

# Prop O 2013-14 Implementation Plan.

Only Objectives with improvement recommendations are listed.

Objective	Goal	Action	Target Implementation Date	Final Implementation Date
4 Compliance with Ballot Language	Staff will revise the staffing plan to more accurately correlate in-house staffing costs to Prop O.	-- Adjust staffing allocation based on individual positions rather than department-wide.	FY 2015-16	May 2015
7 District and Professional Services Staffing Plan for the Bond Program		-- Collect data from other districts on time-card and/or time certification policies	May - Jul 2015	
8 Program Management Effectiveness		-- Implementation TBD	FY 2015-16	
9 Design and Construction Schedules Cash Flow Analysis	Staff will prepare a cash flow when needed.	TBD		
10 Design and Construction Costs and Budgets	Financial reports will be updated.	Staff will work with a CBOC sub-committee to modify reports: -- CBOC approves sub-committee members -- Sub-committee meetings -- Produce revised reports	Jun 17. 2015 Jul - Aug 2015 Sep 2015	
12 Change Order Procedures	Financial and change order reporting will be updated.	-- Financial Reporting: See objective 10 -- Expand CO explanations	May 2015	May 2015
13 Claim Avoidance Procedures	Procedures will be added.	Add procedures to the Project Management Plan	Jan 2016	
15 Best Practices in Procurement	This item regarding awarding bids was noted as compliant in the oral presentation of the audit to the Board.	Procurement and ranking recommendations are current practice.	na	na
16 Delivered Quality Analysis	Design manual be implemented for design professionals.	Update procedures in the Project Management Plan	Jan 2016	
18 Effectiveness of Bond Communication Program	Updating the master plan, isolating Prop O dollars, expanding change order reporting and updating communication will be implemented	-- Staff will work with a CBOC sub-committee and to modify reports (see objective 10) -- Staff will work with the Board of Trustees Facilities Subcommittee to modify the Capital Facilities Financing Plan (CFFP) format. -- Grants and Communications will eliminate unused communications platforms such as Facebook	Sep 2015 Jan 2016 Aug 2015	

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21a Special Focused Analysis

Complying with district change order policies has been implemented. Change order documentation and standards policies will be implemented.

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Comply with district policies

Jul 2014

Jul 2014

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