Overview

- OOI 1.0 Transition Timeline

- Transition Working Groups

- OOI 1.0 and 2.0 Transition Deliverables

- Transition Communication

- Challenges

  - Operational Activities that Cross 9/30

  - Resource Contention

- Questions & Answers

OOI Transition High Level Timeline (Diagram For Concept Purposes Only

OOI O&M	OOI 1.0 PY9							OOI 2.0 PY1			
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
PMO 1.0 Operational Responsibilities											
PMO 1.0 Community Engagement											
PMO 2.0 Operational Responsibilities											---->
PMO 2.0 Community Engagement											---->

OOI 1.0 / 2.0 Transition	OOI 1.0 PY9 and 2.0 PY1										
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
1.0 Transition	Preparation			1.0 Transition Activities							
1.0 Project Close Out						Preparation		Implementation			
2.0 Transition				2.0 Transition Activities							
				2.0 Transition Activities							

Key

1.0	COL, WHOI, OSU, UW, RU
2.0 Awardee	2.0 Subawardees

Transition Working Group Charter

For each working group, define:

- Objectives / Definition of Success (at completion)

- Deliverables

- Team Lead (POC)

- Team Members

- Meeting Frequency

- Provide Weekly Status

- Timeline / Milestones

- Tom Kearney Working Group PM (facilitate meetings, track status)

During March PM meeting at COL transition deliverables defined and assigned to 7 working groups

Transition Working Groups

- Project Close Out *   ← example approach follows

- Property Transfer *   ← example approach follows

- CI Transition *

- MIO Operations and Maintenance

- Software / Hardware (non-CI)

- Permits / Environmental Compliance

- Community Engagement

* Indicates priority WGs due to duration and complexity. WG team members engaged end of March, weekly meetings

Project Close Out and Property Transfer Working Group Members

Name	IO/Title
Victoria Shek	COL - Business Operations Manager
Yin Yin	COL - Controller, Sr. Manager
Patrick Donahue	COL - Director of Contracts and Compliance
Jessica Jalali	COL - OOI Program Support Specialist
Igbal Khurram	OSU - Fixed Asset Property Manager
Pei Kupperman	OSU - OOI Financial Analyst
Jon Fram	OSU - System Engineer
Melissa Vinch	RU - Research Contract/Grant Specialist
Caroline McHugh	RU - Senior Program Coordinator
Laurie Bryan	UW - Director, Finance/Compliance
Brian Itig	UW - OOI Project Manager
Larry Nielson	UW - OOI Property
Mark Hanson	WHOI - Assistant Director of Grants & Contract Services
Kim Sargent	WHOI - OOI Business Operations Lead
Tim Schorer	WHOI - Property Officer

Project Close Out and Property Transfer

Transition Deliverables

- Property Transfer Process > 5K
- Annual Property Report (incl disposed/obsolete prop)
- Inventory Accounting of 1.0 material <5K
- Final Invoice Payments / Cash Draw Down / Monthly Burn Estimates
- Transition Close Out Check List
- CA and CSA Close Out Requirements
- Final Close Out Report / Closeout Release of Claims
- Contracts / Lease Transfers
- Insurance
- Financial / Operational Reports
- Contracts & MoNs Approval Process
- Financial Management Best Practices & Templates
- Historical Record Retention

OOI 1.0 and 2.0 Transition "Hand Off"

Transition Activity/Deliverable	OOI 1.0 Responsibility	OOI 2.0 Responsibility
Existing Contracts and Subcontracts	Provide Existing Contracts and Subcontracts including termination date, Point of contact information, current cost. Provide assignment/novation assistance as needed	Enter into new contracts and subcontracts as needed for 2.0
Existing Leases, Permits, Licenses and Subscriptions	Provide Existing Leases, Permits, Licenses and Subscriptions, including termination date, Point of contact information, current cost. Provide assignment/novation assistance as needed	Enter into new Leases, Permits, Licenses and Subscriptions as needed for 2.0
Transfer of management and custody of OOI assets and equipment	Provide list of current equipment based on current Annual Property Report data attributes. Non-Equipment reporting definitions pending NSF approval	Determine definitions of title and custody. Determine system of record for tracking equipment, including location of property for 2.0
Insurance of OOI assets and equipment	Provide current NSF approved Property Management Plan	Determine NSF requirements for property insurance and risk management for 2.0
Intellectual Property and Data Rights	Provide list of current Intellectual Property and Data Rights	Determine NSF requirements for Intellectual Property and Data Rights for 2.0
Document and record retention and transfer	Provide access to requested documentation based on NSF Document and Record Retention policy for OOI 1.0	Obtain necessary documentation from OOI 1.0, based on NSF Document and Record Retention policy for OOI 2.0

Transition Communication

- Weekly meetings with transition working groups

- Weekly IO PMs transition status/prioritization meeting

- Weekly transition status updates to COL Leadership Team

- Weekly transition status meeting/reports to NSF

- Monthly NSF attendance at IO PMs meeting

- PM "face to face" Transition Meetings *
  - March: Transition Preparations - Complete
  - June: Transition Implementation - Scheduled
  - September: Transition Wrap Up - Planned

    * Non-PM stakeholders attend by WebEx

Transition Challenges - Cruise / Refurbishment Activities

Transition Implementation | **Cut Over Sept 30** | 2.0 Operations & Maintenance

OOI 1.0 PY9 | **OOI 2.0 PY1**

Cruises	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Transition Comments
Pioneer 11					20-Oct	10-Nov		Cruise & Refurb in OOI 2.0
Endurance 10				17-Sep	2-Oct			Cruise in 1.0, Refurb in OOI 2.0
Papa 6		17-Jul	4-Aug		Refurbishement Activities ---->			Cruise in OOI 1.0; Refurb in Both
Irmginer 5	6/5 - 6/24				Refurbishement Activities ---->			Cruise in OOI 1.0; Refurb in Both
Cabled	23-Jun		3-Aug		Refurbishement Activities ---->			Cruise in OOI 1.0; Refurb in Both

Diagram based on OOI 2018 UNOLS Ship Days (total days inclusive of DAS, mob/demob) - SCHEDULE as of March 9, 2018

Candidate PY9 Operational Activities that Cross 9/30

- Instrument Refurb Started Prior to 9/30

- Long Lead Procurement Started Prior to 9/30

- Repairs by Vendor/Redelivery After 9/30 (started prior to 9/30)

- Gliders at TWR not returned within 90 days after 9/30, additional repairs will likely be identified

- Profilers (WFP) at vendor not returned within 90 days after 9/30, additional repairs will likely be identified

- Instrument refurbishment delays at vendor facility (ACS, OPTAA)

- Delayed IO Sub-Contractor Invoicing (Raytheon, Travel, Fleetbroad Band, DisaCard)

- Cruise/ROV Invoicing From UNOLS Operator

- EA Fall Cruise PO issued prior to 9/30, final day rates and invoice adjustments in early 2019

Project Close Out Definitions/Actions (draft)

Sept 30 – Close Out

- IO to follow CA /CSA Terms and Conditions

- IOs can not place new obligations/commitments after 9/30

- IO procurement, delivery and vendor invoice to be completed by 9/30 *

- IOs have 90 days to invoice COL for costs incurred prior to 9/30

- COL has 120 days to invoice NSF

- Funds not spent by 9/30/2018 (considered under run funds)

- Monthly IO Financial Reports (reported monthly to NSF)
  - FSR Analysis/Spending Projections
  - Procurement Spending Projections

* Exceptions to be individually review/approved by NSF (expect very few)

Questions & Answers