Action Plans Required for Delivery of Enhanced Business Processes

Approved by the:
Board of Trustees

Completed Milestones

Fred Gainous
President

January 22, 2004
<table>
<thead>
<tr>
<th>MS #</th>
<th>MILESTONE DESCRIPTION</th>
<th>PERSON RESPONSIBLE</th>
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<tbody>
<tr>
<td>1</td>
<td>Reconcile $1,842,180 discrepancy on FY 2002-03 financial statements</td>
<td>Watson KPMG LLP</td>
<td>12/4/2003</td>
<td>12/31/2003</td>
<td></td>
<td>12/18/2003</td>
</tr>
<tr>
<td>3</td>
<td>Discuss results of University's, DOE's and KPMG LLP's analysis with staff from the Auditor General's Office</td>
<td>Watson KPMG LLP</td>
<td>12/4/2003</td>
<td>12/31/2003</td>
<td></td>
<td>12/18/2003</td>
</tr>
<tr>
<td>4</td>
<td>Request final determination for resolution of discrepancy from the Auditor General's (AG) Office staff if write-off is required</td>
<td>Watson KPMG LLP</td>
<td>12/4/2003</td>
<td>12/19/2003</td>
<td></td>
<td>12/18/2003</td>
</tr>
<tr>
<td>5</td>
<td>Request instruction from AG staff for any other actions required by discrepancy resolution</td>
<td>Watson KPMG LLP</td>
<td>12/4/2003</td>
<td>12/19/2003</td>
<td></td>
<td>12/18/2003</td>
</tr>
<tr>
<td>7</td>
<td>Receive review from KPMG LLP of AG's recommended action to resolve discrepancy</td>
<td>Hanna Watson</td>
<td>12/4/2003</td>
<td>12/19/2003</td>
<td></td>
<td>12/18/2003</td>
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*Interim milestones may be adjusted as necessary. One hundred percent (100%) of the milestones will be completed by or before the related "Quantifiable Objective" completion date.
OVERVIEW

This document is a supplement to the January 6, 2004, “Action Plans Required for Delivery of Enhanced Business Processes,” approved by the Florida A&M University Board of Trustees. Completed milestones as of January 22, 2004, are enclosed. We have realized significant interim successes by completing approximately twenty percent of all milestones (29 out of 149). The most notable interim successes include: reconciliation of the $1,842,180 discrepancy on fiscal-year 2002-2003 financial statements (Action Plan 001); hiring of a Director of Financial Aid (Action Plan 005); the Department of Financial Service’s acceptance of Florida A&M University’s Florida Accounting Information Resource System (FLAIR) Devolution Plan (Action Plan 007); and the hiring of a Chief Information Officer (Action Plan 008). These interim successes are reflections of our momentum and determination to succeed with the implementation of all remaining milestones.
V. MILESTONES (MS):

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<tr>
<td>8</td>
<td>Request review and acceptance of recommended action by Florida A&amp;M University if write-off is required</td>
<td>Hanna</td>
<td>12/4/2003</td>
<td>12/19/2003</td>
<td></td>
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<tr>
<td>9</td>
<td>Select member of the Board of Trustees to conduct courtesy interviews with the finalist</td>
<td>Gainous</td>
<td>12/4/2003</td>
<td>12/23/2003</td>
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<td>12/23/2003</td>
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<tr>
<td>1</td>
<td>Advertise in select print media and publications such as the Chronicle of Higher Education for Director of Financial Aid</td>
<td>Green-Powell</td>
<td>12/4/2003</td>
<td>12/19/2003</td>
<td></td>
<td>12/19/2003</td>
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**ACTION PLAN (Continued)**

**Action Plan #:006**

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<tr>
<td>1</td>
<td>Restructure current public relations and publications organizations</td>
<td>Collins</td>
<td>12/4/2003</td>
<td>12/12/2003</td>
<td></td>
<td>12/12/2003</td>
</tr>
<tr>
<td>3</td>
<td>Develop a communications planning timeline</td>
<td>Collins</td>
<td>12/12/2003</td>
<td>12/12/2003</td>
<td></td>
<td>12/12/2003</td>
</tr>
<tr>
<td>4</td>
<td>Professional review of the planning timeline by a communications and publications firm</td>
<td>Collins</td>
<td>1/6/2004</td>
<td>1/15/2004</td>
<td></td>
<td>1/12/2004</td>
</tr>
<tr>
<td>9</td>
<td>Conduct peer institution assessment</td>
<td>Collins</td>
<td>1/12/2004</td>
<td>1/19/2004</td>
<td></td>
<td>1/16/2004</td>
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<td>3</td>
<td>Submit Transition Plan and PeopleSoft configurations documents to the Board of Trustees by CD-ROM</td>
<td>Watson Barrington</td>
<td>12/11/2003</td>
<td>12/19/2003</td>
<td></td>
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