

Functional Area	Financial Reporting	Accounting	Portfolio Management	Budgeting
Director Name	Andy Cho	Bill Marks	Tim Branner	Mary Grace Lintz
Strategic Initiatives (Responsible Individual)	<ul style="list-style-type: none"> - Obtain Favorable Audit Opinion <ul style="list-style-type: none"> - Hire contractor to look into FMSS FFELP Equity Issue - Audit GA collection and payments back to 1993 - Data Warehousing - Intranet IPT - Facilitate SFA Business Process & Activity Based Costing Analysis (Bart Waggy) 	<ul style="list-style-type: none"> - FMS Forms 2000 <ul style="list-style-type: none"> - Account Code Mapping - Review Requirement Documents - Direct Loan Consolidation - Develop SFA Skills and Capabilities <ul style="list-style-type: none"> - Create Vacancy Announcement and KSAs 	<ul style="list-style-type: none"> - Develop mechanism to manage and track portfolios 	<ul style="list-style-type: none"> - Establish & Execute SFA Planning and Budgeting Process <ul style="list-style-type: none"> - Tied to 5 year plan - Develop process to prioritize funded activities - Develop master calendar
Operational Processes	<ul style="list-style-type: none"> - Prepare Financial Statements - Prepare Monthly External Reports <ul style="list-style-type: none"> - Schedule 9 - DCS - Gross Report on Interest Allowance - Cash Reconciliation 	<ul style="list-style-type: none"> - Release Payment and Accounting Files <ul style="list-style-type: none"> - FFEL GAs - Debt Collection - Create Journal Entries <ul style="list-style-type: none"> - Direct Deposits - FFEL Consolidation - Reconciliation of Cash Accounts <ul style="list-style-type: none"> - OCFO Generate Status of Funds Report 	<ul style="list-style-type: none"> - Review for Accuracy & Consistency <ul style="list-style-type: none"> - Analyses for Student Channel Direct Loan Reporting - Financial Statement Audits for ED Budget Services - Financial Reporting Director's Reports - Ad Hoc Reporting from Congressional Requests 	<ul style="list-style-type: none"> - Publish Plans vs. Actual Report
Tracking Mechanisms Currently Used	<ul style="list-style-type: none"> Weekly Update to Jim Lynch (MS Word) Data Warehouse Project Plan (MS Project) ABC Project Plan?? 	<ul style="list-style-type: none"> Weekly Report to Jim Lynch (MS Word) Status of Funds Report (MS Excel) 	<ul style="list-style-type: none"> Ad Hoc Reports 	<ul style="list-style-type: none"> Weekly Update to Jim Lynch (MS Word) Master Calendar Creation in Progress

Functional Area	Chief of Staff	Internal Review	FMS Requirements & Testing
Director Name	Linda Snyder	Ann Clough	Paul Stonner
Strategic Initiatives (Responsible Individual)	<ul style="list-style-type: none"> - Develop Skills and Capabilities <ul style="list-style-type: none"> - Develop IDP for non-accountants - Prepare & Track Vacancy, Hiring and Training Announcements (Jackie King) - Fixed Asset Inventory <ul style="list-style-type: none"> - Updates from the field - Develop Instructions, policy and procedures - Monitor Available Funds <ul style="list-style-type: none"> - Reconciliation Process of SFA logs & ED Caps logs (Jackie King) 	<ul style="list-style-type: none"> - Performance Measures Liason for 5 year plan - Develop and Implement Risk Assessment Function of Internal Review - Develop Mechanism for GMs to Request Assistance 	<ul style="list-style-type: none"> - Implement Phase II FMS - Operational Readiness for FMS <ul style="list-style-type: none"> - Training - Staffing - Implement FMS Phase III <ul style="list-style-type: none"> - Requirements - Interface Definitions - Development Cycle for Programs - Channel Involvement/Requirements - Cross IPT Integration - DLSR Requirements - COD
Operational Processes	<ul style="list-style-type: none"> - Weekly Reports from Managers <ul style="list-style-type: none"> - Compile and pass to appropriate personnel - Report of 2000 Planned Achievements <ul style="list-style-type: none"> - Update Quarterly 	<ul style="list-style-type: none"> - Respond to Audit Reports & Develop Corrective Action Plans - Tracking <ul style="list-style-type: none"> - Audits in Progress - Aging Reports - CAPs - GAO Initiatives - Open Audit Recommendations 	<ul style="list-style-type: none"> - ED CFO Oracle Development Coordination - Resolution of Parking Lot Issues Related to FMS Implementation
Tracking Mechanisms Currently Used	<p>Weekly Reports from Directors (MS Word)</p> <p>Report of 2000 Planned Activities (MS Word)</p>	<p>Bi-weekly Update to Jim Lynch (MS Word)</p> <p>Audits in Progress (MS Word)</p> <p>Corrective Action Plans (MS Word)</p> <p>GAO Initiatives (MS Word)</p> <p>Open Audit Recommendations (MS Word)</p>	<p>Bi-weekly Report to Jim Lynch (MS Word)</p> <p>FMS Phase II Project Plan (MS Project)</p>