

**SFA MODERNIZATION
PARTNER PROJECT**

**CONTRACT STATUS REPORT
(Monthly)**

10/1/99 - 10/30/99

Activity Summary (Month ending 10/30/99)

Planned Activities	Results
<i>PMO (Dave Gordon)</i>	
<ul style="list-style-type: none"> • Completed Deliverable #1 for TO1 - Concept of Business Operations • Continue work on Deliverable #2 for TO1 – Establish Key Program Management Processes • Initiated work on TO2 Deliverables – Program Plan, Quick Hits and Value Creating Opportunities and Capability Release Plan • Completed Deliverable #2 for TO1 – Critical Program Management Processes • Continue work on TO2 Deliverables – Program Plan, Quick Hits and Value Creating Opportunities and Capability Release Plan • Respond to SFA Comments on Concept of Business Operations • Complete draft of TO2 Program Plan Deliverable • Hold Kickoff meeting for TO2 Opportunity Identification and Analysis - Quick Hits Review • Continue capture and documentation of Industry Benchmarks • Unplanned (early) – Assist Decision Support Group with IRB meeting preparation and process • Gather SFA comments and incorporate responses to Concept of Business Operations • Gather SFA comments and incorporate responses to Critical Program Management Processes • Complete Development of Program Plan • Conduct initial review with Connie, Harry and other stakeholders • Continue Development of Monthly Program Report • Continue development of issues database • Review the business capability blueprint 	<ul style="list-style-type: none"> • Delivered Concept of Business Operations to Carol Seifert, 10/7/99; expect acceptance of document by ED by 10/21/99 • Reviewed initial process with Carol Seifert and received confirmation of direction • Developed staffing approach and identified potential legacy contractor team members. Loaded initial SFA project list from IRB and Tom Peska into Access DB for analysis and tracking • Delivered Critical Program Management Processes to Carol Seifert, 10/15/99; expect acceptance of document by ED by 10/28/99 • Added legacy contractors to Program Management Team. Drafted Business Case For TIV WAN • Reviewed IRB documentation and process and started maturation plan • Draft completed, internal review to conclude on 10/25/99 and draft submission targeted for that day. • Kickoff meeting held 10/19/99. Project review list distributed to team members to begin analysis. • Benchmarks documented in each channel and preliminary measures documented. • Drove executive level review forms for meeting on 10/19/99. Revised business case package format and completed Modernization TO4 proposal into the new format in preparation for IRB review on 10/26/99. • Still awaiting comments from CFO, Schools, and Students. Karl A. has sent deliverable to students and is awaiting response, have contacted Cyndi A. to set up time with CFO • No responses received on Critical Program Management Processes • Program Plan is on target for delivery 11/1/99 • Review complete and comments are being incorporated • Report is on target for 11/1/99 delivery. Sent out draft to Team leads and Partners to solicit their input • Database development is 90% complete and is set for a 11/5/99 rollout • Reviewed business capability blueprint and FY00 projects

SFA MODERNIZATION PARTNER PROJECT

<ul style="list-style-type: none"> sequencing plan for incorporation into Modernization Capability Plan • Continue to research and analyze commercial banking industry performance measures • Begin to inventory business capabilities • Draft current sequencing plan including IRB projects. Determine initial list of recommended projects for Capability Plan • Work on DRAFT Quick Hits Recommendation Document • Develop plan for including SFA personnel in DRAFT development • Incorporate EDS and NCS into project reviews and document development 	<ul style="list-style-type: none"> • Completed initial draft of the industry performance measures • Drafted sequencing plan for FY00 project • Documented initial list of 24 recommended projects • Draft format and recommendations to date developed • General Manager reviews scheduled for week ending 11/5 • Contracts created and discussions have taken place to confirm direct participation
<p><i>Financial Aid Reengineering (Karl Augenstein)</i></p>	
<ul style="list-style-type: none"> • Create draft project definition for Direct Loan Reengineering • Meet with project sponsor, GM for Students to agree on project definition • Begin development of amendment to Task Order #2 to reflect changes • Finalize scope with key stakeholders. Receive approval to proceed • Identify additional project team members • Work with NCS and ACS on current environment assessment • Begin development of focus group approach and membership for students and schools 	<ul style="list-style-type: none"> • Draft project definition completed • First and second meeting held • Development has begun for amendment • Received feedback from CIO and Schools GM. Updated project definition to adopt new Integrated Project Team (IPT) format. Reviewed proposed scope and membership in Government Leadership Council meeting. Final approval not received • Additional team members identified. List not final • Continued working with NCS – reviewed EDEExpress process flows. Began working with ACS • Began development of focus group approach and membership for schools
<p><i>Enterprise Engineering & Integration (J. Michael Lee)</i></p>	
<ul style="list-style-type: none"> • Start Configuration Management approach • Socialize outline of configuration management approach with key stakeholders • Begin development of Stage Entry and Exit Criteria as part of Critical Methods and Standards deliverable with initial draft of Entry and Exit Criteria due 10/29 • Collect and examine tool selection criteria that led to choice of Sterling Software’s Cool Suite • Develop recommendation of development tool by 10/18 • Price and complete TO 4 • Outline for the Stage Entry and Exit Criteria 	<ul style="list-style-type: none"> • Configuration Management approach started. Submitted Task Order #4 for Enterprise Architecture Management to Harry Freely, Connie Davis, Carol Seifert, and Denise Hill for review • Developed recommendation of configuration management tool . Note, it was brought to our attention that CSC has been tasked to do tool evaluations. Therefore, this effort will refocus on tool type suggestions. • Began development of Stage Entry and Exit Criteria as part of Critical Methods and Standards deliverable with initial draft of Entry and Exit Criteria due 10/29 • Collected and examined tool selection criteria that led to choice of Sterling Software’s Cool Suite • Attended Friday tools day at Microsoft and Sterling with Steve Hawald • TO 4 submitted 10/29/99 • Created and presented in CIO meeting on Thursday

SFA MODERNIZATION PARTNER PROJECT

<ul style="list-style-type: none"> portion of Critical Methods & Standards deliverable • Draft of Configuration Management Approach • Outline of Deployment Approach • Outline and Draft of System Integration & Test Approach • As part of draft CM approach, recommendation of CM class of tool(s) • Completion of the evaluation of the Sterling Software's Cool Suite • Develop IRB package for TO 4 by Tuesday • Clarify deliverables and outcomes of CSC Data Encyclopedia task to present to Steve Hawald in Thursday CIO meeting • Monitor progress of CSC Position Paper on Single School Identifier • Review Deliverables in Weekly COTR Meeting • Draft of the Stage Entry and Exit Criteria section of Critical Methods & Standards deliverable • Outline of complete Critical Methods & Standards deliverable • 2nd Draft of Configuration Management Approach • Continued work on Deployment Approach 	<ul style="list-style-type: none"> • Approach drafted. Reviewed and approved by AC firmwide experts. Outline reviewed by COTRs. • Completed and reviewed by COTRs. • Completed and reviewed by COTRs. • Developed section of CM approach to address types of tools and desirable functionality • Recommendation to use Sterling Software's Cool Suite as the SDLC tool accepted by CIO team. Further analysis still necessary on tools for Data Warehousing, eCommerce, and Requirements Management. This analysis will be done by CSC or by AC in TO 4, to be determined. • IRB slides created and presented to CIO team. Approved by CIO for presentation to IRB. • Conclusions were ready for CIO meeting Thursday but time did not permit presentation. Conclusions to be presented this week. • Continuing to monitor progress • Deliverables reviewed. • Revised outline of Critical Methods & Standards deliverable produced and reviewed with AC Mgmt • Revised outline of Critical Methods & Standards deliverable produced and reviewed with AC Mgmt. Continued work on Critical Methods & Standards Approach (Entry/Exit) – behind schedule (2 days) because of rework/re-thinking of approach. However, the overall deadline for the Critical Methods & Standards Approach is not affected. The time is expected to be recouped. • 2nd Draft of Configuration Management Approach completed. Has been sent out for review to Dept of ED personnel (Denise Hill, Tom Pestka/Mike Rochis, Seth Baldwin, David Elliott/ Jim Cunningham, COTRs) • Meeting held with Dave Elliott/Jim Cunningham (Enterprise IT Services team). Subject was CA Endeavor tool usage in the Pilot of RFMS. Attended as part of the ongoing analysis of current/future Education systems in the areas of CM and SI&T. David Elliott solicited our (EEIT) help in establishing this pilot environment with strict adherence to the EEIT standard practices. • Meeting held with Wayne Burgess and Jerry Ryznar (CSC) of the VDC. Objective was to receive an overview of the VDC's CM and SI&T processes. Meeting was informative and set a standard for interaction between AC and CSC (from the VDC perspective). Another meeting with the same gentlemen is to be arranged at the Dept of ED (to include those Education representatives (David Elliott, Jim Cunningham, Seth Baldwin) who could not attend because of late notice from CSC). • Meetings held with Seth Baldwin. Managed to synch up his/our effort in terms of configuration management. Discussed "state of affairs" for configuration management within the Department of Education. • Meeting with Connie Davis to discuss the deliverable formats and CM outline and approach.
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SFA MODERNIZATION PARTNER PROJECT

<ul style="list-style-type: none"> • Draft of System Integration & Test Approach • Meet with VDC representative (CSC-Wayne Burgess) and establish working relationship to move forward. Subject is CM and System Integration & Test • Task Order 4 Submission 	<ul style="list-style-type: none"> • Continued work on Deployment Approach – outline was reworked and ready for AC review 10/29 • Continued work on Draft of System Integration & Test Approach – incorporated AC and COTR comments from last week’s outline/approach review • Met with VDC representative (CSC-Wayne Burgess, Jerry Ryznar) and established a working relationship to move forward. Discussed the VDC’s CM process and their involvement with production testing (System Integration & Test). • Received budget approval from Steve Hawald to proceed through contracting process with TO4 and to start work. Work will begin November 8.
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Partner Management (Mike Swain)

<ul style="list-style-type: none"> • Establish format for Monthly Contract Management Report • Establish format for Contract Management Plan • Establish TO2 • Establish TO3 • Select TO3 Performance Subcontractor • Readjust TO3 start until after Oracle training (week of 10/18/99) • Introduce new weekly Contract Review agenda format and content (Risk and Issue Management) • Deliver first weekly Modernization Partner Program Summary (review at weekly Contract Review meeting, present at CIO weekly status meeting) • Deliver Monthly Contract Report • Deliver Contract Management Plan • Complete performance on TO1 • Initiate development of the SFA Modernization Acquisition Strategy deliverable • Initiate development of the Partner Management Plan deliverable • Initiate development Procurement Planning Taskforce Materials • Continue development of the Partner Management Plan deliverable • Continue negotiation efforts with subcontractors • Relocate staff from K St to 2101 L St and 1300 Pennsylvania Ave 	<ul style="list-style-type: none"> • Format approved by SFA 10/6/99 • Format approved by SFA 10/7/99 • TO2 Awarded 9/30/99 effective 10/1/99 • TO3 Awarded 9/30/99 effective 10/1/99 • Oracle Corp selected • Discussed with SFA • Format approved by SFA • Reviewed Modernization Partner Program Summary at weekly Contract Review meeting • Submitted to SFA 10/15/99 • Submitted to SFA 10/14/99 • TO1 deliverables completed • Development delayed pending redefinition of effort in the Partnership Management Plan • Development initiated – Delivery date delayed pending synchronization with ongoing SFA effort • Development of first set completed and forwarded to Pat Bradfield on 10/29/99. Second set on schedule for 11/1/99 delivery. • Development continues. • Efforts continue • Staff relocated to 2101 L St and 1050 17th St on 11/1/99
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Partner Management (Cindy Aldridge)

<ul style="list-style-type: none"> • Identify ED, Andersen Consulting, and Oracle team members. • Meet with Oracle team to discuss project plan. • Meet with Linda Paulsen to understand ED full-time resources and part-time 	<ul style="list-style-type: none"> • Major team members identified • Discussed need to produce an executive presentation that will contain the project plan and staffing approach. • Scheduled kick-off meeting for project team on October 28, 1999.
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SFA MODERNIZATION PARTNER PROJECT

participates from program areas.

- Complete executive presentation and project plan for Linda Paulsen's review.
- Review project team composition and compare to work plan.
- Conduct kick-off meeting for project team on October 29. Participants included Linda Paulsen, Cynthia Heath, Ron Ackermann, Jon Bollinger, Cindy Aldridge, Tom Beck, Scott Dowling, Talia Elkin, Brian McCann, Steve Shane and Bruce Shuman.

- Defined project approach and project team skill requirements.
- Identified that additional technical resources will be needed to complement the team.
- Introduced key team members and received approval to proceed with the project based on the executive presentation.

SFA MODERNIZATION PARTNER PROJECT

Plans (Month ending 11/30/99)

Planned Activities
<i>PMO (Dave Gordon)</i>
<ul style="list-style-type: none"> • Deliver Program Plan • Deliver Program Monthly Report • Move staff to new location due to SFA space delay • Deliver Issues Database • Begin implementation and run of program processes communications, quality, issues, SFA support, performance management • Complete definition of business capabilities for the Capability Plan deliverable • Finalize list of recommended projects for the Capability Plan deliverable • Review SFA performance measures and targets with GMs and ITRs • Finalize industry benchmarks • Receive final recommendations for current inventory of projects • Meet with contractors to review final recommendations and project recommendations • Meet with Business Units to review final recommendations and project recommendations
<i>Financial Aid Reengineering (Karl Augenstein)</i>
<ul style="list-style-type: none"> • Finalize scope and team membership. Receive approval to proceed • Begin working with EDS on current environment assessment • Begin development of focus group approach and membership for students and schools • Plan Core Team kick-off meeting
<i>Enterprise Engineering & Integration (J. Michael Lee)</i>
<ul style="list-style-type: none"> • Mobilize Task Order 4 including arranging staffing, project kickoff, team processes, and communication planning • Draft of the Stage Entry and Exit Criteria portion of Critical Methods & Standards deliverable • Outline of Critical Methods & Standards deliverable • 2nd Draft of Configuration Management Approach Reviewed by Dept of Ed • Continued work on Deployment Approach • Draft of System Integration & Test Approach sent for review by AC/Dept of Ed • Meet with VDC representative (CSC-Wayne Burgess / Jerry Ryznar) and Education IT Services personnel (David Elliott, Jim Cunningham, Seth Baldwin) for a debrief of this week's earlier CM and SI&T discussion.
<i>Partner Management (Mike Swain)</i>
<ul style="list-style-type: none"> • Complete development Procurement Planning Taskforce Materials • Deliver Monthly Contract Status Report • Continue development of the Partner Management Plan deliverable • Continue negotiation efforts with subcontractors
<i>Financial Management Services (Cindy Aldridge)</i>
<ul style="list-style-type: none"> • Locate the project team at the Department of Education. • Review Microsoft Project plan with Linda Paulsen. • Identify steering committee participants. • Create project library including documentation on existing processes and technology. • Determine who should participate in design session to validate the "Concept of Operations". • Review design templates.

SFA MODERNIZATION PARTNER PROJECT

Deliverables (all)

Deliverable		Status	Planned Draft Date	Actual Draft Date	Planned Delivery Date	Actual Delivery Date	SFA Response Date
1.1.1	Concept of Business Operations	SFA Review	10/4/99	10/4/99	10/6/99	10/6/99	10/20/99
1.1.2	Critical Program Management Processes	SFA Review	10/12/99	10/12/99	10/15/99	10/15/99	10/29/99
1.1.3	Contract Management Plan (DRAFT)	Resubmit 11/2/99	10/12/99	10/12/99	10/15/99	10/15/99	10/29/99
1.1.3	Monthly Report	Complete	10/12/99	10/12/99	10/18/99	10/18/99	
2.1.2	Program Plan/ Quality Plan/ Communication Plan	In Progress	10/22/99		11/1/99		11/15/99
2.1.3	Monthly Program Status Report	In Progress	10/22/99		11/1/99		11/15/99
2.4.2	Draft Conceptual Design	See Note 2	10/22/99		11/1/99		11/15/99
2.3.1	Acquisition Strategy	See Note 3	10/22/99		11/1/99		11/15/99
2.3.2	Partnership Management Plan	See Note 3	10/22/99		11/1/99		11/15/99
2.3.4	Monthly Report	Started	10/22/99	N/A	11/1/99	11/2/99	N/A
3.1.1	Project Plan	See Note 1	10/26/99		11/2/99		10/22/99
2.1.1	Recommended Value Creating Opportunities/Industry Benchmarks		11/8/99		11/15/99		11/29/99
2.1.3	Business Capability Release Plan	Started	11/22/99		11/29/99		12/13/99
2.1.3	Monthly Program Status Report		11/22/99		11/29/99		12/13/99
2.2.2	Configuration Management Approach		11/22/99		11/29/99		12/13/99
2.4.2	Final Conceptual Design	See Note 2	11/22/99		11/29/99		12/13/99
2.4.2	Business Case	See Note 2	11/22/99		11/29/99		12/13/99
2.4.2	Value Based Project Approach	See Note 2	11/22/99		11/29/99		12/13/99
2.4.1	Draft Business Capability Release Plan	See Note 2	11/22/99		11/29/99		12/13/99
2.3.3	Legacy Contract Transition Plan	See Note 3	11/22/99		11/29/99		12/13/99
2.3.4	Contract Management Plan		11/22/99		11/29/99		12/13/99
2.3.4	Monthly Report		N/A	N/A	11/29/99		N/A
3.1.3	Concept of Operations Validation	See Note 1	11/24/99		12/3/99		11/9/99
3.1.1	Monthly Report	See Note 1	N/A		12/3/99		11/15/99
2.1.3	Monthly Program Status Report		12/22/99		12/29/99		1/12/00
2.2.3	Critical Methods and Standards		12/22/99		12/29/99		1/12/00
2.2.4	Systems Integration and Test Approach		12/22/99		12/29/99		1/12/00
2.3.4	Monthly Report		N/A	N/A	12/29/99		N/A
3.1.1	Monthly Report	See Note 1	N/A		1/4/00		12/14/99
2.1.3	Monthly Program Status Report		1/21/00		1/31/00		2/14/00
2.2.5	Deployment Approach		1/21/00		1/31/00		2/14/00
2.3.4	Monthly Report		N/A	N/A	1/31/00		N/A
3.1.1	Monthly Report	See Note 1	N/A		2/3/00		1/13/00
2.1.3	Monthly Program Status Report		2/21/00		2/28/00		3/13/00
2.2.6	Post-Deployment Maintenance Approach		2/21/00		2/28/00		3/13/00
2.3.4	Monthly Report		N/A	N/A	2/28/00		N/A
3.1.3	Financial Management System Design	See Note 1	2/21/00		2/28/00		2/17/00
3.1.1	Monthly Report	See Note 1	N/A		3/3/00		2/14/00
2.1.3	Monthly Program Status Report		3/23/00		3/30/00		4/13/00
2.3.4	Monthly Report		N/A	N/A	3/30/00		N/A
3.1.3	Financial Analysis & Business Case	See Note 1	3/24/00		3/31/00		3/20/00

SFA MODERNIZATION PARTNER PROJECT

3.1.1	Monthly Report	See Note 1	N/A		4/3/00		3/13/00
3.1.2	License Pricing Analysis	See Note 1	3/31/00		4/7/00		3/23/00
3.1.1	Final Report/Design	See Note 1	4/7/00		4/14/00		3/28/00

KEY		
Task Order 1 - Effective Date 16 Sept 1999	Task Order 2 - Effective Date 1 Oct 1999	
TO1-PMO = Task Order 1 - Program Mgmt Office	To2-PMO = Task Order 2 – Program Mgmt Office	Task Order 3 - Effective Date 1 Oct 1999
	TO2-EEI = Task Order 2 – Enterprise Engineering & Integration	TO3-FM = Task Order 3 - Financial Mgmt
	TO2-FAO = Task Order 2 – Financial Aid Origination	
	TO2-PM = Task Order 2 – Partner Mgmt	

Notes

1. SFA Financial Management COTS Design (TO3) – Start delayed until 10/25/99 to accommodate Oracle training.
2. Financial Aid Origination Re-engineering (TO2) – Scope being re-examined.
3. Partnership Management (TO2) – Deliverables are delayed until November 8th Acquisition Planning workshop.

**SFA MODERNIZATION
PARTNER PROJECT**

Schedule of Key Meetings (month ending 10/30/99)

Key Meeting	Date
10am IT-IRB Meeting	10/05/99
1pm Management Council Meeting	10/05/99
8:30am-9am Meeting with SFA COO	10/06/99
1:30-3 Weekly Mod COTR	10/06/99
10am IT-IRB Meeting	10/12/99
1pm Management Council Meeting	10/12/99
1-2pm SFA CIO Meeting w/ Petchon, Gordon	10/12/99
8:30am-9am Meeting with SFA COO	10/13/99
1:30-3 Weekly Mod COTR	10/13/99
1-2pm SFA CIO Meeting w/ Petchon, Gordon	10/14/99
3:30p Organization-Kane	10/15/99
1p Mod Partner – Shane	10/18/99
3:30p Weekly Organ.-Kane	10/18/99
11a IT-IRB	10/20/99
11a Internal Communicators	10/20/99
1p CIO – Petchon/Gordon	10/20/99
5p Team Lead Meeting	10/20/99
1p CIO - Petchon/Gordon	10/21/99
3:30p Weekly Organ.-Kane	10/25/99
10a IT-IRB	10/26/99
11a Internal Communicators	10/26/99
1-4p Govt Leadership Council	10/26/99
1p CIO – Petchon/Gordon	10/26/99
5p Team Lead Meeting	10/26/99
8:30-9a Weekly COO-Steve	10/27/99
1:00p Weekly Organ.-Kane	10/27/99
1:30-3 Weekly Mod COTR	10/27/99
12-5p Govt Leadership Council	10/27/99
1p CIO - Petchon/Gordon	10/28/99

**SFA MODERNIZATION
PARTNER PROJECT**

Overall Project Schedule
(See Microsoft Project Gantt Chart)

SFA MODERNIZATION PARTNER PROJECT

Personnel Status

NAME	ORG'N	Level	Team
<i>ECO</i>			
Goodman, Steve	AC	AP	ECO
Swain, Mike	AC	Manager	ECO
Morris, Rex	AC	Specialist	ECO
Moore, Liz	AC	Consultant	ECO
Shrader, Greg	AC	Consultant	ECO
Shah, Purvi	AC	Consultant	ECO
Paine, Lucas	AC	Analyst	ECO
Anguiano, Linda	AC	Exec. Assistant	ECO
Washington, Kiyaa	AC	Assistant	ECO
<i>Enterprise Engineering & Integration</i>			
Lee, Michael	AC	AP	EE&IT
Burton, Doug	AC	Manager	EE&IT
Jenkins, Jim	AC	Manager	EE&IT
Meigides, Tony	AC	Manager	EE&IT
Epee-Bounya, Samual	AC	Consultant	EE&IT
Hannan, Michael	KPMG	Consultant	EE&IT
O, Eddie	AC	Analyst	EE&IT
Pavlik, Tim	KPMG		EE&IT
Sobiloff, Blake	KPMG		EE&IT
<i>Financial Aid</i>			
Augenstein, Karl	AC	Manager	Fin. Aid
Trahan, Kerry	AC	Manager	Fin. Aid
Ward, Chris	AC	Manager	Fin. Aid
Elkins, Deborah	AC	Exp. Consultant	Fin. Aid
Azuma, Yoko	AC	Consultant	Fin. Aid
Ries, Todd	AC	Consultant	Fin. Aid
Marr, David	KPMG		Fin. Aid
Bartold, Melissa	KPMG		Fin. Aid
<i>FMS</i>			
Aldridge, Cynthia	AC	AP	FMS
<i>Organization Development</i>			
Nguyen, Linh	AC	Manager	Org Dev
Shaffer, Nicole	AC	Manager	Org Dev
Yeh, Mimi	AC	Manager	Org Dev
Putzulu, Shantil	AC	Specialist	Org Dev
Logsdon, Michael	AC	Consultant	Org Dev
Casey, Carolyn	AC	Consultant	Org Dev
Patch, Michele	AC	Consultant	Org Dev
Rothman, Amy	AC	Consultant	Org Dev
Smith, Carrie	AC	Consultant	Org Dev
Vavra, Stacy	AC	Consultant	Org Dev
White, Karen	AC	Consultant	Org Dev
Malague, Katie	AC	Analyst	Org Dev

**SFA MODERNIZATION
PARTNER PROJECT**

Shortlidge, Joy	AC	Analyst	Org Dev
<i>(continued on next page)</i>			

**SFA MODERNIZATION
PARTNER PROJECT**

NAME	ORG'N	Level	Team
<i>Program Management Office</i>			
Gordon, Dave	AC	AP	PMO
Higgins, John	AC	Manager	PMO
Dublin, Beth	AC	Exp. Consultant	PMO
Die, Linda	AC	Exp. Analyst	PMO
Woodhouse, Andrew	AC	Analyst	PMO
<i>Other</i>			
Woods, Bob	ACS		
Gould, Scott	Exolve		
Hoenig, Chris	Exolve		
Kellman, Steve	Harvard University		
Sachs, Ira	HPTi		
Baroni, Greg	KPMG		
Blake, Sobiloff	KPMG		
Clark, Kelly	KPMG		
Crowley, Katie	KPMG		
DeSeve, Ed	KPMG		
Dorian, James	KPMG		
Dougherty, Donald	KPMG		
Huff, Lawrence	KPMG		
Kaplan, Heather	KPMG		
Pavlick, Tim	KPMG		
MacCarthy, Sarah	KPMG		
Barfield, Sharon	NCS		
LaFever, Roxie	NCS		
Lawson, Laurie	NCS		
Ledman, Chris	NCS		
Schneider, John	NCS		
Wingfield, Lee			