

Team: Portfolio Management

Date:

Action Plan Summary

Key Assumptions					
<ul style="list-style-type: none"> Existing ED non loan and subsidy estimate models should be used in portfolio management organization. 					
Team Goals		Key Success Indicators			
<ul style="list-style-type: none"> Develop ability to track and forecast portfolio performance (H,H) Examine and improve existing loan strategies and participate in quality improvement (H,M) Implement existing ED non loan and subsidy estimate models (H,H) Transfer CFO website maintenance to CIO (L,L) 		<ul style="list-style-type: none"> Clear monthly reports produced and presented to management New loan strategy is researched and implemented and producing X% cost savings. Both subsidy and non-loan estimate model implemented being used. CFO website maintenance taken over by CIO saving 1 FTE 			
Process/ Function	FTE's	Role In Goal Achievement			
<ul style="list-style-type: none"> Reporting Review and Analysis Cost Management Fin'l Modeling External Communication Internal Communication Project Support and Crisis 	<ul style="list-style-type: none"> 0/5 0/5 .25/1 .75/0 1/0 2/0 	<ul style="list-style-type: none"> This new FTE will track and forecast portfolio performance. This FTE will examine existing loan strategies and implement new ones if applicable. This new FTE will produce and report on the estimate models mentioned above. 			
Total	4/2				
Key Actions		Impact	Start	Complete	Responsibility
Produce job description and hire FTE who can track and forecast port performance as well as examine existing loan portfolio strategies and recommend improvements.		Presentation to management concerning portfolio including monthly reports and executive summaries as well as improved loan strategies researched/ implement	01/01/01	02/01/01	Branner
Research and see if existing ED models are acceptable for Portfolios needs.		This ascertains if ED models are available that would be relatively low cost.	01/01/01	02/01/01	Branner
If existing models are inadequate research other options and implement plan		Provides for models if ED does not have any that are right for portfolio	02/01/01	03/01/01	Branner
Produce job description and hire FTE who can produce various estimate models (subsidy & non-loan)		Quality estimate models produced and available to aid in decision making.	03/01/01	04/01/01	Branner
Examine if CFO web maintenance can be taken over by CIO		If CIO takes CFO web maintenance, one FTE is available	01/01/01	02/01/01	Branner

Function/Activity Detail

Process/Function	FTE's	Description of Key Work Activities
Reporting		
Track and Forecast Portfolio Performance	0/.5	
Review and Analysis		
Examine existing loan portfolio strategies and participate in quality improvement	0/.5	
Cost Management Fin'l Modeling		
Develop subsidy estimate model	.125/.5	
Develop non-loan program estimate model	.125/.5	
External Communication		
Interagency Liaison to UST, GAO & OMB regarding Portfolio Management Issues	.75/0	
Internal Communication		
Maintain CFO Web Site	1/0	
Project Support and Crisis		
Project support and Crisis	2/0	
Total	4/2	