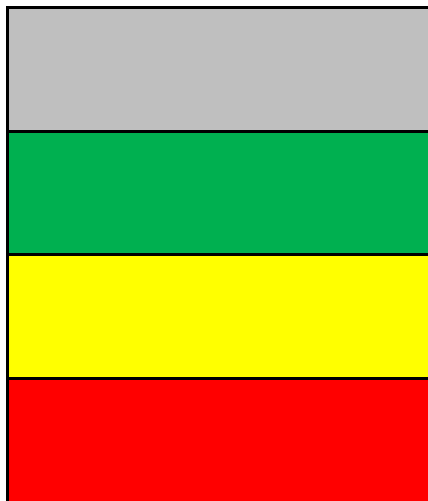


GDOE Transition Plan

Bi-Weekly Status Report Status Key and Gantt Chart

as of September 18, 2015

Status Color



Status Interpretation

Grey: Denotes completion.

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

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

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

Gantt Chart

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

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

GDOE Transition Plan
 Executive Summary: Bi-Weekly Status Report
 as of September 18, 2015

Label	Initiative Description	Leader	Previous Status	Current Status	Comments/Notes
1	TDR	Dina Lorenzo			<ul style="list-style-type: none"> • Re-submission of TDR SOP with amendments to Co-Chairs occurred on 9/15/15 • Comments were made by Co-Chairs back to SOP owner on 9/21
2	FMIS	Jackie Mesa			<ul style="list-style-type: none"> • 2.C Tyler reported that corrections to the Staffing Pattern have been completed. HR POC's preliminary testing has been completed and identified continued errors. Validation of errors will be documented and reported • Management analyst position re-announced; interviews complete and candidate selection sent to Superintendent for approval on 9/11/15; Superintendent approved selection.
3	Internal Controls	Franklin Cooper-Nurse			<ul style="list-style-type: none"> • Website and hotline ready for release • 2 Auditor II started - one on 8/27 and the other on additional Auditor II hired and starts on 9/7
4	Procurement "OSM"	Carmen Taitano			<ul style="list-style-type: none"> • Based on Superintendent feedback plan has been split to address immediate and long-term hiring needs of the department • Training for procurement staff will commence on 10/1, immediately after close of grant fiscal year • Buyer II and Buyer Supervisor have been interviewed and selections recommended to Superintendent • Further assistance and effort is needed to map out the procurement calendar. Over the next two weeks the GDOE with the assistance of the TPFPA will work to populate the calendar with known information and ultimately work with program managers as the FY'15 application is approved
5	Property Mgmt	Marc Pido			<ul style="list-style-type: none"> • 2015 status reports for dissemination to USDOE and GDOE upper management has been pushed from 8/31/15 to 9/21/15 due to Project Clean Sweep • 2015 reconciliation of USDOE funded fixed assets has been completed
6	SOP's	Franklin Cooper-Nurse			<ul style="list-style-type: none"> • 33 critical SOPs identified • 4 SOPs remain in review, draft and creation stage
7	Indirect Costs	Jackie Mesa			<ul style="list-style-type: none"> • On-target to complete FY'16 negotiations by end of 2015

Notes/Issues:

- Recruitment for key positions in process
- Transition plan moving efficiently and positive 'buy-in' from all constituents.

9/18/2015

Risks (and mitigation strategies, if applicable):

- Pool of applicants will determine how quickly positions can be filled for vacancies
- Working with local government to ensure steady stream of funding so that the district can adequately meet the it's obligations

Guam Department of Education

Master Transition Workplan - GANTT Summary - as of October 03, 2015

at *Objective Level*

Tag	Initiative	Objective	POC	Mar '15	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec '15
				2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28
1.A	TDR	Finalized Write-up - TDR SOP	DSNL										
1.B		Identify transition task and activities to be deployed. Process of each task and activity to complete TDR 3-way match, certification and reimbursement.	DSNL										
1.C		COLLABORATION: Meeting with FDP, FMIS, Payroll and HR on process and needs of PR and HR on requirements for TDR process.	DSNL										
1.D		CREATE STAFFING LIST per Collaboration Mtg. (Dept - Prog - FY)	DSNL										
1.E		TEST: Workflow of Staffing based on collaboration with FMIS, Payroll and HR. Verification Structure of Accouts	HR / Toni, Amy, Chris										
1.F		Identify advantages and disadvantages of deployed task and activities.	Leth - Accounting										
1.G		COLLABORATION: Meeting with FDP, FMIS, Budget, Accounting Payroll and HR on process to CORRECT identified disadvantages on requirements for TDR process.	DSNL										
1.H		RE-TEST: Verification of Disadvantages	HR / Toni, Amy, Chris										
1.I		TEST for following PPE	HR / Toni, Amy, Chris										
1.J		Reidentify advantages and disadvantages of deployed task and activities.	Leth - Accounting										
1.K		CREATE FLOW CHART FOR PROCESS	DSNL										
1.L		Training	DSNL										

Guam Department of Education

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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/JPM							█	█	█	█
2.I		VENDOR SELF SERVICE	CT/JPM							█	█	█	█
2.J		ELECTRONIC BANK RECONCILIATION	HL/JPM			█	█	█	█	█	█	█	█
2.K		Build FMIS Section	JPM		█	█	█	█	█	█	█	█	█
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			█	█				█		
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										
5.A	Property Mgmt	Tagging of USDOE-funded assets	MYP	█	█	█	█	█	█	█	█	█	█
5.B		Annual Physical Inventory	MYP	█	█	█	█	█	█	█	█	█	█
5.C		Staff training on BMI software, Munis fixed assets module, computer skills.	MYP	█	█	█	█	█	█	█	█	█	█
5.D		Standard Operating Procedures	MYP										
5.E		Receiving assets (warehouse & schools)	MYP										
5.F		Training of property liaisons	MYP										
5.G		Staff Augmentation of PMO Property Management Office	MYP			█	█	█	█	█	█	█	█

Guam Department of Education

Master Transition Workplan - GANTT Summary - as of October 03, 2015

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6.B		Train personnel on approved SOPs	Divisions										
6.C		Audit compliance to SOPs	IAO	█									
6.D		Update SOPs	Divisions										
7.A	Indirect Costs	Collect data for FY15 app	TWS	█									
7.B		Perform internal review of FY15 app	TWS/JPM	█	█								
7.C		Do live test/submission of FY15 app	TWS/TSA	█	█	█	█	█	█	█			
7.D		Review FY13 app with DOI/USDE	TWS	█	█	█	█	█	█	█			
7.E		Finalize FY13 negotiations	JPM						█	█			
7.F		Review FY14 app with DOI/USDE	TWS	█	█	█	█	█	█	█			
7.G		Finalize FY14 negotiations	JPM							█	█		

Guam Department of Education

Master Transition Workplan - GANTT Summary - as of October 03, 201

at Objective Level

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