

Communication Schedule

eZ-Audit
assumes "Go Live" date of April 2003

Presentation or Event	Message	Audience	Sender(s)	Vehicle	Target Delivery Date	Message Developer	Development Completion Date
Initial Contact - September and October							
Kay's Managers' Meeting: Initial Contact	Introduction of eZ-Audit project, business case, objectives, schedule and scope.	Internal FSA Schools Channel Managers	Randy Wolff	Kay's Managers' Meeting	ongoing	Ti Baker	
Update to Jeff Baker in preparation for Federal Register posting	Establish greater awareness and understanding of eZ-Audit system and impact on policy and procedures	Jeff Baker - FSA policy - - Jeff will further communicate with OGC	eZ-Audit Core Team	Presentation and Meeting	Sept. 18	Randy Wolff	
Education Meeting with Call Center Support staff at FSA	Introduction of eZ-Audit project to help them respond to questions received from future IFAP postings	Call Center Support Staff (Michaelyn's team)	Ti Baker Amy Rothman	Meeting and Fact Sheet	week of Oct. 14		
Initial Announcement to all Schools	Introduction of eZ-Audit system, benefits, and timeframe	All Schools	eZ-Audit Core Team	IFAP and Carol Cataldo's Newsletter	Cataldo ltr. Oct. 1 IFAP posting Oct. 14 continue IFAP postings with current info as needed	Ti Baker Amy Rothman	
eZ-Audit Steering Cmte. Update Meeting	Update Stakeholder group on current project status and seek input on key decisions	Identified Stakeholder Group	eZ-Audit Core Team	Conference Call and presentation (sent in advance)	Oct. 23	Amy Rothman	
Announcement and continued communications with OMB	Introduction of eZ-Audit system, benefits, and timeframe - discussions regarding Clearinghouse relationship and FSA	OMB/Clearinghouse	Randy Wolff	Meeting and Fact Sheet	Oct. 31	Randy Wolff	
Announcement to Internal Audiences	Introduction of eZ-Audit system, benefits, and timeframe	Regional Offices, Case Teams, PIP Closed Schools, PEPS	eZ-Audit Core Team	FSA Article CMOnet - initial posting (use Internal Fact Sheet continued source of current information) Individual meetings as appropriate and as new information arises	beg. Oct. 1 continue as new info arises	Ti Baker Amy Rothman Byron	

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DRCC Initial Contact Message	Explain changes in as-is business processes and timeframes for eZ-Audit implementation.	DRCC	Randy Wolff	Presentation and Meeting	week of Oct. 7	Sherry Quade Randy Wolff	
DRCC Contract Revision	Continue contract revision discussions - complete and submit revised SOW	DRCC	Randy Wolff	Revised SOW	week of 21	Sherry Quade Randy Wolff	
Awareness - November, December, January							
Awareness Presentation at EACs	Establish awareness and understanding of the eZ-Audit system, timeframes, and benefits	All Schools	eZ-Audit Core Team	EAC Conference Presentation	November, 2002 & December, 2002	Gene Murphy Seth Sinclair Bobby Beach Randy Wolff Ti Baker	
EAC Lab	Allow users to get hands-on experience with eZ-Audit features and functionality.	All Schools	eZ-Audit Core Team	System Prototype	November, 2002 & December, 2002	Gene Murphy Seth Sinclair Bobby Beach Randy Wolff Ti Baker	
IG, OGC, OPE Presentation	Establish awareness of process eZ-Audit has gone through to respond to write-ups and toughen internal controls.	IG, OGC, OPE	Randy Wolff Jeff Baker	Presentation and Meeting	Nov. 20	Randy Wolff	
NACUBO	Establish awareness and understanding of the eZ-Audit system, timeframes, and benefits	NACUBO (may reach out to Christine Larger)	Kay Jacks	Meeting and Fact Sheet	TBD	Randy Wolff	
Career Colleges Association (CCA)	Update on current project status (Note: many of CCA's constituents are represented on the eZ-Audit Steering Committee)	CCA key contact (Tammy Zimmer and Nancy Broff) CCA members	Randy Wolff	CCA Accounting Meeting	Nov. 21 - 22	Randy Wolff	
Federal Register Posting	"Formally" Inform institutions of eZ-Audit requirements, etc.	Schools	eZ-Audit Core Team through Jeff Baker	Federal Register	date to be determined by Jeff Baker	Jeff Baker	

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Dear Colleague Letter	"Formally" Inform institutions of eZ-Audit requirements, etc.	Schools	eZ-Audit Core Team through Jeff Baker	Dear Colleague Letter	date to be determined by Jeff Baker	Jeff Baker	
eZ-Audit Steering Cmte. Update Meeting	Update Stakeholder group on current project status and seek input on key decisions	Identified Stakeholder Group	eZ-Audit Core Team	Conference Call and presentation (sent in advance)	week of Jan. 6	Amy Rothman	
AICPA	Establish awareness and understanding of the goals and functions of eZ-Audit	AICPA key contacts	Bob Swab and Randy Wolff	Briefing through the A133 govt-wide task force	week of Jan. 6	Bob Swab	
Special Topic #1	Create awareness of A133 school submission requirements	All Non-Profit Schools	eZ-Audit Core Team	IFAP	week of Dec. 2	Ti Baker	
Special Topic #2	Create awareness of eZ-Audit data entry requests - demonstrate ease of data requirements	Clearinghouse, OMB, OGC, IG	eZ-Audit Core Team	IFAP	week of Jan. 6	Ti Baker	
Special Topic #3	Explain the roles and responsibilities of the auditors versus the schools when submitting information via eZ-Audit	All Schools	eZ-Audit Core Team	IFAP	week of Jan 13	Ti Baker	
Understanding - February, March, April							
eZ-Audit Reference Manual	Establish awareness and understanding of new procedures necessary for financial statement and compliance audit review and submission	CMO teams Schools	eZ-Audit Core Team	Procedures document	March	Byron Scott and training team	
Roadshow Demo and Training to Regional Case Teams	Establish awareness and understanding of eZ-Audit audit/financial data entry and processing. Walkthrough tool functionality	CMO teams	eZ-Audit Core Team Regional Representative	Roadshow and Demo (Prototype)	March 17 - April 1	Byron Scott and training team	
Department of Education Spring Conference	Establish awareness and understanding of upcoming eZ-Audit launch	All Schools	eZ-Audit Core Team	Presentation and Demo in lab	March	Ti Baker	
eZ-Audit Steering Cmte. Update Meeting	Update Stakeholder group on current project status and seek input on key decisions	Identified Stakeholder Group	eZ-Audit Core Team	Conference Call and presentation (sent in advance)	week of Apr. 1	Amy Rothman	

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<i>Countdown IFAP messages (see messages below)</i>	<i>Begin countdown sequence to alert Schools that eZ-Audit is coming online</i>	<i>All Schools</i>	<i>eZ-Audit Core Team</i>	<i>IFAP</i>	<i>Begin 2 months before go live</i>	<i>Ti Baker</i>	
IFAP Countdown Message #1	High Level overview of system features and alert to go live date	All Schools	eZ-Audit Core Team	IFAP	February 3, 2003	Ti Baker	
IFAP Countdown Message #2	Additional overview of system features and alert to go live date	All Schools	eZ-Audit Core Team	IFAP	February 10, 2003	Ti Baker	
IFAP Countdown Message #3	Explain URL and other pertinent access information to schools	All Schools	eZ-Audit Core Team	IFAP	February 17, 2003	Ti Baker	
IFAP Countdown Message #4	Explain URL and other pertinent access information to schools	All Schools	eZ-Audit Core Team	IFAP	February 24, 2003	Ti Baker	
IFAP Countdown Message #5	Explain action steps schools need to take to begin using eZ-Audit system on Go-Live date	All Schools	eZ-Audit Core Team	IFAP	March 3, 2003	Ti Baker	
IFAP Countdown Message #6	Give schools talking points to explain eZ-Audit to their CPAs	All Schools	eZ-Audit Core Team	IFAP	March 10, 2003	Ti Baker	
IFAP Countdown Message #7	Explain action steps schools need to take to begin using eZ-Audit system on Go-Live date	All Schools	eZ-Audit Core Team	IFAP	March 17, 2003	Ti Baker	