



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
INSPECTOR GENERAL

September 18, 2018

MEMORANDUM

SUBJECT: Project Notification:
PeoplePlus Efficiency and Effectiveness
Project No. OA&E-FY18-0283

FROM: Michael D. Davis, Director *Michael D. Davis*
Efficiency Directorate
Office of Audit and Evaluation

TO: Holly Greaves, Chief Financial Officer

Donna J. Vizian, Principal Deputy Assistant Administrator
Office of Administration and Resources Management

Vaughn Noga, Principal Deputy Assistant Administrator and Deputy Chief
Information Officer
Office of Environmental Information

The Office of Inspector General (OIG) for the U.S. Environmental Protection Agency (EPA) plans to begin preliminary research on the efficiency and effectiveness of the EPA's PeoplePlus database system. This is an OIG-initiated project.

The OIG's objectives are to determine whether PeoplePlus is efficient and effective for use in the time-and-attendance and cost allocation processes and whether PeoplePlus has effective practices, programs and policies. The OIG plans to conduct work within your offices and, as needed, other EPA program and regional offices. Applicable generally accepted government auditing standards will be used in conducting our project. The anticipated benefit of this project is to improve operational efficiency.

We will contact you to arrange a mutually agreeable time to discuss our objectives and the purpose of our project. We would also be particularly interested in any areas of concern that you may have. We will answer any of your questions about the project process, reporting procedures, methods used to gather and analyze data, and what we should expect of each other during the course of the project. Throughout the project, we will provide updates on a regular basis via email to your designated point of contact.

To ensure the success and timely completion of this audit, please provide the OIG with the following items to the extent possible before the kickoff meeting; this information should be sent to Nicole Pilate at pilate.nicole@epa.gov:

- A list of designated points of contacts, who coordinate and monitor PeoplePlus information in each EPA region and program office.
- The contact information for the Project Manager for PeoplePlus 9.2.
- A list of policies and procedures used to implement the upgrade to PeoplePlus 9.2, as well as to manage the time-and-attendance and cost allocation processes.
- A list of PeoplePlus Help Desk issues submitted and resolved during fiscal year 2017 and through June 30 of fiscal year 2018.

We respectfully note that the OIG is authorized by the Inspector General Act of 1978, as amended, to have timely access to personnel and all materials necessary to complete its objectives. We will request that you resolve the situation if an agency employee or contractor refuses to provide requested records to the OIG or otherwise fails to cooperate with the OIG. We may report unresolved access matters to the Administrator and include the incident in the *Semiannual Report to Congress*.

I will supervise the project, and the Project Manager will be Gloria Taylor-Upshaw. Any information related to the project should be addressed to me at (513) 487-2363 or davis.michael@epa.gov, or Gloria Taylor-Upshaw at (404) 562-9842 or taylor-upshaw.gloria@epa.gov.

cc: Henry Darwin, Acting Deputy Administrator
 Ryan Jackson, Chief of Staff
 Michael Molina, Special Advisor, Office of the Administrator
 David Bloom, Deputy Chief Financial Officer
 Howard Osborne, Associate Chief Financial Officer
 Ken Lapierre, Acting Deputy Assistant Administrator for Administration and Resources Management
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 Bob Trent, Agency Follow-Up Coordinator
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