

Gary Community School Corporation
 Review, Evaluation and Recommendations of Processes and Systems
 Process Systems Timeline Status Update as of May 31, 2018

Section	Milestone #	Milestone Description	Off Schedule	Variance	On Schedule	Future	Completed	Subsection #	Subsection Description	Month #	Month	Year	Function	Notes
Finance	2.A.1.	Initiate 2019 Budget Preparation			●			2.A.	Annual Budget	3	Mar	2018	Budget	
Finance	2.A.2.	Complete 2019 Budget			●			2.A.	Annual Budget	11	Nov	2018	Budget	
Finance	2.A.3.	Initiate 2019 BvA Process			●			2.A.	Annual Budget	2	Feb	2019	Budget	
Finance	2.B.1.	Inventory IT Equipment					●	2.B.	ERP	2	Feb	2018	IT	
Finance	2.B.2.	Document Applications		●				2.B.	ERP	2	Feb	2018	IT	
Finance	2.B.3.	Needs Assessment		●				2.B.	ERP	3	Mar	2018	IT	
Finance	2.B.4.	Research ERP		●				2.B.	ERP	3	Mar	2018	IT	
Finance	2.B.5.	Conduct Cost Benefit Assessment			●			2.B.	ERP	5	May	2018	IT	
Finance	2.B.6.	Present Cost Benefit Assessment			●			2.B.	ERP	6	Jun	2018	IT	
Finance	2.C.1.	Validate Accounts Payable Backlog	●					2.C.	Accounts Payable	4	Apr	2018	Accounts Payable	
Finance	2.C.2.	Audit Vendors in Payable Backlog		●				2.C.	Accounts Payable	5	May	2018	Accounts Payable	
Finance	2.C.3.	Plan for Legacy Accounts Payable				●		2.C.	Accounts Payable	1	Jan	2019	Accounts Payable	
Finance	2.D.1.	Inventory Fixed Assets			●			2.D.	Fixed Assets	5	May	2018	Assets	
Finance	2.D.2.	Document Assets			●			2.D.	Fixed Assets	5	May	2018	Assets	
Finance	2.D.3.	Cross Reference to Insurance Premiums		●				2.D.	Fixed Assets	5	May	2018	Assets	
Finance	2.E.1.	Inventory Finance and Acct Reports		●				2.E.	Required Reports	2	Feb	2018	Finance	
Finance	2.E.2.	Centralize Report Calendar		●				2.E.	Required Reports	2	Feb	2018	Finance	
Finance	2.E.3.	Checklist with Dual Verification		●				2.E.	Required Reports	2	Feb	2018	Finance	
Finance	2.F.1.	Reviewed ICR with GCSC Personnel					●	2.F.	Internal Controls Compliance	12	Dec	2017	Controls	
Finance	2.F.2.	Provided ICR copies to GCSC Personnel					●	2.F.	Internal Controls Compliance	1	Jan	2018	Controls	
Finance	2.F.3.	Review Documents with GCSC Personnel				●		2.F.	Internal Controls Compliance	8	Aug	2018	Controls	
Finance	2.F.4.	Update Documents				●		2.F.	Internal Controls Compliance	8	Aug	2018	Controls	
Finance	2.F.5.	Review Documents with GCSC Personnel				●		2.F.	Internal Controls Compliance	2	Feb	2019	Controls	
Finance	2.F.6.	Update Documents				●		2.F.	Internal Controls Compliance	2	Feb	2019	Controls	
HR	3.A.1.	Inventory IT Equipment	●					3.A.	ERP HR	2	Feb	2018	IT	
HR	3.A.2.	Document Applications	●					3.A.	ERP HR	2	Feb	2018	IT	
HR	3.A.3.	Conduct Needs Assessment	●					3.A.	ERP HR	3	Mar	2018	IT	
HR	3.A.4.	Research ERP					●	3.A.	ERP HR	3	Mar	2018	IT	
HR	3.A.5.	Conduct Cost and Benefit Assessment		●				3.A.	ERP HR	4	Apr	2018	IT	
HR	3.A.6.	Present Cost and Benefit Analysis			●			3.A.	ERP HR	5	May	2018	IT	
HR	3.B.1.	Update GCSC Policy Manual Related to HR	●					3.B.	Leave Time	3	Mar	2018	HR	
HR	3.B.2.	Consensus on HR-Related Policies	●					3.B.	Leave Time	4	Apr	2018	HR	
HR	3.B.3.	Procedures for Applying Policies		●				3.B.	Leave Time	5	May	2018	HR	
HR	3.B.4.	Train Personnel	●					3.B.	Leave Time	5	May	2018	HR	
HR	3.C.1.	Ensure Employee Eligibility		●				3.C.	Employee Benefits	5	May	2018	Benefits	
HR	3.C.2.	Ensure Employee Dependent Elections Allowable		●				3.C.	Employee Benefits	5	May	2018	Benefits	
HR	3.C.3.	Determine Employee Medicare Eligibility		●				3.C.	Employee Benefits	5	May	2018	Benefits	
HR	3.C.4.	Ensure Paycheck Deductions are Accurate		●				3.C.	Employee Benefits	5	May	2018	Benefits	
HR	3.C.5.	Ensure Accurate Employee Counts, Elections and Coverages		●				3.C.	Employee Benefits	5	May	2018	Benefits	

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HR	3.D.1.	Reviewed ICR with GCSC Personnel					●	3.D.	Internal Controls Compliance	12	Dec	2017	Controls	
HR	3.D.2.	Provided ICR copies to GCSC Personnel					●	3.D.	Internal Controls Compliance	1	Jan	2018	Controls	
HR	3.D.3.	Review Documents with GCSC Personnel				●		3.D.	Internal Controls Compliance	8	Aug	2018	Controls	
HR	3.D.4.	Update Documents				●		3.D.	Internal Controls Compliance	8	Aug	2018	Controls	
HR	3.D.5.	Review Documents with GCSC Personnel				●		3.D.	Internal Controls Compliance	2	Feb	2019	Controls	
HR	3.D.6.	Update Documents				●		3.D.	Internal Controls Compliance	2	Feb	2019	Controls	
Payroll	4.A.1.	Inventory IT Equipment					●	4.A.	ERP	2	Feb	2018	IT	
Payroll	4.A.2.	Document Applications					●	4.A.	ERP	2	Feb	2018	IT	
Payroll	4.A.3.	Conduct Needs Assessment					●	4.A.	ERP	3	Mar	2018	IT	
Payroll	4.A.4.	Research ERP					●	4.A.	ERP	3	Mar	2018	IT	
Payroll	4.A.5.	Conduct Cost and Benefit Assessment		●				4.A.	ERP	4	Apr	2018	IT	
Payroll	4.A.6.	Present Cost and Benefit Analysis			●			4.A.	ERP	5	May	2018	IT	
Payroll	4.B.1.	Conduct Needs Assessment					●	4.B.	Timekeeping	3	Mar	2018	Timekeeping	
Payroll	4.B.2.	Research ERP					●	4.B.	Timekeeping	3	Mar	2018	Timekeeping	
Payroll	4.B.3.	Conduct Cost and Benefit Assessment		●				4.B.	Timekeeping	4	Apr	2018	Timekeeping	
Payroll	4.B.4.	Present Cost and Benefit Analysis			●			4.B.	Timekeeping	5	May	2018	Timekeeping	
Payroll	4.C.1.	Conduct Needs Assessment					●	4.C.	Payroll Processing	3	Mar	2018	Payroll Processing	
Payroll	4.C.2.	Research ERP					●	4.C.	Payroll Processing	3	Mar	2018	Payroll Processing	
Payroll	4.C.3.	Conduct Cost and Benefit Assessment		●				4.C.	Payroll Processing	4	Apr	2018	Payroll Processing	
Payroll	4.C.4.	Present Cost and Benefit Analysis			●			4.C.	Payroll Processing	5	May	2018	Payroll Processing	
Payroll	4.C.5.	Determine if Process Stays or Manually Reengineered			●			4.C.	Payroll Processing	5	May	2018	Payroll Processing	
Payroll	4.D.1.	Direct Deposit					●	4.D.	Payroll Distribution	0	Ongoing		Payroll Distribution	
Payroll	4.D.2.	Secure Blank and Printed Checks					●	4.D.	Payroll Distribution	0	Ongoing		Payroll Distribution	
Payroll	4.D.3.	Audit Printed Checks		●				4.D.	Payroll Distribution	0	Ongoing		Payroll Distribution	
Payroll	4.D.4.	Regularly Change the Distribution Process					●	4.D.	Payroll Distribution	0	Ongoing		Payroll Distribution	
Payroll	4.E.1.	Reviewed ICR with GCSC Personnel					●	4.E.	Internal Controls Compliance	12	Dec	2017	Controls	
Payroll	4.E.2.	Provided ICR copies to GCSC Personnel					●	4.E.	Internal Controls Compliance	1	Jan	2018	Controls	
Payroll	4.E.3.	Review Documents with GCSC Personnel				●		4.E.	Internal Controls Compliance	8	Aug	2018	Controls	
Payroll	4.E.4.	Update Documents				●		4.E.	Internal Controls Compliance	8	Aug	2018	Controls	
Payroll	4.E.5.	Review Documents with GCSC Personnel				●		4.E.	Internal Controls Compliance	2	Feb	2019	Controls	
Payroll	4.E.6.	Update Documents				●		4.E.	Internal Controls Compliance	2	Feb	2019	Controls	
IT	5.A.1.	Inventory of IT Assets	●					5.A.	Hardware	3	Mar	2018	Hardware	
IT	5.A.2.	Conduct Needs Assessment	●					5.A.	Hardware	3	Mar	2018	Hardware	
IT	5.A.3.	Research Components	●					5.A.	Hardware	3	Mar	2018	Hardware	
IT	5.A.4.	Conduct Cost and Benefit Assessment		●				5.A.	Hardware	5	May	2018	Hardware	
IT	5.A.5.	Present Cost and Benefit Analysis			●			5.A.	Hardware	6	Jun	2018	Hardware	
IT	5.B.1.	Inventory Applications and Systems			●			5.B.	Long-Range Plan	8	Aug	2018	IT	
IT	5.B.2.	Assessment of Applications and Systems not Hosted or Supported			●			5.B.	Long-Range Plan	8	Aug	2018	IT	
IT	5.B.3.	Match Assessment with Requirements			●			5.B.	Long-Range Plan	8	Aug	2018	IT	
IT	5.B.4.	Conduct Cost and Benefit Assessment			●			5.B.	Long-Range Plan	9	Sep	2018	IT	



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IT	5.C.1.	ERP System Analysis Report			●			5.C.	Report Generation	6	Jun	2018	IT	
IT	5.D.1.	Inventory of IT Contracts and Licenses	●					5.D.	Contracts and Licenses	2	Feb	2018	Contracts/Licenses	
IT	5.D.2.	Engage IT Expert	●					5.D.	Contracts and Licenses	3	Mar	2018	Contracts/Licenses	
IT	5.D.3.	Negotiate Terms			●			5.D.	Contracts and Licenses	0	On-Going		Contracts/Licenses	
IT	5.D.4.	Connect Assessment to Plan			●			5.D.	Contracts and Licenses	9	Sep	2018	Contracts/Licenses	
Legal		<i>No Changes Recommended</i>						6.A	External Legal Svcs					
Legal	6.B.1.	Adhere to Records Retention Policy			●			6.B.	Records Retention	0	Ongoing		Records	
Legal	6.B.2.	Create Inventory of Pre-August 2017 Records	●					6.B.	Records Retention	3	Mar	2018	Records	
Legal	6.B.3.	Identify Secure Location for Pre-August 2017 Records			●			6.B.	Records Retention	5	May	2018	Records	
Legal	6.B.4.	Move Records from Pre-August 2017			●			6.B.	Records Retention	9	Sep	2018	Records	
Risk Mgmt		<i>No Changes Recommended</i>						7.A.	Risk Mgmt Svcs					
Risk Mgmt		<i>No Changes Recommended</i>						7.B.	Workers Comp Admin					