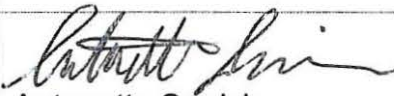




MEMORANDUM

DATE	February 11, 2015
TO	Psychology Board Members
FROM	 Antonette Sorrick Executive Officer
SUBJECT	CPS Program Analysis Update

Background:

Attached is the CPS Program Analysis Update.

Action Requested:

This item is for informational purposes only.

February 4, 2015

Mr. Jonathan Burke
Administrative Services Coordinator
Board of Psychology
1625 N. Market Blvd., N-215
Sacramento, CA 95834

Subject: Monthly Status Report for January 2015

Dear Mr. Burke,

This monthly project status report for the Board of Psychology Program Analysis covers tasks performed during January 2015.

This report is organized as follows:

- General Project Status
- Task Status as of January 2015
- Activities Planned for February
- Potential Problems and Anticipated Difficulties
- Contract Cost/Schedule Status Report

General Project Status

The project contract was effective October 6, 2014 and has a planned termination date of June 30, 2015. However, project completion is being revised to April 2015. As of January 31, 2015, the project is on schedule and substantially under budget.

Task Status as of January 2015

During January, CPS performed the following:

- Submit a draft classification report with discussion and recommendations on January 15th for management review and comment.
- Requested and reviewed additional information on the Administrative Services Program Technician and AGPA positions, and revised the draft classification report accordingly.
- Revised the Licensing work distribution charts.
- Worked with Enforcement staff to review and revise the complaint, citation & fine, and Attorney General/Office of Administrative Law discipline flowchart.
- Started the preparation of the draft report.
- Prepared a monthly status report.

Activities Planned for February

- CPS will meet with management review and revise the draft classification report as needed. The draft report will be finalized and issued as a separate report. The report findings and recommendations will be summarized in the final project report.
- CPS will complete the “as-is” flowcharts for all the business functions. The last remaining flowchart covers Attorney General/Office of Administrative Law discipline.
- CPS will continue preparing the draft project report.
- Prepare a monthly status report.

Potential Problems and Anticipated Difficulties

None. Major components of the draft report are still being finalized, including business process flowcharts. Due to the CPS Project Manager’s planned leave from February 11 – March 10, CPS plans to deliver the draft project report by late March or April 1 at the latest.

Contract Cost/Schedule Status

The approved hours and budget are 546 and \$100,200, respectively. The following table shows estimated progress to date and may differ from actual invoices.

Category	Dec 2014	Jan 2015	Total
Est. Contract Hours Expended	251.75	<i>50.5</i>	302.25
% of Total Hours Expended	46.1%	<i>9.25%</i>	55.4%
Total Contract Expenditures	\$34,178.75	<i>\$9,002.50</i>	\$43,181.25
% of Contract Expended	34.1%	<i>9.0%</i>	43.1%
Est. Expenditures to Completion	<i>\$66,021.25</i>	<i>\$57,018.75</i>	

Bold - actuals *Italics – estimates*

If you have any questions regarding the work performed, please feel free to contact Project Manager Jeff Mikles at (916) 764-0756 or me at (916) 471-3163 at your earliest convenience.

Sincerely,

Roger Ganse, Project Director
Manager of State Consulting Services

cc: Jeff Hoye, CPS
Jeff Mikles, CPS
Elaine Chiao, CPS
Karen Connell, CPS