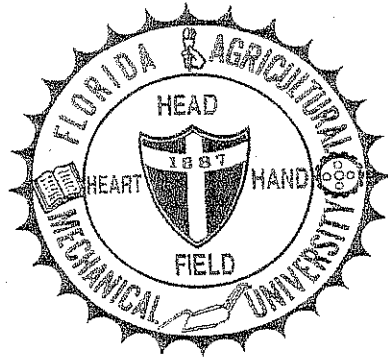


Florida A&M University



Action Plans Required for Delivery of Enhanced Business Processes

Approved by the:
Board of Trustees

Completed Milestones

Fred Gainous
President

January 22, 2004

ACTION PLAN *
Action Plan #:001

V. MILESTONES (MS):

MS #	MILESTONE DESCRIPTION	PERSON RESPONSIBLE	BEGINNING DATE	ORIGINAL COMPLETION DATE	REVISED COMPLETION DATE	ACTUAL COMPLETION DATE
1	Reconcile \$1,842,180 discrepancy on FY 2002-03 financial statements	Watson KPMG LLP DOE	12/4/2003	12/31/2003		12/18/2003
2	Validate balance sheet accounts to determine if write-off is required	Watson KPMG LLP DOE	12/4/2003	12/31/2004		12/18/2003
3	Discuss results of University's, DOE's and KPMG LLP's analysis with staff from the Auditor General's Office	Watson KPMG LLP DOE	12/4/2003	12/31/2003		12/18/2003
4	Request final determination for resolution of discrepancy from the Auditor General's (AG) Office staff if write-off is required	Watson	12/4/2003	12/19/2003		12/18/2003
5	Request instruction from AG staff for any other actions required by discrepancy resolution	Watson	12/4/2003	12/19/2003		12/18/2003
6	Request review of AG's recommended action by KPMG LLP	Watson	12/4/2003	12/19/2003		12/18/2003
7	Receive review from KPMG LLP of AG's recommended action to resolve discrepancy	Hanna Watson	12/4/2003	12/19/2003		12/18/2003

*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.

ACTION PLAN (Continued)*
Action Plan #:001

V. MILESTONES (MS):

MS #	MILESTONE DESCRIPTION	PERSON RESPONSIBLE	BEGINNING DATE	ORIGINAL COMPLETION DATE	REVISED COMPLETION DATE	ACTUAL COMPLETION DATE
8	Request review and acceptance of recommended action by Florida A&M University if write-off is required	Hanna	12/4/2003	12/19/2003		12/18/2003

*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.

ACTION PLAN (Continued)*
Action Plan #:002

V. MILESTONES (MS):

MS #	MILESTONE DESCRIPTION	PERSON RESPONSIBLE	BEGINNING DATE	ORIGINAL COMPLETION DATE	REVISED COMPLETION DATE	ACTUAL COMPLETION DATE
1	Request acceleration of deliverables for fixed capital outlay (FCO), student refund/financial aid and contracts and grants (C&G) accounting processes	Hanna	12/4/2003	12/9/2003		12/9/2003
2	Request assistance to reconcile \$1,842,180 discrepancy on FY 2002-2003 financial statements	Watson	12/4/2003	12/31/2003		12/9/2003
3	Request evaluation of adjusting entries and make recommendations for future statement production	Watson	12/4/2003	12/31/2003		12/18/2003
4	Receive operational study from KPMG LLP for FCO, student refund/financial aid and C&G accounting processes	Hanna Gray-Ray Robinson	12/4/2003	1/15/2004		1/15/2004

*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.

ACTION PLAN (Continued)*

Action Plan #:003

V. MILESTONES (MS):

<u>MS #</u>	<u>MILESTONE DESCRIPTION</u>	<u>PERSON RESPONSIBLE</u>	<u>BEGINNING DATE</u>	<u>ORIGINAL COMPLETION DATE</u>	<u>REVISED COMPLETION DATE</u>	<u>ACTUAL COMPLETION DATE</u>
9	Select member of the Board of Trustees to conduct courtesy interviews with the finalist	Gainous	12/4/2003	12/23/2003		12/23/2003

*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.

ACTION PLAN (Continued)*
Action Plan #:005

V. MILESTONES (MS):

<u>MS #</u>	<u>MILESTONE DESCRIPTION</u>	<u>PERSON RESPONSIBLE</u>	<u>BEGINNING DATE</u>	<u>ORIGINAL COMPLETION DATE</u>	<u>REVISED COMPLETION DATE</u>	<u>ACTUAL COMPLETION DATE</u>
1	Advertise in select print media and publications such as the Chronicle of Higher Education for Director of Financial Aid	Green-Powell	12/4/2003	12/19/2003		12/19/2003
2	Screen applications	Green-Powell	12/4/2003	12/18/2003		12/8/2003
3	Conduct Interviews	Green-Powell	12/9/2003	12/23/2003		12/12/2003
4	Make selection/hire candidate	Green-Powell	12/15/2003	3/1/2004		12/17/2003

*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.

ACTION PLAN (Continued)*
Action Plan #:006

V. MILESTONES (MS):

MS #	MILESTONE DESCRIPTION	PERSON RESPONSIBLE	BEGINNING DATE	ORIGINAL COMPLETION DATE	REVISED COMPLETION DATE	ACTUAL COMPLETION DATE
1	Restructure current public relations and publications organizations	Collins	12/4/2003	12/12/2003		12/12/2003
3	Develop a communications planning timeline	Collins	12/12/2003	12/12/2003		12/12/2003
4	Professional review of the planning timeline by a communications and publications firm	Collins	1/6/2004	1/15/2004		1/12/2004
8	Develop preliminary outline for plan	Collins	1/8/2004	1/12/2004		1/12/2004
9	Conduct peer institution assessment	Collins	1/12/2004	1/19/2004		1/16/2004

*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.

ACTION PLAN (Continued)*
Action Plan #:007

V. MILESTONES (MS):

MS #	MILESTONE DESCRIPTION	PERSON RESPONSIBLE	BEGINNING DATE	ORIGINAL COMPLETION DATE	REVISED COMPLETION DATE	ACTUAL COMPLETION DATE
3	Submit Transition Plan and PeopleSoft configurations documents to the Board of Trustees by CD-ROM	Watson Barrington	12/11/2003	12/19/2003		12/19/2003
4	Submit additional detail related to the preliminary transition plan as requested by DFS	Watson Barrington	12/11/2003	12/23/2003		12/23/2003
5	Approval of Transition Plan by Board of Trustees	Gainous	12/23/2003	1/5/2004		12/23/2003
6	Provide the Board of Trustees approved Transition Plan to DFS	Watson	12/23/2003	1/5/2004		1/5/2004

*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.

ACTION PLAN (Continued)*

Action Plan #:008

V. MILESTONES (MS):

MS #	MILESTONE DESCRIPTION	PERSON RESPONSIBLE	BEGINNING DATE	ORIGINAL COMPLETION DATE	REVISED COMPLETION DATE	ACTUAL COMPLETION DATE
1	Screen applications	Hanna	12/4/2003	2/28/2004		12/4/2003
2	Conduct interviews	Hanna	12/4/2003	3/10/2004		12/15/2003
3	Make selection/hire Chief Information Officer	Hanna	12/4/2003	3/31/2004		12/17/2003
5	Hire consultant to perform assessment	Hanna	12/4/2003	3/31/2004		1/6/2004

*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.