




## MEMORANDUM

<b>DATE</b>	June 16, 2015
<b>TO</b>	Board of Psychology Members
<b>FROM</b>	 Antonette Sorrick Executive Officer
<b>SUBJECT</b>	<b>CPS Program Analysis Update: Agenda Item 13 (b)</b>

**Background:**

CPS provided the Board a draft analysis on June 15, 2015. Executive and lead staff will review the draft, provide input to CPS and have a completed study to provide the Board at its August meeting.

**Action Requested:**

No action required.

June 8, 2015

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

**Subject: Monthly Status Report for May 2015**

Dear Mr. Burke,

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

This report is organized as follows:

- General Project Status
- Task Status as of May 2015
- Activities Planned for June
- 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. As of May 31, 2015, the project is still on schedule and substantially under budget. Project completion is planned for June 2015.

### **Task Status as of May 2015**

During May, CPS performed the following:

- Reviewed and revised Enforcement duty statements.
- Developed the new proposed organization chart.
- Developed a revised Citation & Fine flowchart and description.
- Completed the Executive and Administration sections of the project draft report. Still to be completed are the Licensing and Enforcement sections.
- Prepared a monthly status report.

### **Activities Planned for June**

- CPS will prepare the draft project report with an anticipated delivery date of June 19, 2015, or earlier.

- After their initial review, CPS will meet with Board management to discuss potential comments/revisions to the draft report, then will finalize and submit the final report in late June or early July.
- CPS will prepare a final monthly status report in June.

**Potential Problems and Anticipated Difficulties**

With all due apologies, the consultant workload on prior engagements once again caused the preparation of this draft report to slip.

CPS can assure Board management the continuation of this project will have top priority in the next fiscal year. CPS recognizes Board management wants to wait to pursue any Phase 2 activities until later in the third quarter of 2015 when the organization’s needs will be better defined. Therefore, CPS recommends the Board encumber the contract balance after June 30 in the next fiscal year and extend the contract completion date until at least December 31, 2015. This will avoid losing the current funding and re-contracting to perform the work.

**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	May 2015	Total
Est. Contract Hours Expended	<b>30.5</b>	<b>392.5</b>
% of Total Hours Expended	<b>5.6%</b>	<b>71.9%</b>
Total Contract Expenditures	<b>\$5,482.50</b>	<b>\$59,261.25</b>
% of Contract Expended	<b>5.5%</b>	<b>59.1%</b>
Est. Expenditures to Completion		<i>\$40,938.75</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 Hoyer, CPS  
 Jeff Mikles, CPS  
 Elaine Chiao, CPS  
 Karen Connell, CPS