ODA - ODOT Task Log

Status	WBS	Tasks	Start	Finish	Duration in Days	Owner(s)	Priority
	1	Work Group Initiation	6/2/2011	6/16/2011	14	Clyde Saiki, Mitch Swecker	
	1.1	Collect transition tasks	6/9/2011	6/16/2011	7	Joanna Robert	
	1.2	Prioritize transition tasks	6/9/2011	6/16/2011	7	Joanna Robert	
COMPLETED	1.3	Identify subgroup owners	6/2/2011	6/3/2011	1	Clyde Saiki, Mitch Swecker	
	1.4	Outline transition plan	6/16/2011	6/16/2011	0	Joanna Robert	
	1.5	Assign owners and resources to transition tasks	6/16/2011	6/16/2011	0	Clyde Saiki, Mitch Swecker	
	2	Work Group Schedule	6/9/2011	7/28/2011	49		
	2.1	Meeting #1	6/9/2011	6/9/2011	0		
	2.2	Meeting #2	6/16/2011	6/16/2011	0		
	2.3	Meeting #3	6/30/2011	6/30/2011	0		
	2.4	Meeting #4	7/14/2011	7/14/2011	0		
	2.5	Meeting #5	7/28/2011	7/28/2011	0		
	2.6	Contingency Meeting	8/11/2011	8/11/2011	0		
	2.7	Contingency Meeting	8/25/2011	8/25/2011	0		
	3	Financial Services Subgroup			0	Deb Tenant, Les Brodie, Jenny Wilfong, Suzanne Primm, Gene Berger, Sandy Kumnick, Gina Beaman	
	3.1	Employee Processing			0		
	3.2	Travel			0		
	3.3	SPOTS Cards			0		
	3.4	Financial Transaction Processing			0		
	3.5	Assets			0		
	3.6	Financial Statements			0		
	3.7	Legislative Budget			0		
	3.8	Mandatory Training?					
	4	Information Systems Subgroup			0	Jeff Smith, Ben Garvey	
	4.1	Systems			0		
	4.1.1	Architecture Description			0		
	4.2	Servers			0		
	4.2.1	Location of servers			0		
	4.2.2	Age of servers			0		
	4.2.3	Capacity			0		
	4.2.4	Software on each server			0		
	4.3	Networks			0		
	4.3.1	Locations of connections			0		
	4.3.2	Capacity			0		

	4.4	Personal Computers			0		
	4.4.1	Asset tag and description			0		
	4.4.2	Age and Replacement Cycles			0		
	4.5	Software Licenses			0		
	4.5.1	Operating System			0		
	4.5.2	List of software on PC and licenses for those PC's			0		
	4.5.3	List of maintenance contracts			0		
	4.5.4	Version control, process and procedures			0		
	4.5.5	List of server license, versions and expiration dates			0		
	4.5.6	List of CALS associated with the software			0		
	4.5.6	List of maintenance contracts			0		
	4.5.7	Short and longterm software life cycle replacement plans			0		
	4.6	Desktop Support			0		
	4.7	Security			0		
	4.7.1	Adequate security on systems?			0		
	4.7.2	Products used for I&AM			0		
	4.7.3	Monitoring of the security system			0		
	4.8	Business Continuity & Disaster Recovery			0		
	5	Human Resources Subgroup			0	Jane Lee, Cindy Forest, Taunie Murray, Jenny Wilfong	
	5.1	Labor relations			0		
	5.2	Recruitment			0		
	5.3	Personnel files & records			0		
	5.4	Communications			0		
	6	Contracting & Procurement Subgroup			0	Michelle Remmy, Steve Ponce, Jenny Wilfong	
	6.1	Active procurements			0		
	6.2	Contract files			0		
	6.3	Agreement files			0		
	6.4	Contract administration			0		
	7	Leasing & Facilities Subgroup			0	Virginia Carey, Shannon Ryan, Patty Jacobs, Jenny Wilfong	
	7.1	Payments made on time?			0		
	7.2	Leases and facilities security			0		
	8	Records & Rulemaking Subgroup			0	Chris Warden, Suzanne Primm, Jenny Wilfong	
	8.1	Documentation			0		
	8.2	Review existing records			0		
	8.2.1	Unique special records?			0		
	8.2.2	Special retention schedule?			0		
	8.2.3	Where are all the files? Storage?			0		
	8.3	Security Classification Levels			0		

	8.3.1	Are records secured according to security level?			0		
	8.4	Delegation and sub delegation orders			0		
	8.5	Administrative rules			0		
	8.6	Forms			0		
	8.7	File code for ODA			0		
	8.8	Legal actions pending? Legal orders?			0		
	8.9	Any ODA specific policies and procedures?			0		
	8.10	Mail delivery			0		
	8.11	Letters of authority			0		
	9	Audits Subgroup			0	Marlene Hartinger, Jenny Wilfong, Suzanne Primm	
	9.1	Review any current audits.			0		
	9.2	Risk Management			0		
	10	Work Group Completion	8/25/2011	9/1/2011	6	Clyde Saiki, Mitch Swecker	
	10.1	Transition Summary			0	Joanna Robert	
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