

PROJECT PLAN v 2.0

January 8, 2013

REVISIONS TO AUDIT NOMINATING PROCESS

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PROJECT DESCRIPTION: The current audit nominating process requires a minimum of five months and in some cases eight months to complete. The committee believes this process should be streamlined to more efficiently and more quickly secure a list of audit candidates. Also, the current process does not always result in a list of candidates that are of interest or value to a number of states. This project would review both the steps in the nominating process and the criteria that are used to develop and consider audit nominations that are placed in inventory.

TARGET COMPLETION DATE: August, 2013

HIGH-LEVEL PROJECT TIME LINE:

- January 8, 2013– First team meeting (teleconference); review project plan and modify as needed; determine how and when to solicit input from states; “map” existing process (describe steps, time frames, etc.); identify potential improvements. Discuss standards for evaluating likely benefit of potential process improvements.
- January 22, 2013 – Teleconference; review process “map”; identify opportunities for efficiency, time savings, and error avoidance. Discuss possible changes to criteria used to evaluate nominations from the states. Solicit input from states on possible improvements to existing process.
- February 12, 2013 – Teleconference; review input from states on current process; develop v 1.0 changes to current process. Solicit input from states on possible changes to criteria to be used to evaluate nominations.
- March 2013 – Meet with Audit Committee; discuss progress to date; review comments on possible changes to nominating criteria. Identify performance measure data, baselines and targets to evaluate impact of new procedure. Develop evaluation time line. Evaluate time line. (May need a teleconference later to debrief.)
- April 2013 – Teleconference; consider input from states; develop v 2.0 changes to current process. Develop v 1.0 changes to current nominating criteria. Identify other processes or rules that may be affected by proposed changes to nominating process, and determine whether changes to those processes or rules should be proposed.
- May 2013 – Teleconference; combine process and criteria changes into one draft proposal. Include list of related changes in other processes or rules. Submit draft proposal to Audit Committee for comment.
- June 2013 - Teleconference; review comments from Audit Committee. Modify initial draft report as needed. Submit final report to Steering Committee and Audit Committee for action on report.
- July 2013 – Final action by Audit Committee.
- August 2013 – Begin to Implement new process.

