

## MEO Financial Systems Transition Team Plan of Actions and Milestones

*Last Updated July 20, 2004*

	Action	Target Completion Date	Status	Organization	POC
1.	Develop inventory of financial systems	05/07/04	Complete	ME-12	Baldwin
2.	Reach agreement within MEO and residual organizations regarding the systems support roles and responsibilities including: maintaining systems access controls; providing training and user documentation; coordinating system change requests; providing and coordinating systems user test support; resolving system edit errors; and providing all other applications operations and systems support				
2.1	STARS	06/30/04		ME-12	Baldwin
2.2	Travel Manager	06/30/04	Complete		
2.3	Vendor Inquiry Payment Electronic Reporting System (VIPERS) <b>including Electronic Invoice Submission (EIS)</b> <b>STARS not anticipating FY 05 interface of EIS data</b>	06/30/04	VIPERS complete <b>EIS OPEN</b>		
2.4	Vendor Invoice Approval System (VIAS)	06/30/04	Complete		
2.5	Erroneous Payments System (EPS)	06/30/04	Complete		
2.6	Consolidated Accounting and Investment System (CAIS)	06/30/04	Complete		
2.7	Consent Order Tracking System (COTS)	06/30/04	Complete		
2.8	FDS, FCDS, BEFS, HQ Budget Proc, SBS [FY06]	06/30/04	Complete		
2.9	IDW	06/30/04	Complete		
2.10	CHRIS (Training Obs)	06/30/04	Complete		
2.11	GTS	06/30/04	Complete		
2.12	DOE/C-Web	06/30/04	Complete		
2.13	EM Program Task #s	06/30/04	<b>Complete</b>		
2.14	RL-Property	06/30/04	Complete		
2.15	RL-Invoice	06/30/04	Complete		
2.16	ID-Purchase Card	06/30/04	Complete		
2.17	Small Purchase System – NETL	06/30/04	Complete		
2.18	Working Capital Fund	06/30/04	Complete		
2.19	PRATS-Web (interface TBD)	06/30/04	Open		
2.20	LEARN (SRS expecting interface to STARS) <b>STARS not anticipating FY 05 interface of LEARN Training obs</b>	06/30/04	<b>OPEN</b>		
2.21	FIDSS (interface to be developed FY07)	9/30/07	FY 07		
2.22	ProMIS (interface TBD)	06/30/04	Open		
2.23	WinSAGA (interface TBD FY06)	06/30/04	Open		
2.24	PAYROLL:	06/30/04	Complete		
	ATAAPS		Complete		

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		CHRIS		Complete		
		DCPS		Complete		
		DOEInfo		Complete		
		ESS		Complete		
		LDS		Complete		
		MyPay		Complete		
	2.25	ASAP	06/30/04	Complete		
	2.26	Ca\$hLink II	06/30/04	Complete		
	2.27	FedLine	06/30/04	Complete		
	2.28	FedInvest	06/30/04	Complete		
	2.29	Government Wide Accounting System (GWA)	06/30/04	Complete		
	2.30	GOALS II	06/30/04	Complete		
	2.31	Intra-Governmental Fiduciary Confirmation System (IFCS)	06/30/04	Complete		
	2.32	IPAC	06/30/04	Complete		
	2.33	Host-to-Host (Set up file for ECS)	06/30/04	Complete		
	2.34	Electronic Certification System (ECS)	06/30/04	Complete		
	2.35	Secure Payment System (SPS) – replacing ECS in FY06	9/30/06	Treasury target FY 06		
	2.36	IRS 1099 Process	06/30/04	Complete		
	2.37	BARC	06/30/04	Complete		
	2.38	DISCAS	06/30/04	Complete		
	2.39	FDW	06/30/04	Complete		
	2.40	MARS	06/30/04	Complete		
3.		Obtain inventory of STARS tables and identify the MEO organization responsible for maintaining each one <b>No list of tables will be provided (too many to list)</b> <b>All STARS tables will be maintained by FST of MEO</b>	7/15/04 6/1/04 6/8/04	Complete Complete	ME-12	Baldwin Miller Miller
4.		Obtain STARS table maintenance procedures from STARS team	TBD		STARS	Miller
5.		Obtain STARS interface procedures	8/31/04		STARS	Kramer
6.		Reach agreement within MEO regarding responsibilities/process for posting automated integrated/non-integrated contractor monthly feeds to STARS and resolution of edit errors and other data problems	9/15/04		ME-12	Baldwin
7.		Reach agreement within MEO and residual organizations regarding responsibilities for executing all other automated systems interfaces to/from STARS	9/15/04			
8.		Obtain STARS Month/Year-End closing procedures	9/30/04	DRAFT rec'd 4/30/04	STARS	Miller

	<b>Action</b>	<b>Target Completion Date</b>	<b>Status</b>	<b>Organization</b>	<b>POC</b>
9.	Build library of system's user documentation for all MEO systems, except STARS	7/15/04	Open	ME-12	Baldwin
	Travel Manager		Complete		Perry
	Vipers/EIS, VIAS, EPS		Complete		Southard
	CAIS, COTS		Complete		Baldwin
	Payroll systems		Complete		Odegard
10.	Add STARS access to the CIO web site for users to request IDs and passwords ( <a href="http://stars1.energy.gov">request user IDs/PWs at stars1.energy.gov</a> until CIO web site has been updated)	TBD	STARS-Kramer	ME-13	Kramer
11.	Develop contingency plan for potential STARS NO GO decision	8/31/04		ME-12/13/14	Baldwin/Barker
12.	Develop and post to the EFASC web page a crosswalk of STARS/Legacy systems codes. <b>NOTE: STARS already posts crosswalk information on their web site. EFASC web page link to the STARS home page is all that is necessary.</b>	9/15/04		ME-12/13/14	Baldwin/Barker
13.	Request IDs/PWs for GOALS II, IPAC, and IFCS Treasury systems	9/15/04		EFASC	Barker
14.	STARS Training for financial systems staff	TBD			
15.	Obtain documentation/training on administrative function for GOALS II, IPAC, and IFCS Treasury systems	9/30/04		EFASC	Barker
16.	Review/update user access for all MEO systems based on field and HQ financial services reorganizations	10/15/04		ME-12/EFASC	Barker
17.	Establish MEO STARS points of contact for each field office	10/15/04		ME-12/EFASC	Barker
18.	Transfer system ownership for BARC, DISCAS, MARS to Residual organization	10/31/04			Barker
19.	Develop desk procedures for Financial Systems Team	10/31/04			
20.					