

MEO TRAVEL TRANSITION
Plan of Actions and Milestones (POA&M)
As of September 20, 2004

	Description of Action	Assignee	Target Date	Status
1	Kick-off Meeting to stand up the MEO accounting operations	Olson	04/06/04	4/6/04 Completed
2	Data call for information on each existing Travel Manager (TM) database to include size, number of users, version used for document preparation WEB or GUI, and customer support process	Munson	04/08/04	4/8/04 Completed
3	Obtain recommendation from GELCO on equipment required for TM database consolidation	Munson	04/20/04	4/20/04 Completed- GELCO's response indicated that no additional equipment is needed
4	Comments to MEO Accounting Matrix due to D. Olson	Perry	04/22/04	4/22/04 Completed
5	Draft POA&M for comments from team members	Fraser/Perry	04/27/04	4/26/04 Completed
6	Comments on draft POA&M due to Team Leads	Travel Transition Team (TTT)	05/07/04	5/7/04 Completed
7	Prepare TM database consolidation proposal to present to the Travel Transition Team	Perry/Munson/ Knopp	05/11/04	5/7/04 Completed
8	Finalize TM database consolidation plan	TTT	05/11/04	5/11/04 Completed
9	Submit initial POA&M to MEO Transition Team Leadership and STARS Implementation Team Leader	Fraser/Perry	05/14/04	5/14/04 Completed
10	Submit updated POA&M to MEO Transition Team Leadership	Fraser/Perry	05/28/04	5/28/04 Completed
11	Request copies of existing procedures from field sites for review and comparison to HQ practices for voucher processes and audits	Perry	05/14/04	5/10/04 Requested due by 5/24/04

12	Make test database available to all sites whose TM will be consolidated at Oak Ridge	Oak Ridge	05/17/04	5/11/04 Completed
13	Develop a Project Communication Plan in conjunction with MEO Stand Up Communication Plan to include regularly scheduled conference calls and information posted to a Web site	Fraser	05/31/04	5/4/04 Draft provided to Team for comment. 5/28/04 Working Communication Plan completed.
14	Develop a Project Change Management Plan in conjunction with MEO Stand Up Change Management Plan	Fraser	05/31/04	5/5/04 Draft provided to Team for comment. 5/28/04 Working Change Management Plan completed.
15	Capital Accounting Center and satellites begin sending travel payments through Oak Ridge for payment processing and certification in accordance with Payment Team Transition Plan	Perry	06/01/04	6/1/04 Completed
16	Meet with HQ LAN, Firewall Management, and Consolidated Support Services (CSS) Management to discuss support required for TM consolidation	Fraser/Knopp/ Munson/Perry	06/14/04	6/8/04 Initial Meeting-Coordination with these groups will be ongoing
17	Prepare initial input for a standard MOU to be used by the Energy Finance and Accounting Service Center with each of the field sites for consolidation of travel services and TM databases to include roles and responsibilities for support	TTT	06/14/04	6/22/04 Completed. Draft distributed to the Team for review and comment by 9/3/04. 9/11/04 Comments received and revision sent to MEO Management Team.
18	Oak Ridge consolidated production TM database available	Oak Ridge	06/14/04	8/16/04 Completed
19	Prepare letter to be sent to field office CFOs requesting support and technical and firewall support contacts for TM database consolidation	Missaggia/ Fraser/Perry	06/15/04	This task is judged unnecessary because of the high level of continuing cooperation from all sites based on informal

20	Define roles for TM Support including field liaisons and integrate with MEO Implementation Team	TTT	06/30/04	Draft role included in recommendations for the MOU. A three tiered approach will be used for first tier responses to be handled at the field liaison level. Since MOU will not be distributed until after 10/1/04 an interim listing of field functions will be developed and sent out to the Team.
21	Coordinate with GELCO for assistance in merging databases and documents	Munson/Knopp /Perry	06/30/04	6/22/04 GELCO on site visit completed.
22	Draft and disseminate a workflow for travel functions to be performed under the MEO including relative roles and responsibilities	Fraser/Perry	06/30/04	7/8/04- Draft distributed. Draft discussed in detail at Workshop on 7/13 and 7/14. Updated draft and summary from the workshop was distributed to the group for comment on 8/9/04.
23	Work with GELCO to develop custom code for audits required by GAO to be used with the current approval routing being used by Oak Ridge, Idaho, Albuquerque .	Munson/Perry	07/26/04	7/13/04 Requested updated custom software code to work with Service Pack 4 and custom code. GELCO is making changes to correct the code based on our test results. The anticipated delivery date of the corrected code is 8/27. Corrected code received on 9/9/04 testing in progress. Completed- Testing completed and code installed on 9/17/04.

24	Obtain access to Bank of America (EAGLS) for all DOE organizations for those performing post payment audits	Perry	07/01/04	6/8/04 Completed- Access obtained for 4 Travel Team members
25	Draft desk procedures and workflow for performing the travel tasks	Perry	07/01/04	7/8/04- Draft workflow completed. Will wait to prepare procedures until consensus is reached on the workflow by the group on several policy issues. 9/1/04 revised draft with DISCAS process sent to the Team for comment due by 9/10. 9/11/04 Workflow updated to include comments. Procedures are in progress.
26	Purchase and install CITRIX license upgrades for TM consolidation to provide GUI version for document preparation at sites currently using the GUI version	Knopp	07/07/04	5/18/04 Licenses purchased- 6/16/04 Installation complete will need to set up user ids. 7/13/04 User ids issued. Phil and Michael to revisit with Jim Sledge-
27	Face to Face Workshop to review and finalize workflow processes and desk procedures for travel functions	TTT	07/13/04	7/13-7/14/04 workshop held with participants from Idaho, Oak Ridge, NETL, and Albuquerque.

28	Communicate changes to TMCs	TTT/Payments Team	07/15/04	Discussed on the 7/28 Team conference call and handled locally. Team agreed to use the POAM as the basis for communications. Need to verify that each site has provided new contact information to TMCs. Will coordinate with BOA Team on an open letter to TMCs with the information on points of contact for adding individuals to the corp card.
29	Establish a process for Travel Customer Service to include a central phone number and e-mail	Perry	07/15/04	Completed 7/15/04. Changes to be communicated with each site and publicized on the MEO website. Will need to coordinate with the Payments Team for status of voucher questions. Information will be communicated through DOECASST and EFASC website.
31	Decide the proposed date and process for transfer of the merged TM database from Oak Ridge to Headquarters	Fraser/Perry/Oak Ridge	07/30/04	Completed 7/28/04. Team agreed on 9/17/04 as the goal date. There may be delays due to site specific programming used for NETL to include notification to TMC and e-mail reports to their CFO.
32	Review the Continuity of Operations Plan for Travel Manager databases and travel functions and revise as necessary	Knopp	08/01/04	Review completed 7/30. Revisions completed 8/4

33	Provide interim procedures and identify changes for sites that will have their TM datalink file performed by Oak Ridge as of 8/16/04	Oak Ridge	08/15/04	8/12/04 Completed
34	Develop consistent policies on electronic and manual audits to be performed by MEO and guidance for processing trips that cross fiscal years	TTT/ Office of Financial Policy/Systems Team	08/15/04	Received guidance in 9/13/04 meeting with Financial Policy. Policy issues and recommendations will be forwarded to the Team for review on 9/20/04.
35	Complete migration of Idaho TM data and documents into existing database at Headquarters	Perry/Munson/ Knopp	08/16/04	8/21/04 Completed
36	Complete migration of all sites data into the consolidated Oak Ridge database	Oak Ridge	08/16/04	8/16/04 Completed
37	Oak Ridge will begin processing TM datalink files for the eight sites consolidated at Oak Ridge	Oak Ridge	08/16/04	8/23/04 Complete
38	Request AL and OR DISCAS user ids and menus for the Travel Team	Mark Miller	09/10/04	9/9/04 Requests submitted
39	Ensure Certification of Security of TM system has been complete	Knopp	09/15/04	
40	Complete migration of Albuquerque NNSA TM data and documents a new database at Headquarters	Perry/Munson/ Knopp	09/17/04	9/17/04 Completed
41	Develop a list of unresolved issues and recommended solutions to be sent to the Team for comment and decision	Perry	09/20/04	

42	Develop communication to the field CFOs to outline the field liaison roles, provide address for mailing paper vouchers, provide contact information for customer support	Perry	09/20/04	
43	Develop communication to the travelers to provide the new contact information and address for mailing paper vouchers and post payment audits.	Perry	09/20/04	9/16/04 Draft DOECAST sent to the Travel Transition and Bank of America Team for comment due on 9/17/04.
44	Submit DISCAS change request to modify the PCS Voucher Processing to exclude the IPAC entry as of 10/1/04	Perry	09/20/04	9/1/04 Submitted request. Will need to test with Payments Team prior to implementation.
45	Coordinate with AL and OR to identify existing reports in their DISCAS database to be used by the Travel Team for monitoring unpaid vouchers, post payment audits and reporting PCS payments.	Perry	09/20/04	
46	Submit DISCAS change request to modify the address given to provide post payment audit vouchers when requested for audit through the stat sampling process for AL and OR	Perry	09/20/04	
47	Finalize desk procedures and workflows for performing the travel tasks	Perry	09/20/04	Underway- Procedures are being prepared by Mark Miller, Kyong Rhee, Dawn Sparkman, and Angela Chase-Bailey. They will be reviewed and distributed to the Team for comment.
48	Complete technical consolidation for all sites	TTT	09/24/04	
49	Complete functional consolidation for all sites	TTT	09/24/04	

50	Update Travel Manager accounting codes for FY 2005	TTT	09/30/04	Each site should update the TM accounting codes to be used for FY 2005
51	Complete migration of Casper TM data and documents into an existing TM database at Headquarters	Perry/Munson/ Knopp	10/01/04	Underway- Data will be converted for use by Casper as of 10/1/04
52	NNSA Albuquerque and satellites begin sending travel payments through Oak Ridge for payment processing and certification in accordance with Payment Team Transition Plan	TTT	10/01/04	
53	MEO assumes the responsibility for processing travel in the DISCAS environment.	TTT/MEO Travel Operations	10/01/04	
54	Develop document control procedures	Miller	10/30/04	
55	Collect Lessons Learned	Fraser	10/30/04	
56	Establish governance for a Travel Steering Committee	Fraser	10/30/04	
57	Official handoff of this project to MEO Travel Team	TTT/MEO Travel Operations	TBD	

Legend

Completed Actions

Actions in Progress

Action Suspended

STARS DEPLOYMENT ACTIVITIES for TRAVEL
Plan of Actions and Milestones (POA&M)
As of September 20, 2004

	Description of Action	Assignee	Target Date	Status
	Coordinate parallel payment processing for period when STARS is unavailable			Will develop strategy when STARS implementation date is announced.
	Coordinate with the STARS Implementation Team to perform STARS testing			Dates to be determined
	Test TM on all TM/STARS interface user workstations			Dates to be determined
	Provide role based STARS training to employees who will be performing travel functions			Dates to be determined
	Coordinate close down of DISCAS with STARS Deployment Team			Dates to be determined
	Initiate workaround for payment of travel vouchers during transition to STARS			Dates to be determined
	Revise number used for random selection in the statistical sampling process based on the new population of vouchers			
	Terminate workaround and shift to full use of STARS processes			Dates to be determined