/26/16	
	2.P.2	POC meetings to review current process, documentation and needs	YD/JPM	10/24/16	10/03/16	
	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	
Maintenance Service Requests	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	



**GDOE Transition Plan**  
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**Initiative #3 - Internal Controls**

*GDOE Lead: Franklin Cooper-Nurse | TPFA Liaison: Tim Meighan / John Hampforn*

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	

Internal Controls

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 TCMEE	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 responses and actions.
- 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.

7/8/2016



Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
Establish Internal Controls Framework (COSO)	3.C.8	Develop LAO'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	
	3.D.2	Division/Program obtain approval of SOPs	Divisions	06/15/15	12/26/16	
	3.D.3	Division/Program to conduct training on SOPs	Divisions	09/28/15	01/30/17	
	3.D.4	IAO to audit compliance to SOPs	IAO Staff	01/11/16	07/31/17	
	3.D.5	IAO to report and recommend improvements to internal control deficiencies	IAO Staff	02/29/16	12/29/17	
	3.D.6	Division/Program to amend SOPs accordingly	Divisions	02/29/16	11/28/16	
	3.D.7	Division/Program to obtain approval on amended SOPs	Divisions	02/29/16	12/26/16	
	3.D.8	Division/Program to conduct training on amended SOPs	Divisions	02/29/16	03/27/17	
SEFA Reconciliation	3.E.1	Business Office develop SOPs for SEFA Reconciliation.	LRP	06/27/16	08/01/16	
	3.E.2	Business Office submits draft SOP to Deputy of Finance and Supt. for review and approval.	LRP	06/27/16	08/01/16	
	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		

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<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>● The FY15 Financial Statement Audit was issued on June 6, 2016 with a unmodified or clean opinion.</li> <li>● Training and testing of SOPs have been adjusted to reflect latest feedback from SOP owners. See SOP Initiative 6 for further detail.</li> <li>● SEFA target dates have been pushed based on other priorities.</li> <li>● We are working to resolve draft findings with supporting documents from divisions. Additionally, guidance has been requested from USDOE.</li> </ul> <p><b>Risks (and mitigation strategies, if applicable):</b></p> <ul style="list-style-type: none"> <li>● Completion Risk</li> <li>● Completeness and Compliance to SOP's</li> <li>● Staffing (available resources)</li> </ul>						
						7/8/2016

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as of July 08, 2016**

**Initiative #4 - Procurement**  
GDOE Lead: *Carmen Taiano* | TPFAs Liaison: *Lia Beauvais*

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
Rebuild/Staff Augmentation of Procurement Office	4.A.2	Determine staff augmentation needs over the summer months leading up to grant year-end	CT/FC/LB	02/29/16	02/29/16	
	4.A.23	Review long-term staffing needs of the Procurement Office	CT/FC/LB	11/30/15	12/26/16	
	4.A.24	Review metrics and other statistics to determine additional needs of the Procurement Office	CT/FC/LB	11/30/15	12/26/16	
	4.A.25	Determine the need for a Contract Management Administrator	CT/FC/LB	12/28/15	12/26/16	
	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	
Training	4.B.2	Train procurement staff on 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award	CT/FC/LB	10/05/15	04/25/16	
	4.C.1	Establish a program to evaluate vendor performance and take steps to end vendor relationships if history of non-performance exists	CT/FC/LB	10/05/15	06/27/16	
Quality Control & Compliance	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 rationale is included and ensuring the fixed asset tag is selected when needed (local)	CT/FC/LB	02/29/16	02/29/16	
	4.D.2	Create a detailed district-wide procurement calendar	CT/FC/LB	07/06/15	02/08/16	
Reporting & Accountability	4.D.6	Transition the creation of the open requisition and open PO report from TPFAs 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	
	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	

**Notes:**

- 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 went effective on July 1, 2016 and will be an on-going process .
- 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

**Risks (and mitigation strategies, if applicable):**

- 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

7/8/2016

GDOE Transition Plan  
Bi-Weekly Status Report  
as of July 08, 2016

Initiative #5 - Property Management  
GDOE Lead: Marc Pido | 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
Tagging of USDOE-funded assets	5.A.2	Ensure Fixed Asset records include an identifiable funding source.	MYP	09/28/15	07/25/16	
	5.A.7	Internal record management (i.e. documentation, spreadsheet analysis, reporting, etc.).	MYP	11/09/15	10/31/16	
	5.B.3	Manage the current year inventory audit project (including team leadership assignments, team selections, logistics, BMI scanner and audit material preparation)	MYP	12/14/15	01/11/16	
	5.B.6	Manage the post-audit 2016 evaluation process to emphasize the inventory management accountability of fixed assets and procedures at each school and division.	MYP	07/11/16	07/11/16	
	5.B.8	Generate 2016 status reports for dissemination to USDOE and GDOE Upper Management.	MYP	06/26/16	08/01/16	
	5.B.10	GDOE PMO staff will conduct the 2016 reconciliation of USDOE funded fixed assets.	MYP	06/20/16	06/20/16	
	5.B.11	GDOE PMO staff will conduct the one-on-one evaluations after the completion of each site's inventory audit.	MYP	06/27/16	08/01/16	
	5.B.12	GDOE PMO will conduct and monitor the progress of the required follow-up actions of each site.	MYP	06/29/15	08/01/16	
	5.B.13	Clearly defined organizational structure, positions of leadership and associated responsibilities.	MYP	06/27/16	12/26/16	
	5.B.14	PMO and RW staff have proper GDOE-issued office space to efficiently and effectively carry out their responsibilities and duties.	MYP	06/27/16	10/31/16	
	5.B.15	PMO staff will have proper equipment and supplies to effectively and efficiently carry out their responsibilities and duties during the annual inventory audit of USDOE funded fixed assets.	MYP	01/18/16	03/07/16	
	5.B.16	PMO staff will have proper transportation to effectively and efficiently carry out their responsibilities and duties.	MYP	04/04/16	05/02/16	

Objective-Milestone-Leader Identification			Progress vs. Plan			
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
Staff training on BMI software, Munis fixed assets module, computer skills.	5.C.1	PMO will provide ongoing training of BMI software, Munis fixed assets module, and computer skills as they relate to inventory management.	MYP	11/09/15	10/31/16	
	5.C.2	PMO staff will demonstrate mastery of using BMI software, Munis, and have basic-to-intermediate computer skills.	MYP	11/09/15	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	
Receiving assets (warehouse & schools)	5.E.4	Fill the Warehouse Supervisor position.	MYP	07/13/15	08/29/16	
Staff Augmentation of PMO Property Management Office	5.G.2	Supplemental staffing provided by procurement	MYP	05/30/16	05/30/16	

**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.8, 5.B.11 and 5.B.12 have been pushed as property mgmt. will be conducting site evaluations over the next several weeks.
- 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.

**Risks (and mitigation strategies, if applicable):**

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

7/8/2016



GDOE Transition Plan  
Bi-Weekly Status Report  
as of July 08, 2016

Initiative #6 - SOP's

GDOE Lead: Franklin Cooper-Nurse | TPFA Liaison: Tim Meighan / John Hamford

Objective Description	Label	Milestone Description	Main POC	Progress vs. Plan		Current Status	
				Target Date Original	Target Date Updated		
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		
	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		
SOP 200-017: Month End and Year End Closing Policy	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		
	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		
SOP 200-021: Off-Island Travel Procedures	6.C.10	Amendment to SOP (if necessary)	LRP	TBD	TBD		
	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		
	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		
SOP 200-022: Bank Reconciliation Procedures	6.E.6	IAO Walkthrough of SOP	FCN	TBD	TBD		
	6.E.7	IAO Assessment of SOP	FCN	TBD	TBD		
	6.E.8	IAO Testing of SOP	FCN	TBD	TBD		
	6.E.9	IAO Reporting of Testing Results	FCN	TBD	TBD		
	6.E.10	Amendment to SOP (if necessary)	LRP	TBD	TBD		
	SOP 200-028: General Ledger Policy and Procedures	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)	FCN	TBD	TBD	
	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	
SOP 200-034: Accounts Payable and Cash Disbursement	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)	FCN	TBD	TBD	
	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	
SOP 200-039: Federal Grants Accounts Receivable	6.H.10	Amendment to SOP (if necessary)	LRP	TBD	TBD	
	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	
	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	
SOP 200-042: Revenue Control and Management Policy	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	
	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		
SOP 200-015: Fixed Asset Management for Property Management Office and Central Receiving Warehouse						



Objective-Milestone-Leader Identification				Progress vs. Plan			Current Status
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated		
SOP 200-019: Fixed Asset Management for Schools and Divisions	6.L.4	Amendment to SOP	MP	02/01/16	03/07/16		
	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		
	6.M.4	Amendment to SOP	CT	05/09/16	07/11/16		
	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		
SOP 200-018: Sole Source Procurement	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		
	6.N.4	Amendment to SOP	CT	04/04/16	07/18/16		
	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		
SOP 200-020: Open Purchase Order Monitoring and Reporting	6.N.10	Amendment to SOP (if necessary)	CT	TBD	TBD		
	6.O.4	Amendment to SOP	CT	05/30/16	07/25/16		
	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		
	6.P.4	Amendment to SOP	CT	04/18/16	08/08/16		
	SOP 200-026: Competitive Sealed Bidding - IGBs	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		
6.Q.4		Amendment to SOP	CT	04/11/16	08/15/16		
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		
SOP 200-027: Competitive Sealed Bidding - IFBs	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	
	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	
SOP 200-031: Competitive Selection Procedures for Services - RFPs	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	
	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 200-033: Competitive Multi-Step Sealed Bidding	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	
	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	
SOP 200-037: Requisition Entry	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	
	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		
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			Current Status
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated		
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		
	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		
SOP 200-024: Budget Entry Process	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		
	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		
SOP 800-006: Request to Fill Position(s) for Recruitment	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		
	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		
SOP 800-007: Employee Name Change Request	6.AA.10	Amendment to SOP (if necessary)	AMS	TBD	TBD		
	6.AB.4	Amendment to SOP	AMS	09/26/16	09/26/16		
	6.AB.5	Amendment to SOP Approved by Sup	TT	10/31/16	10/31/16		
	6.AB.6	IAO Walkthrough of SOP	FCN	TBD	TBD		
	6.AB.7	IAO Assessment of SOP	FCN	TBD	TBD		
	6.AB.8	IAO Testing of SOP	FCN	TBD	TBD		
	6.AB.9	IAO Reporting of Testing Results	FCN	TBD	TBD		
	6.AB.10	Amendment to SOP (if necessary)	AMS	TBD	TBD		
	SOP 800-008: Transfer and Voluntary Demotion						

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	On Track
	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	
	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	
SOP 800-010: Salary Increments and Detailed Differential Pay	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	
	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	08/08/16	
	6.AE.7	IAO Assessment of SOP	FCN	06/10/16	08/08/16	
	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	
SOP 900-020: Time Distribution Report	6.AE.10	Amendment to SOP (if necessary)	DSNL	TBD	TBD	
	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	
SOP 900-: Grant Procedure Manual	6.AF.10	Amendment to SOP (if necessary)	DSNL	TBD	TBD	
	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	
	SOP 1500-006: Payroll Processing	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	
	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	
	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	

**Notes:**

- 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

**Risks (and mitigation strategies, if applicable):**

- Superintendent and Deputy Superintendent are working with the Division Heads to ensure that the SOPs are submitted in a timely manner.

7/8/2016

GDOE Transition Plan  
 Bi-Weekly Status Report  
 as of July 08, 2016  
 Initiative #7 - Indirect Costs

GDOE Lead: Jackie Mesa | TPFA Liaison: Tom Shaffer

Objective-Milestone-Leader Identification				Progress vs. Plan		
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
Review FY16 app with DOI/USDE	7.J.2	Answer DOI questions on unrestricted calculations	TWS/JPM	10/26/15	02/22/16	
	7.J.3	Answer USDE questions on restricted calculations	TWS/JPM	11/23/15	04/04/16	
	7.K.1	Re-submit applications, if modified	JPM	11/30/15	04/04/16	
Finalize FY16 negotiations	7.K.2	Complete negotiations to finalize rate	JPM	12/21/15	04/04/16	
	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	
Collect data for FY17 app	7.L.3	Review preliminary results	JPM/TSA	02/29/16	02/29/16	
	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	
Perform internal review of FY17 app	7.M.3	Finalize draft application and backup	JPM/TSA	03/21/16	03/28/16	
	7.N.1	Confirm app & back-up materials sent to DOI/USDE	JPM/TSA	03/28/16	03/28/16	
	7.N.2	Answer DOI questions on unrestricted calculations	JPM/TSA	07/25/16	07/25/16	
Review FY17 app with DOI/USDE	7.N.3	Answer USDE questions on restricted calculations	JPM/TSA	08/22/16	08/22/16	
	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	
Finalize FY17 negotiations	7.P.1	Meet with Management regarding current SOP and proposed allocation plan	JPM/TSA	03/28/16	04/04/16	
	7.P.2	Draft allocation plan based on meeting with Management	JPM/TSA	04/04/16	04/11/16	
	7.P.3	Draft SOP updates if necessary	JPM/TSA	04/18/16	04/18/16	
Revisit Indirect Cost Manual	7.Q.1	Revisit 7.C.1	JPM/TSA	03/28/16	04/18/16	
	7.Q.2	Finalize manual	JPM/TSA	08/29/16	08/29/16	
	7.R.1	Prepare instructions on calculating the Indirect Cost reimbursement true-ups	JPM/TSA	01/25/16	02/01/16	
	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		Current Status
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	
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	
	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	
	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	
	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	
	7.S.2	Integrate indirect costs into grants budgeting process upfront	JPM/TSA	03/28/16	03/28/16	
	7.S.3	Modify / confirm / document grants application and approval process to ensure indirect cost budgets are maximized.	JPM/TSA	03/28/16	03/28/16	
Indirect Cost Strategy	7.S.4	Modify / confirm / document budget amendments review / approval process to ensure indirect cost-related amendments are well thought out.	JPM/TSA	03/28/16	03/28/16	
	7.S.5	Prepare, test, and roll-out indirect cost-related true-up templates and related documents.	JPM/TSA	TBD	TBD	

**Notes:**

- 7.N - With FY15 audit completed, the application will be revised to include audited data.
- Working with TPA to work out procedures to regularly draw down indirect costs.

**Risks (and mitigation strategies, if app**

- 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.

7/8/2016



GDOE Transition Plan  
Bi-Weekly Status Report  
as of July 08, 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	
	8.A.2	Processing of checks and payment to vendors (federal). TPFA will manage process until special conditions are reduced / eliminated	TPFA	Ongoing	Ongoing	
	8.B.1	Transition the grant status report from TPFA to GDOE federal programs	LP	08/29/16	08/29/16	
	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	
	8.B.3	Transition the requisition in progress report (federal)	CT	2015	2015	
	8.B.4	Train and have GDOE mirror the production of bank reconciliation (federal). TPFA will produce until special conditions are reduced / eliminated	TPFA	Ongoing	Ongoing	
	8.B.5	Train and have GDOE mirror the production of the invoice by GL report - Involves reconciliation to federal bank accounts. TPFA will produce until special conditions are reduced / eliminated	TPFA	Ongoing	Ongoing	
Reporting & Accountability	8.B.6	Train and have GDOE mirror the production of the A/P Invoice report (federal) - TPFA will produce until special conditions are reduced / eliminated	TPFA	Ongoing	Ongoing	
	8.B.7	Transition open PO report. Procurement currently now handling, TPFA will be monitoring until special conditions are reduced / eliminated	TPFA	Ongoing	Ongoing	

Objective-Milestone-Leader Identification			Progress vs. Plan			
Objective Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
	8.B.8	Management and completion of the CCAP report	IAO	05/16/16	07/04/16	
	8.B.9	Weekly management and completion of the transition plan	IAO	08/01/16	08/01/16	
	8.B.10	Late Liquidation management - ensure that there is coordination of effort between the business office, procurement and federal programs in order to handle the late liquidations effectively. Includes vendor follow-up.	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	

**Notes:**

- 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.

**Risks (and mitigation strategies, if applicable):**

7/8/2016

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

Current Status

Updated

Target Date

Original

Target Date

Main POC

Milestone Description

Label

Objective Description

Current Status

Updated

Target Date

Original

Target Date

Main POC

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	HL/JPM	09/28/15	09/14/15	
	2.J.4	process as tested, changes in reporting capability (if any), and Management's desired outcomes.	HL/JPM	10/26/15	09/28/15	
	2.J.5	Make changes in Live per updated checklist	HL/JPM	11/30/15	10/26/15	
	2.J.6	Perform Bank Reconciliations on outstanding bank accounts in Munis	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 Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
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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	
	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	

Rebuild Internal Audit Office	3.B.3	Require Division Mgrs/Administrators to submit MIC	FCN/JB	08/17/15	11/30/15	
	3.B.2	Mgrs/Administrator	FCN/JB	06/15/15	11/30/15	
	3.B.1	Provide tool & training to Division	FCN/JB	05/25/15	06/15/15	
	3.A.22	Train Auditor I for roles in IAO	FCN	03/02/15	03/02/15	
	3.A.21	Hire Auditor I	FCN	03/02/15	03/02/15	
	3.B.19	Develop MIC Assessment tool	FCN/JB	03/02/15	06/15/15	
	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	Complete database of all financial audit findings	FCN/AA	03/02/15	03/02/15	
	3.B.14	Complete database of all performance audit findings	FCN/AA	03/02/15	03/02/15	
	3.B.15	Complete 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 Description	Label	Milestone Description	Main POC	Target Date Original	Target Date Updated	Current Status
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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 (corporate functions) procurement training	CT/F/C/LB	02/01/16	10/19/15		
	4.B.4	Conduct divisional (corporate functions) procurement training	CT/F/C/LB	04/27/15	10/26/15		
	4.B.5	Conduct School Level procurement training.	CT/F/C/LB	05/25/15	12/21/15		
	4.B.6	Reviewing training needs on a quarterly basis to determine if content needs to be updated keeping abreast of any federal or local regulation changes	CT/F/C/LB	05/04/15	10/19/15		
	4.B.7	Continued training for procurement staff on Microsoft office (excel, power-point, etc.)	CT/F/C/LB	05/04/15	11/30/15		
	Progress vs. Plan						

Quality Control & Compliance	4.C.3	Review and adjust workflow to ensure SMA has ultimate sign-off on PO modifications (local)	CT/F/C/LB	02/29/16	10/05/15	
	4.D.1	Re-establish routine procurement meetings to discuss issues and review procurement reporting	CT/F/C/LB	05/18/15	06/22/15	
	4.D.3	Create and distribute open req reports (local)	CT/F/C/LB	07/20/15	07/31/15	
Reporting & Accountability	4.D.4	Create and distribute open PO reports (local)	CT/F/C/LB	07/20/15	07/31/15	
	4.D.5	Establish protocol to reach-out to vendors who have Open PO's (local)	CT/F/C/LB	07/20/15	10/05/15	
	Objective-Milestone-Leader Identification					

SOPs for Procurement	4.E.1	Complete the development of the following SOP's: 1) Protest & Appeal (2) Requestion Entry 3) Processing Purchase Order Change Order and 4) Request for Information Procedures "RFI"	CT/F/C/LB	07/20/15	08/24/15	
	4.E.2	Obtain approval on the four outstanding SOPs	CT/F/C/LB	07/20/15	09/07/15	
	4.E.3	Conduct training on the four outstanding SOPs	CT/F/C/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/F/C/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 Munits 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 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	
	Completed Milestones					

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

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



Guam Department of Education  
 Master Transition Workplan - Gantt Summary - as of July 08, 2016  
 at Objective Level

Tag	Initiative	Objective	POC	Jun	Jul	Aug	Sep	Oct '16	Nov	Dec '16	Jan '17	Feb	Mar	Apr	May
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	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/VCV													
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	CT/FC/LB												
5.A	Property Mgmt	Tagging of USDOE-funded assets	TPFA												
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 08, 2016  
 at Milestone Level

Tag	Initiative	Objective	Milestone	POC	Jun	Jul	Aug	Sep	Oct '16	Nov	Dec '16	Jan '17	Feb	Mar	Apr	May
1.L.1	TDR	Meeting with FMS to discuss Manual TDR process to Employee Tracking System	Process workflow - FMS - PR/HR	DSNL / J. Mesa												
1.L.2	TDR	Structure of Account Set-up Personnel Action (HR)	Structure of Account Set-up for Timesheet/ TDR (Payroll)	DSNL / J. Mesa												
1.L.3	TDR	Meeting with DSFAS on staffing list and structure of account set-up between Budget, HR and Payroll regarding Employee Time Tracker > A-87	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 HR to Input Federal Staffing (Position Control, Master and Job Salary) Single and Multiple Cost Objectives > Job Allocation for Multiple Cost Accounting > Labor Cost > A/E's / JV's	DSNL / J. Mesa												
1.O.1	TDR	Verify Structure of Account (Budget/HR/Payroll)	Verify Structure of Account (Budget/HR/Payroll)	Fed Prog / Budget / HR / PR / FMS												
1.O.2	TDR	Verify Structure of HR on staffing for 3-way match	Verify Structure of HR on staffing for 3-way match	Fed Prog / Budget / HR / PR / FMS												
1.O.3	TDR	Verify Structure of PR on single and multiple cost objective in PR system	Verify Structure of PR on single and multiple cost objective in PR system	Fed Prog / Budget / HR / PR / FMS												
1.O.4	TDR	Verify Structure of Employee Job Salary Report > Staffing vs. Employee Time Tracker > TDR	Verify Structure of Employee Job Salary Report > Staffing vs. Employee Time Tracker > TDR	Fed Prog / Budget / HR / PR / FMS												
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 Selection of staff member is paramount to completing any of the additional transition plan objectives Developing payroll reimbursements Development of Training Manual Training of USDOE Regulations including OMB Omnibus Circular as related to payroll reimbursements for Federal grant activities Training on GDOE SOP No. 900-009 Training on Payroll Reimbursement Process, including the relationship between all GDOE Departments related to payroll Training on Payroll Reimbursement analysis, including: 1) 3-way-match between PR documents, 2) spreadsheet and raw data analysis Project Management training, including: 1) coordination of payroll documents from GDOE Departments (i.e. Federal Programs, Business Office, etc.), 2) scheduling, 3) error reporting MUNIS Training (i.e. MUNIS invoice entry, raw data report generation, etc.) Excel Spreadsheet Training (focus on payroll reimbursement analysis spreadsheet creation and payroll report generation) Ongoing monitoring until special conditions are reduced / eliminated	DSNL / J. Mesa Ike S Tony B / Ike S. Tony B. Ike S. Tony B. Tony B. Tony B. Tony B. Tony B. Tony B.												
1.R.1	TDR															
1.R.2	TDR															
1.R.3	TDR															
1.R.4	TDR															
1.R.5	TDR															
1.R.6	TDR															
1.R.7	TDR															
1.R.8	TDR															
1.R.9	TDR															
1.R.10	TDR															



Guam Department of Education  
 Master Transition Workplan - Gantt Summary - as of July 08, 2016  
 at Milestone Level

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2A.6	Initiative		Analysis of active accounts by Budget and Accounting to identify accounts that should be inactive/closed.	KARMA												
2A.7	FMS	REPORTING	Cleanup/activation of expired accounts in Murns. Schedule reprogrammed system generated reports for remaining active accounts.	JPM												
2A.8	FMS	REPORTING	Propose SOP creation / amendments to address the timely indisposition/closure of expired accounts.	JPM												
2A.9	FMS	REPORTING	Review the MURNIS staffing pattern and submit a custom report request to address additional / amended spec requests.	MA/KQR												
2C.2	FMS	STAFFING PATTERN REPORT	Create End User Instructions	AMS/JPM												
2C.3	FMS	STAFFING PATTERN REPORT	Train End Users	JPM												
2C.4	FMS	STAFFING PATTERN REPORT	POC meeting to review bid processing DTPs.	AMS/JPM												
2E.1	FMS	STAFFING PATTERN REPORT	Test requisition conversion to bid in Temporary Environment.	CT/JPM												
2E.2	FMS	STAFFING PATTERN REPORT	Adjust setting and infrastructure as per test findings.	CT/JPM												
2E.3	FMS	STAFFING PATTERN REPORT	Report on Tests	CT/JPM												
2F.4	FMS	BID MANAGEMENT	Meet with Management regarding Bid Management process, requirements as tested and Management's desired outcomes.	CT/JPM												
2E.5	FMS	BID MANAGEMENT	Create End User Instructions (incorporate in DTPs)	CT/JPM												
2E.6	FMS	BID MANAGEMENT	Train End Users (Buyers)	CT/JPM												
2E.7	FMS	BID MANAGEMENT	Train End Users (Schools and Divisions)	CT/JPM												
2E.8	FMS	BID MANAGEMENT	Roll out the use of Bid Management	CT/JPM												
2G.1	FMS	BID MANAGEMENT	POC meeting to review set up documentation and compare to existing settings in Murns	AGW/JPM												
2G.2	FMS	BID MANAGEMENT	Create checklist of steps to be taken in Murns to use Module	AGW/JPM												
2G.3	FMS	BID MANAGEMENT	Build and Test sample of Employee Expense in Murns and ESS temporary environment (XXXX) using checklist	AGW/JPM												
2G.4	FMS	BID MANAGEMENT	Adjust settings and infrastructure as per test findings. Re-test.	AGW/JPM												
2G.5	FMS	BID MANAGEMENT	Meet with Management regarding Employee expense process, requirements as tested and Management's desired outcomes.	AGW/JPM												
2G.6	FMS	BID MANAGEMENT	Build Employee Expense Infrastructure in Live per updated checklist.	AGW/JPM												
2G.7	FMS	BID MANAGEMENT	Create End User Instructions (incorporate in DTPs)	AGW/JPM												
2G.8	FMS	BID MANAGEMENT	Train Pilot users (next group of travelers)	AGW/JPM												
2G.9	FMS	BID MANAGEMENT	Survey Pilot users on the use of the Employee Expense (in ESS)	AGW/JPM												
2G.10	FMS	BID MANAGEMENT	Finalize and document process in SOP and End User Instructions	AGW/JPM												
2G.11	FMS	BID MANAGEMENT	Train Principals, Division Heads, Program Managers, Program Coordinators on Employee Expense (in ESS)	AGW/JPM												
2G.12	FMS	BID MANAGEMENT	Roll-out for Department wide use.	AGW/JPM												
2H.5	FMS	CONTRACT MANAGEMENT	Contract Management Workflow	CT/ISA												
2H.6	FMS	CONTRACT MANAGEMENT	Compile contract information	CT/ISA												
2H.7	FMS	CONTRACT MANAGEMENT	Train End Users	CT/ISA												
2H.8	FMS	CONTRACT MANAGEMENT	Roll out the use of Contract Management	CT/ISA												
2L.1	FMS	GRANT / PROJECT MANAGER / GRANT MANAGER	POC meetings to review set up and procedure documentation.	NS/CR/JPM												
2L.2	FMS	GRANT / PROJECT MANAGER / GRANT MANAGER	Create checklist of steps to be taken in Murns to set up the Module.	NS/CR/JPM												
2L.3	FMS	GRANT / PROJECT MANAGER / GRANT MANAGER	Build and Test Grant Master, Project Master and Grant Manager in Temporary Environment (OOX) using checklist.	NS/CR/JPM												
2L.4	FMS	GRANT / PROJECT MANAGER / GRANT MANAGER	Adjust setting and infrastructure as per test findings.	NS/CR/JPM												
2L.5	FMS	GRANT / PROJECT MANAGER / GRANT MANAGER	Present system capabilities with adjusted set up.	NS/CR/JPM												
2L.6	FMS	GRANT / PROJECT MANAGER / GRANT MANAGER	Build Grant Master, Project Master and Grant Manager in Live environment per updated checklist.	NS/CR/JPM												
2L.7	FMS	GRANT / PROJECT MANAGER / GRANT MANAGER	Create End User Instructions (incorporate in DTPs) and propose adjustments to SOPs if necessary.	NS/CR/JPM												

Guam Department of Education  
 Master Transition Workplan - GANTT Summary - as of July 08, 2016  
 at Milestone Level

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2.L.8			Train End Users	NS/CR/JPM												
2.M.1			POC meetings to review set up and procedure documentation.	JRSNS / AMS												
2.M.2			Create checklist of steps to be taken in ESS and Munits to set up Leave Requests	JRSNS / AMS												
2.M.3			Build and Test ESS Leave Request in Temporary Environment (OXX) using checklist	JRSNS / AMS												
2.M.4			Adjust setting and infrastructure as per last findings.	JRSNS / AMS												
2.M.5		ESS Leave Request	Reperform Tests.	JRSNS / AMS												
2.M.6			Meet with Management to present ESS Leave Request.	JRSNS / AMS												
2.M.7			Build ESS Leave Request in Live environment per updated checklist and Management feedback.	JRSNS / AMS												
2.M.8			Create End User Instructions (incorporate in DTPs) and propose adjustments to SOPs if necessary.	JRSNS / AMS												
2.N.2			Train End Users	AMS/JPM												
2.N.3			Launch of PA pilot --effective date 1/01/2016-8/30/2016	AMS/JPM												
2.N.4		PA Pilot	Survey and users - feedback on pilot effectiveness	AMS/JPM												
2.N.5			Pilot close meeting	AMS/JPM												
2.O.3			Draft SOP updates if necessary	AMS/JPM												
2.O.4			Test proposed actions in temporary environment	TSA/VCV												
2.O.5		Munits Student Activities	Present proposed solutions to IAO.	TSA/VCV												
2.O.6			Create or adjust existing End User Instructions (DTPs) and propose adjustments to SOPs if necessary.	TSA/VCV												
2.P.1			Train End Users	TSA/VCV												
2.P.2			Survey and users regarding Maintenance Service Requests	YD/JPM												
2.P.3			POC meetings to review current process, documentation and needs	YD/JPM												
2.P.4		Maintenance Service Requests	Research and identify possible Munis solutions to address needs and issues.	YD/JPM												
2.P.5			Test proposed actions in temporary environment	YD/JPM												
2.P.6			Present proposed solutions to Management.	YD/JPM												
2.P.7			Create or adjust existing End User Instructions (DTPs) and propose adjustments to SOPs if necessary.	YD/JPM												
2.Q.1			Train End Users	YD/JPM												
2.Q.2			Survey and users regarding Fixed Assets documentation and needs	MP/TSA												
2.Q.3			Research and identify possible Munis solutions to address needs and issues.	MP/TSA												
2.Q.4		Fixed Assets	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		Tyler Content Manager (TCM)	Meet with Comptroller and Deputy regarding Business Case reporting and TCM storage	TSA												
2.R.2			Train staff to use the TCMEE	TSA												
2.S.1		Transition	MUNIS system management / updates - TPFA is required to maintain control over the TPFA MUNIS system as long as a TPFA is maintained.	TPFA												
3.A.12			Review applications of candidates	FCN												
3.A.13			Interview & recommend best candidates to Sup.	FCN												
3.A.14			Review & recommend best candidates to Sup.	FCN												
3.A.15			Interview & recommend best candidates to Sup.	FCN												
3.A.16			Check budget for Auditor I	FCN												
3.A.17			Obtain budget approval for Auditor I	FCN												
3.A.18		Rebuild Internal Controls	Submit Request to HR to fill form to HR	FCN												
3.A.19			Work with HR on position announcement	FCN												
3.A.20			Review applications of candidates	FCN												
3.A.21			Interview & recommend best candidates to Sup.	FCN												
3.A.21			Interview & recommend best candidates to Sup.	FCN												

Guam Department of Education  
 Master Transition Workplan - Gantt Summary - as of July 08, 2016  
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3A.22	Internal Controls	Risk Assessment of GDOE	Train Auditor 1 for roles in IAO	FCN													
3B.12			Finalize report for Sup. 's disposition	FCN/B													
3B.13			Compile database of all financial audit findings	FCN/A													
3B.14			Compile database of all performance audit findings	FCN/A													
3B.15			Compile database of independent consultant reviews	FCN/A													
3B.16			Compile database of hotline / whistleblowers	FCN/A													
3B.17			Analyze audit findings, reviews, and hotline	FCN/A													
3B.18			Determine high frequency and repeat audit findings	FCN/A													
3B.19			Create and submit a report to the Sup.	FCN/A													
3B.20			Incorporate results of the report into the audit plan	FCN/A													
3B.21			Provide tool & training to Division Mgr/Administrator	FCN/B													
3B.22			Require Division Mgr/Administrator to submit MIC	FCN/B													
3B.23			Follow-up non-submissions	FCN/B													
3B.24			Update MIC Report to include late submissions	FCN/B													
3B.25			Compile MIC Assessments into a database	FCN/B													
3B.26	Analyze results of MIC Assessment	FCN/B															
3B.27	Identify non-submissions and high-risk areas	FCN/B															
3B.28	Develop and submit MIC Assessment Report to Sup.	FCN/B															
3B.29	IAO validates MIC Assessments of high-risk areas	FCN/B															
3B.30	IAO to determine necessary corrective actions	FCN/B															
3B.31	Finalize report for Sup. 's disposition	FCN/B															
3D.2	Internal Controls (COSO)	Establish Internal Controls Framework (COSO)	Division/Program obtain approval of SOPs	Divisions													
3D.3			IAO to audit compliance to SOPs	Divisions													
3D.4			IAO to report and recommend improvements to internal control deficiencies	IAO Staff													
3D.5			Division/Program to amend SOPs accordingly	Divisions													
3D.6			Division/Program to obtain approval on amended SOPs	Divisions													
3D.7			Division/Program to conduct training on amended SOPs	Divisions													
3D.8			Business Office develop SOPs for SEFA Reconciliation.	Divisions													
3E.1			Business Office submits draft SOP to Deputy of Finance and Supr. for review and approval.	LRP													
3E.2			Accounting staff to perform monthly reconciliations between General Ledger, SEFA, and Federal Expenditures	Accounting staff													
3E.3			Comptroller reviews monthly report for completeness and accuracy	LRP													
3E.4	Comptroller provides monthly reconciliation to Deputy Sup. of Financial Affairs for review.	LRP															
3E.5	Business Office provides a copy of the approved report to IAO	LRP															
3E.6	IAO periodically reviews the report to determine compliance	LRP															
3E.7	Timely close accounting records	IAO Staff															
3F.3	Internal Controls	Timely Completion of GDOE's Financial and Single Audit	Timely replies to audit requests	LRP/FCN													
3F.4			IAO to ensure implementation of corrective action plan	TT/FCN													
3F.5			Determine self-audit needs over the summer months leading up to grant year-end	FCN/T													
3F.6			Determine self-audit needs of the Procurement Office	FCN/T													
4A.2	Procurement COSM	Rebuild Staff Augmentation of Procurement Office	Review metrics and other statistics to determine additional needs of the Procurement Office	CT/FCLB													
4A.23			Determine the need for a Contract Management Administrator	CT/FCLB													
4A.24			Formalize training program for all current and future procurement staff - including content development and training materials	CT/FCLB													
4A.25	Procurement COSM	Training		CT/FCLB													
4B.1				CT/FCLB													



Guam Department of Education  
 Master Transition Workplan - Gantt Summary - as of July 08, 2016  
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4.B.2	Procurement "OSM"	Quality Control & Compliance	Train procurement staff on 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award	CT/FC/LB														
4.C.1			Establish a program to evaluate vendor performance and take steps to end vendor relationships if history of non-performance exists	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 rationale is included and	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) TPFA removed from workflow (req to PO process). TPFA will be final approver until special conditions are reduced / eliminated	CT/FC/LB														
4.F.1	Procurement "OSM"	Procurement Transition	Transition the conversion review from requisition to P.O. from TPFA to the GDOE (federal). TPFA will continue to manage until special conditions are reduced / eliminated	TPFA														
4.F.2			Transition PO issuance to GDOE Procurement Office	TPFA														
4.F.3	Property Mgmt	Tagging of USDOE-funded assets	Transition PO issuance to GDOE Procurement Office	CT														
5.A.2			Ensure Fixed Asset records include an identifiable funding source.	MYP														
5.A.7	Property Mgmt	Tagging of USDOE-funded assets	Internal record management (i.e. documentation, spreadsheet analysis, reporting, etc.).	MYP														
5.B.3			Manage the current year inventory audit project (including team leadership assignments, team selections, logistics, BMT scanner and audit material preparation)	MYP														
5.B.6	Property Mgmt	Annual Physical Inventory	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	Property Mgmt	Annual Physical Inventory	GDOE PMIO staff will conduct the 2016 reconciliation of USDOE funded fixed assets.	MYP														
5.B.11			GDOE PMIO staff will conduct the one-on-one evaluations after the completion of each site's inventory audit.	MYP														
5.B.12	Property Mgmt	Annual Physical Inventory	GDOE PMIO 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	Property Mgmt	Annual Physical Inventory	PMIO and RMY staff have proper GDOE-issued office space to efficiently and effectively carry out their responsibilities and duties.	MYP														
5.B.15			PMIO staff will have proper equipment and supplies to efficiently and effectively carry out their responsibilities and duties during the annual inventory audit of USDOE funded fixed assets.	MYP														
5.B.16	Property Mgmt	Annual Physical Inventory	PMIO staff will have proper transportation to effectively and efficiently carry out their responsibilities and duties.	MYP														
5.C.1			PMIO will provide ongoing training of BMT software. Meticulous asset records, and computer skills as they relate to inventory management.	MYP														
5.C.2	Property Mgmt	Staff training on BMT software, Meticulous asset records, and computer skills as they relate to inventory management.	PMIO staff will demonstrate mastery of using BMT software. Meticulous, and have basic-to-intermediate computer skills.	MYP														
5.C.2			Staff training on BMT software, Meticulous asset records, and computer skills as they relate to inventory management.	MYP														

Guam Department of Education  
 Master Transition Workplan - Gantt Summary - as of July 08, 2016  
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5C3	Property Mgmt	assets module, computer skills.	PMO staff will understand Microsoft Excel, spreadsheet creation, and analysis. PMO staff will demonstrate mastery of using computer software to provide internal training. PMO staff will be proactive in addressing and correcting any training concerns among staff. Addition to proposed Amendment to SOPs 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 TPEA staff."	MTP												
5C4	Property Mgmt	Standard Operating Procedures		MTP												
5D3	Property Mgmt	Receiving assets (warehouse & school)	Fill the Warehouse Supervisor position.	MTP												
5E4	Property Mgmt	Training of property liaisons	GDDE PMO continue to provide ongoing training to school & division Property Liaison Officers.	MTP												
5F1	Property Mgmt	Staff Augmentation of PMO Property Management Office	Supplemental staffing provided by procurement	MTP												
5G2	Property Mgmt	Property Mgmt		MTP												
6A1	SOPs	Adoption of SOP	Adoption of SOP	LPP												
6A2	SOPs	Staff Training on SOP	Staff Training on SOP	LPP												
6A3	SOPs	Staff Acknowledgment Forms	Staff Acknowledgment Forms	LPP												
6A4	SOPs	Amendment to SOP	Amendment to SOP	LPP												
6A5	SOPs	Amendment to SOP Approved by Sup	Amendment to SOP Approved by Sup	LPP												
6A6	SOPs	IAO Walkthrough of SOP	IAO Walkthrough of SOP	FCN												
6A7	SOPs	IAO Assessment of SOP	IAO Assessment of SOP	FCN												
6A8	SOPs	IAO Testing of SOP	IAO Testing of SOP	FCN												
6A9	SOPs	IAO Reporting of Testing Results	IAO Reporting of Testing Results	FCN												
6A10	SOPs	Amendment to SOP (if necessary)	Amendment to SOP (if necessary)	LPP												
6B1	SOPs	Adoption of SOP	Adoption of SOP	LPP												
6B2	SOPs	Staff Training on SOP	Staff Training on SOP	LPP												
6B3	SOPs	Staff Acknowledgment Forms	Staff Acknowledgment Forms	LPP												
6B4	SOPs	Amendment to SOP	Amendment to SOP	LPP												
6B5	SOPs	Amendment to SOP Approved by Sup	Amendment to SOP Approved by Sup	LPP												
6B6	SOPs	IAO Walkthrough of SOP	IAO Walkthrough of SOP	FCN												
6B7	SOPs	IAO Assessment of SOP	IAO Assessment of SOP	FCN												
6B8	SOPs	IAO Testing of SOP	IAO Testing of SOP	FCN												
6B9	SOPs	IAO Reporting of Testing Results	IAO Reporting of Testing Results	FCN												
6B10	SOPs	Amendment to SOP (if necessary)	Amendment to SOP (if necessary)	LPP												
6C1	SOPs	Adoption of SOP	Adoption of SOP	LPP												
6C2	SOPs	Staff Training on SOP	Staff Training on SOP	LPP												
6C3	SOPs	Staff Acknowledgment Forms	Staff Acknowledgment Forms	LPP												
6C4	SOPs	Amendment to SOP	Amendment to SOP	LPP												
6C5	SOPs	Amendment to SOP Approved by Sup	Amendment to SOP Approved by Sup	LPP												
6C6	SOPs	IAO Walkthrough of SOP	IAO Walkthrough of SOP	FCN												
6C7	SOPs	IAO Assessment of SOP	IAO Assessment of SOP	FCN												
6C8	SOPs	IAO Testing of SOP	IAO Testing of SOP	FCN												
6C9	SOPs	IAO Reporting of Testing Results	IAO Reporting of Testing Results	FCN												
6C10	SOPs	Amendment to SOP (if necessary)	Amendment to SOP (if necessary)	LPP												
6D1	SOPs	Adoption of SOP	Adoption of SOP	LPP												
6D2	SOPs	Staff Training on SOP	Staff Training on SOP	LPP												
6D3	SOPs	Staff Acknowledgment Forms	Staff Acknowledgment Forms	LPP												
6D4	SOPs	Amendment to SOP	Amendment to SOP	LPP												
6D5	SOPs	Amendment to SOP Approved by Sup	Amendment to SOP Approved by Sup	LPP												
6D6	SOPs	IAO Walkthrough of SOP	IAO Walkthrough of SOP	FCN												
6D7	SOPs	IAO Assessment of SOP	IAO Assessment of SOP	FCN												
6D8	SOPs	IAO Testing of SOP	IAO Testing of SOP	FCN												
6D9	SOPs	IAO Reporting of Testing Results	IAO Reporting of Testing Results	FCN												
6D10	SOPs	Amendment to SOP (if necessary)	Amendment to SOP (if necessary)	LPP												
6E1	SOPs	Adoption of SOP	Adoption of SOP	LPP												
6E2	SOPs	Staff Training on SOP	Staff Training on SOP	LPP												
6E3	SOPs	Staff Acknowledgment Forms	Staff Acknowledgment Forms	LPP												
6E4	SOPs	Amendment to SOP	Amendment to SOP	LPP												
6E5	SOPs	Amendment to SOP Approved by Sup	Amendment to SOP Approved by Sup	LPP												
6E6	SOPs	IAO Walkthrough of SOP	IAO Walkthrough of SOP	FCN												
6E7	SOPs	IAO Assessment of SOP	IAO Assessment of SOP	FCN												
6E8	SOPs	IAO Testing of SOP	IAO Testing of SOP	FCN												

Guam Department of Education  
 Master Transition Workplan - GANTT Summary - as of July 08, 2016  
 at Milestone Level

Tag	Initiative	Objective	Milestone	POC	Jun	Jul	Aug	Sep	Oct '16	Nov	Dec '16	Jan '17	Feb	Mar	Apr	May		
8.E.9	SOP's	SOP 200-028: Local	I/O Reporting of Testing Results	FCN														
8.E.10			Amendment to SOP (if necessary)	LRP														
8.F.1			Adoption of SOP	LRP														
8.F.2			Staff Training on SOP	LRP														
8.F.3			Staff Acknowledgement Forms	LRP														
8.F.4			Amendment to SOP	LRP														
8.F.5			Amendment to SOP Approved by Sup	TT														
8.F.6			I/O Walkthrough of SOP	FCN														
8.F.7			I/O Assessment of SOP	FCN														
8.F.8			I/O Testing of SOP	FCN														
8.F.9	I/O Reporting of Testing Results	FCN																
8.F.10	Amendment to SOP (if necessary)	LRP																
8.G.1	SOP's	SOP 200-034: Account	Adoption of SOP	LRP														
8.G.2			Staff Training on SOP	LRP														
8.G.3			Staff Acknowledgement Forms	LRP														
8.G.4			Amendment to SOP	LRP														
8.G.5			Amendment to SOP Approved by Sup	TT														
8.G.6			I/O Walkthrough of SOP	FCN														
8.G.7			I/O Assessment of SOP	FCN														
8.G.8			I/O Testing of SOP	FCN														
8.G.9			I/O Reporting of Testing Results	FCN														
8.G.10			Amendment to SOP (if necessary)	LRP														
8.H.1	SOP's	SOP 200-038: Federal	Adoption of SOP	LRP														
8.H.2			Staff Training on SOP	LRP														
8.H.3			Staff Acknowledgement Forms	LRP														
8.H.4			Amendment to SOP	LRP														
8.H.5			Amendment to SOP Approved by Sup	TT														
8.H.6			I/O Walkthrough of SOP	FCN														
8.H.7			I/O Assessment of SOP	FCN														
8.H.8			I/O Testing of SOP	FCN														
8.H.9			I/O Reporting of Testing Results	FCN														
8.H.10			Amendment to SOP (if necessary)	LRP														
8.I.1	SOP's	SOP 200-041: School	Adoption of SOP	LRP														
8.I.2			Staff Training on SOP	LRP														
8.I.3			Staff Acknowledgement Forms	LRP														
8.I.4			Amendment to SOP	LRP														
8.I.5			Amendment to SOP Approved by Sup	TT														
8.I.6			I/O Walkthrough of SOP	FCN														
8.I.7			I/O Assessment of SOP	FCN														
8.I.8			I/O Testing of SOP	FCN														
8.I.9			I/O Reporting of Testing Results	FCN														
8.I.10			Amendment to SOP (if necessary)	LRP														
8.J.1	SOP's	SOP 200-042: Raven	Adoption of SOP	LRP														
8.J.2			Staff Training on SOP	LRP														
8.J.3			Staff Acknowledgement Forms	LRP														
8.J.4			Amendment to SOP	LRP														
8.J.5			Amendment to SOP Approved by Sup	TT														
8.J.6			I/O Walkthrough of SOP	FCN														
8.J.7			I/O Assessment of SOP	FCN														
8.J.8			I/O Testing of SOP	FCN														
8.J.9			I/O Reporting of Testing Results	FCN														
8.J.10			Amendment to SOP (if necessary)	LRP														
8.K.1	SOP's	SOP 200-015: Fixed	Adoption of SOP	MP														
8.K.2			Staff Training on SOP	MP														
8.K.3			Staff Acknowledgement Forms	MP														
8.K.4			Amendment to SOP	MP														
8.K.5			Amendment to SOP Approved by Sup	TT														
8.K.6			I/O Walkthrough of SOP	FCN														
8.K.7			I/O Assessment of SOP	FCN														
8.K.8			I/O Testing of SOP	FCN														
8.K.9			I/O Reporting of Testing Results	FCN														
8.K.10			Amendment to SOP (if necessary)	MP														
8.L.1	SOP's	SOP 200-019: Fixed	Adoption of SOP	MP														
8.L.2			Staff Training on SOP	MP														
8.L.3			Staff Acknowledgement Forms	MP														
8.L.4			Amendment to SOP	MP														
8.L.5			Amendment to SOP Approved by Sup	TT														
8.L.6			I/O Walkthrough of SOP	FCN														



Guam Department of Education  
 Master Transition Workplan - Gantt Summary - as of July 09, 2016  
 at Milestone Level

Tag	Initiative	Objective	Milestones	POC	Jun	Jul	Aug	Sep	Oct '16	Nov	Dec '16	Jan '17	Feb	Mar	Apr	May
6L7			IAO Assessment of SOP	FCN												
6L8			IAO Testing of SOP	FCN												
6L9			IAO Reporting of Testing Results	FCN												
6L10			Amendment to SOP (if necessary)	MP												
6M1			Adoption of SOP	CT												
6M2			Staff Training on SOP	CT												
6M3			Staff Acknowledgment Forms	CT												
6M4			Amendment to SOP	CT												
6M5			Amendment to SOP Approved by Sup	TT												
6M6			IAO Walkthrough of SOP	FCN												
6M7			IAO Assessment of SOP	FCN												
6M8			IAO Testing of SOP	FCN												
6M9			IAO Reporting of Testing Results	FCN												
6M10			Amendment to SOP (if necessary)	CT												
6N1			Adoption of SOP	CT												
6N2			Staff Training on SOP	CT												
6N3			Staff Acknowledgment Forms	CT												
6N4			Amendment to SOP	CT												
6N5			Amendment to SOP Approved by Sup	TT												
6N6			IAO Walkthrough of SOP	FCN												
6N7			IAO Assessment of SOP	FCN												
6N8			IAO Testing of SOP	FCN												
6N9			IAO Reporting of Testing Results	FCN												
6N10			Amendment to SOP (if necessary)	CT												
6O1			Adoption of SOP	CT												
6O2			Staff Training on SOP	CT												
6O3			Staff Acknowledgment Forms	CT												
6O4			Amendment to SOP	CT												
6O5			Amendment to SOP Approved by Sup	TT												
6O6			IAO Walkthrough of SOP	FCN												
6O7			IAO Assessment of SOP	FCN												
6O8			IAO Testing of SOP	FCN												
6O9			IAO Reporting of Testing Results	FCN												
6O10			Amendment to SOP (if necessary)	CT												
6P1			Adoption of SOP	CT												
6P2			Staff Training on SOP	CT												
6P3			Staff Acknowledgment Forms	CT												
6P4			Amendment to SOP	CT												
6P5			Amendment to SOP Approved by Sup	TT												
6P6			IAO Walkthrough of SOP	FCN												
6P7			IAO Assessment of SOP	FCN												
6P8			IAO Testing of SOP	FCN												
6P9			IAO Reporting of Testing Results	FCN												
6P10			Amendment to SOP (if necessary)	CT												
6Q1			Adoption of SOP	CT												
6Q2			Staff Training on SOP	CT												
6Q3			Staff Acknowledgment Forms	CT												
6Q4			Amendment to SOP	CT												
6Q5			Amendment to SOP Approved by Sup	TT												
6Q6			IAO Walkthrough of SOP	FCN												
6Q7			IAO Assessment of SOP	FCN												
6Q8			IAO Testing of SOP	FCN												
6Q9			IAO Reporting of Testing Results	FCN												
6Q10			Amendment to SOP (if necessary)	CT												
6R1			Adoption of SOP	CT												
6R2			Staff Training on SOP	CT												
6R3			Staff Acknowledgment Forms	CT												
6R4			Amendment to SOP	CT												
6R5			Amendment to SOP Approved by Sup	TT												
6R6			IAO Walkthrough of SOP	FCN												
6R7			IAO Assessment of SOP	FCN												
6R8			IAO Testing of SOP	FCN												
6R9			IAO Reporting of Testing Results	FCN												
6R10			Amendment to SOP (if necessary)	CT												
6S1			Adoption of SOP	CT												
6S2			Staff Training on SOP	CT												
6S3			Staff Acknowledgment Forms	CT												
6S4			Amendment to SOP	CT												



Guam Department of Education  
 Master Transition Workplan - Gantt Summary - as of July 08, 2016  
 at Masters Level

Tag	Initiative	Objective	Milestone	POC	Jun	Jul	Aug	Sep	Oct 16	Nov	Dec 16	Jan 17	Feb	Mar	Apr	May
62.3	Initiative	Objective	Staff Acknowledgment Forms	AMS												
62.4		Amendment to SOP	Amendment to SOP	AMS												
62.5	SOP's	SOP 800-006 Reque	IAO Walkthrough of SOP	FCN												
62.6		IAO Assessment of SOP	IAO Testing of SOP	FCN												
62.7		IAO Reporting of Testing Results	Amendment to SOP (if necessary)	AMS												
62.8		IAO Reporting of Testing Results	Adoption of SOP	AMS												
62.9		IAO Reporting of Testing Results	Staff Training on SOP	AMS												
62.10		IAO Reporting of Testing Results	Staff Acknowledgment Forms	AMS												
6AA1		IAO Walkthrough of SOP	Amendment to SOP	AMS												
6AA2		IAO Assessment of SOP	IAO Testing of SOP	AMS												
6AA3		IAO Reporting of Testing Results	Amendment to SOP (if necessary)	AMS												
6AA4		IAO Reporting of Testing Results	Adoption of SOP	AMS												
6AA5	SOP's	SOP 800-007 Emplo	IAO Walkthrough of SOP	AMS												
6AA6		IAO Assessment of SOP	IAO Testing of SOP	AMS												
6AA7		IAO Reporting of Testing Results	Amendment to SOP (if necessary)	AMS												
6AA8		IAO Reporting of Testing Results	Adoption of SOP	AMS												
6AA9		IAO Reporting of Testing Results	Staff Training on SOP	AMS												
6AA10		IAO Reporting of Testing Results	Staff Acknowledgment Forms	AMS												
6AB1		IAO Walkthrough of SOP	Amendment to SOP	AMS												
6AB2		IAO Assessment of SOP	IAO Testing of SOP	AMS												
6AB3		IAO Reporting of Testing Results	Amendment to SOP (if necessary)	AMS												
6AB4		IAO Reporting of Testing Results	Adoption of SOP	AMS												
6AB5	SOP's	SOP 800-008 Transf	IAO Walkthrough of SOP	AMS												
6AB6		IAO Assessment of SOP	IAO Testing of SOP	AMS												
6AB7		IAO Reporting of Testing Results	Amendment to SOP (if necessary)	AMS												
6AB8		IAO Reporting of Testing Results	Adoption of SOP	AMS												
6AB9		IAO Reporting of Testing Results	Staff Training on SOP	AMS												
6AB10		IAO Reporting of Testing Results	Staff Acknowledgment Forms	AMS												
6AC1		IAO Walkthrough of SOP	Amendment to SOP	AMS												
6AC2		IAO Assessment of SOP	IAO Testing of SOP	AMS												
6AC3		IAO Reporting of Testing Results	Amendment to SOP (if necessary)	AMS												
6AC4		IAO Reporting of Testing Results	Adoption of SOP	AMS												
6AC5	SOP's	SOP 800-008 Reche	IAO Walkthrough of SOP	AMS												
6AC6		IAO Assessment of SOP	IAO Testing of SOP	AMS												
6AC7		IAO Reporting of Testing Results	Amendment to SOP (if necessary)	AMS												
6AC8		IAO Reporting of Testing Results	Adoption of SOP	AMS												
6AC9		IAO Reporting of Testing Results	Staff Training on SOP	AMS												
6AD1		IAO Reporting of Testing Results	Staff Acknowledgment Forms	AMS												
6AD2		IAO Walkthrough of SOP	Amendment to SOP	AMS												
6AD3		IAO Assessment of SOP	IAO Testing of SOP	AMS												
6AD4		IAO Reporting of Testing Results	Amendment to SOP (if necessary)	AMS												
6AD5		IAO Reporting of Testing Results	Adoption of SOP	AMS												
6AD6	SOP's	SOP 800-010 Salary	IAO Walkthrough of SOP	AMS												
6AD7		IAO Assessment of SOP	IAO Testing of SOP	AMS												
6AD8		IAO Reporting of Testing Results	Amendment to SOP (if necessary)	AMS												
6AD9		IAO Reporting of Testing Results	Adoption of SOP	AMS												
6AD10		IAO Reporting of Testing Results	Staff Training on SOP	AMS												
6AE1		IAO Reporting of Testing Results	Staff Acknowledgment Forms	AMS												
6AE2		IAO Walkthrough of SOP	Amendment to SOP	AMS												
6AE3		IAO Assessment of SOP	IAO Testing of SOP	AMS												
6AE4		IAO Reporting of Testing Results	Amendment to SOP (if necessary)	AMS												
6AE5		IAO Reporting of Testing Results	Adoption of SOP	AMS												
6AE6	SOP's	SOP 800-020 Time D	IAO Walkthrough of SOP	AMS												
6AE7		IAO Assessment of SOP	IAO Testing of SOP	AMS												
6AE8		IAO Reporting of Testing Results	Amendment to SOP (if necessary)	AMS												
6AE9		IAO Reporting of Testing Results	Adoption of SOP	AMS												
6AE10		IAO Reporting of Testing Results	Staff Training on SOP	AMS												
6AF1		IAO Reporting of Testing Results	Staff Acknowledgment Forms	AMS												
6AF2		IAO Walkthrough of SOP	Amendment to SOP	AMS												
6AF3		IAO Assessment of SOP	IAO Testing of SOP	AMS												
6AF4		IAO Reporting of Testing Results	Amendment to SOP (if necessary)	AMS												
6AF5		IAO Reporting of Testing Results	Adoption of SOP	AMS												
6AF6	SOP's	SOP 800- Grant Pro	IAO Walkthrough of SOP	AMS												
6AF7		IAO Assessment of SOP	IAO Testing of SOP	AMS												
6AF8		IAO Reporting of Testing Results	Amendment to SOP (if necessary)	AMS												
6AF9		IAO Reporting of Testing Results	Adoption of SOP	AMS												
6AF10		IAO Reporting of Testing Results	Staff Training on SOP	AMS												



Guam Department of Education  
 Master Transition Workplan - GANTT Summary - as of July 08, 2016  
 at Milestone Level

Tag	Initiative	Objective	Milestone	POC	Jun	Jul	Aug	Sep	Oct '16	Nov	Dec '16	Jan '17	Feb	Mar	Apr	May		
8AG1	SOP's	SOP-1500-006 Paid	Adoption of SOP	ISN														
8AG2			Staff Training on SOP	ISN														
8AG3			Staff Acknowledgment Forms	ISN														
8AG4			Amendment to SOP	ISN														
8AG5			Amendment to SOP Approved by Sup	TT														
8AG6			IAC Walkthrough of SOP	FCN														
8AG7			IAC Assessment of SOP	FCN														
8AG8			IAC Testing of SOP	FCN														
8AG9			IAC Reporting of Testing Results	FCN														
8AG10			Amendment to SOP (if necessary)	ISN														
8AH1	SOP's	SOP-200-SEFA Rec	Adoption of SOP	LRP														
8AH2			Staff Training on SOP	LRP														
8AH3			Staff Acknowledgment Forms	LRP														
8AH4			Amendment to SOP	LRP														
8AH5			Amendment to SOP Approved by Sup	TT														
8AH6			IAC Walkthrough of SOP	FCN														
8AH7			IAC Assessment of SOP	FCN														
8AH8			IAC Testing of Testing Results	FCN														
8AH9			IAC Reporting of Testing Results	FCN														
8AH10			Amendment to SOP (if necessary)	LRP														
7J2	Indirect Costs	Review FY16 app with DOI/USDE	Answer DOI questions on unrestricted calculations	TWS/JPM														
7J3			Answer USDE questions on restricted calculations	TWS/JPM														
7K1	Indirect Costs	Finalize FY16 negotiations	Re-submit applications, if modified	JPM														
7K2			Complete negotiations to finalize rate	JPM														
7L1	Indirect Costs	Collect data for FY17 app	Compile data master	JPM/TSA														
7L2			Update data into master spreadsheet	JPM/TSA														
7L3			Review preliminary results	JPM/TSA														
7M1	Indirect Costs	Perform internal review of FY17 app	Sanity check results vs. previous years	JPM/TSA														
7M2			Build bridge(s), with explanations of main changes	JPM/TSA														
7M3			Finalize draft application and backup	JPM/TSA														
7N1	Indirect Costs	Review FY17 app with DOI/USDE	Confirm app & back-up materials sent to DOI/USDE	JPM/TSA														
7N2			Answer DOI questions on unrestricted calculations	JPM/TSA														
7N3			Answer USDE questions on restricted calculations	JPM/TSA														
7O1			Re-submit applications, if modified	JPM/TSA														
7O2	Indirect Costs	Finalize FY17 negotiations	Complete negotiations to finalize rate	JPM/TSA														
7P1			Meet with Management regarding current SOP and proposed allocation plan	JPM/TSA														
7P2	Indirect Costs	IDC reimbursement allocations	Draft allocation plan based on meeting with Management	JPM/TSA														
7P3			Draft SOP updates if necessary	JPM/TSA														
7Q1	Indirect Costs	Revisit Indirect Cost Manual	Revisit 7.C.1	JPM/TSA														
7Q2			Finalize manual	JPM/TSA														
7R1	Indirect Costs	Indirect Cost True-up and Reimbursement Requests	Prepare instructions on calculating the Indirect Cost reimbursement true-ups	JPM/TSA														
7R2			Perform quarterly Indirect Cost true-up and submit requests for reimbursement FY 15 - 4th quarter	JPM/TSA														
7R3			Perform quarterly Indirect Cost true-up and submit requests for reimbursement FY 16 - 1st quarter	JPM/TSA														
7R4			Perform quarterly Indirect Cost true-up and submit requests for reimbursement FY 16 - 2nd quarter	JPM/TSA														
7R5			Perform quarterly Indirect Cost true-up and submit requests for reimbursement FY 16 - 3rd quarter	JPM/TSA														
7R6			Perform quarterly Indirect Cost true-up and submit requests for reimbursement FY 16 - 4th quarter	JPM/TSA														
7S1			Indirect Costs	Indirect Cost Strategy	Provide summary overview of indirect cost methodology and results to federal programs and program managers	JPM/TSA												
7S2					Integrate indirect costs into grants budgeting process	JPM/TSA												
7S3	Modify / confirm / document grants application and approval process to ensure indirect cost budgets are maximized	JPM/TSA																
7S4	Modify / confirm / document budget amendments review / approval process to ensure indirect cost-related amendments are well thought out	JPM/TSA																

Guam Department of Education  
 Master Transition Workplan - Gantt Summary - as of July 08, 2016  
 at Master Level

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75.5			Prepare, test, and roll-out indirect cost-related buy-up templates and related documents.													
8A.1	Accounting & Accounts Payable	Accounts Payable	Management of the AP process (Federal). No transition needed. Eloise is already a GDOE employee	Eloise												
8A.2			Processing of checks and payment to vendors (Federal). TPFA will manage process until special conditions are reduced / eliminated	TPFA												
8B.1			Transition the grant status report from TPFA to GDOE federal programs													
8B.2			Transition the site liquidation process to Fed Programs. Includes preparing site liquidation requests & following up w/ vendors and end users													
8B.3			Transition the requisition in progress report (Federal)	CT												
8B.4			Train and have GDOE minor the production of bank reconciliation (Federal). TPFA will produce until special conditions are reduced / eliminated	TPFA												
8B.5	Accounting & Accounts Payable	Reporting & Accountability	Train and have GDOE minor the production of the invoice by GL report - Involves reconciliation to federal bank accounts. TPFA will produce until special conditions are reduced / eliminated	TPFA												
8B.6			Train and have GDOE minor the production of the AP invoice report (Federal) - TPFA will produce until special conditions are reduced / eliminated	TPFA												
8B.7			Transition open PO report. Procurement currently now handing. TPFA will be monitoring until special conditions are reduced / eliminated	TPFA												
8B.8			Management and completion of the CCARP report	Int. C												
8B.9			Weekly management and completion of the transition plan	Int. C												
8C.1	Accounting & Accounts Payable	Accounting / GL	Management and completion of monthly and annual close process. TPFA will manage until special conditions are reduced / eliminated	TPFA												
8C.2			Transition steering 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.													

