OPEGA Review Process

Preliminary Research Phase

Project Admin & Mgt	Project Content/Work

- Assign Project Team
- **Notify Agency**
- Set up TeamMate Project
- Complete Independence Statements

Receive Assigned Review Topic

- Develop Task List and Schedule
- Estimate hours and milestone dates
- Hold Entrance Conference
- Complete Confidentiality Agreements
- Assign Tasks
- Maintain Tally of Hours
- Maintain Contact Log
- Hold weekly meetings with Team
- Hold weekly meetings with Director
- **Hold regular update meetings w/agency**
- Review workpapers – Lead
- Review workpapers – Director
- Clear Coaching Notes

Conduct Preliminary Research
* Gain general understanding of program/activity
* Identify data sources
* Identify areas of concern that may warrant detailed review

Need More Info

- Hold Project Direction Mtg w/Director
- Approve Project Direction Statement – Director
- **Share Project Direction Recommendation Statement w/agency**

Develop Proposed Project Direction Recommendation
* Assess risks associated with topic and potential value of detailed OPEGA review.

Present Project Direction Recommendation to GOC for Decision and Approval of Scope Questions

- Approve documents – Director
- Notify Agency
- Close out Project
- Complete Close Out Tasks related to Presentation for GOC as appropriate

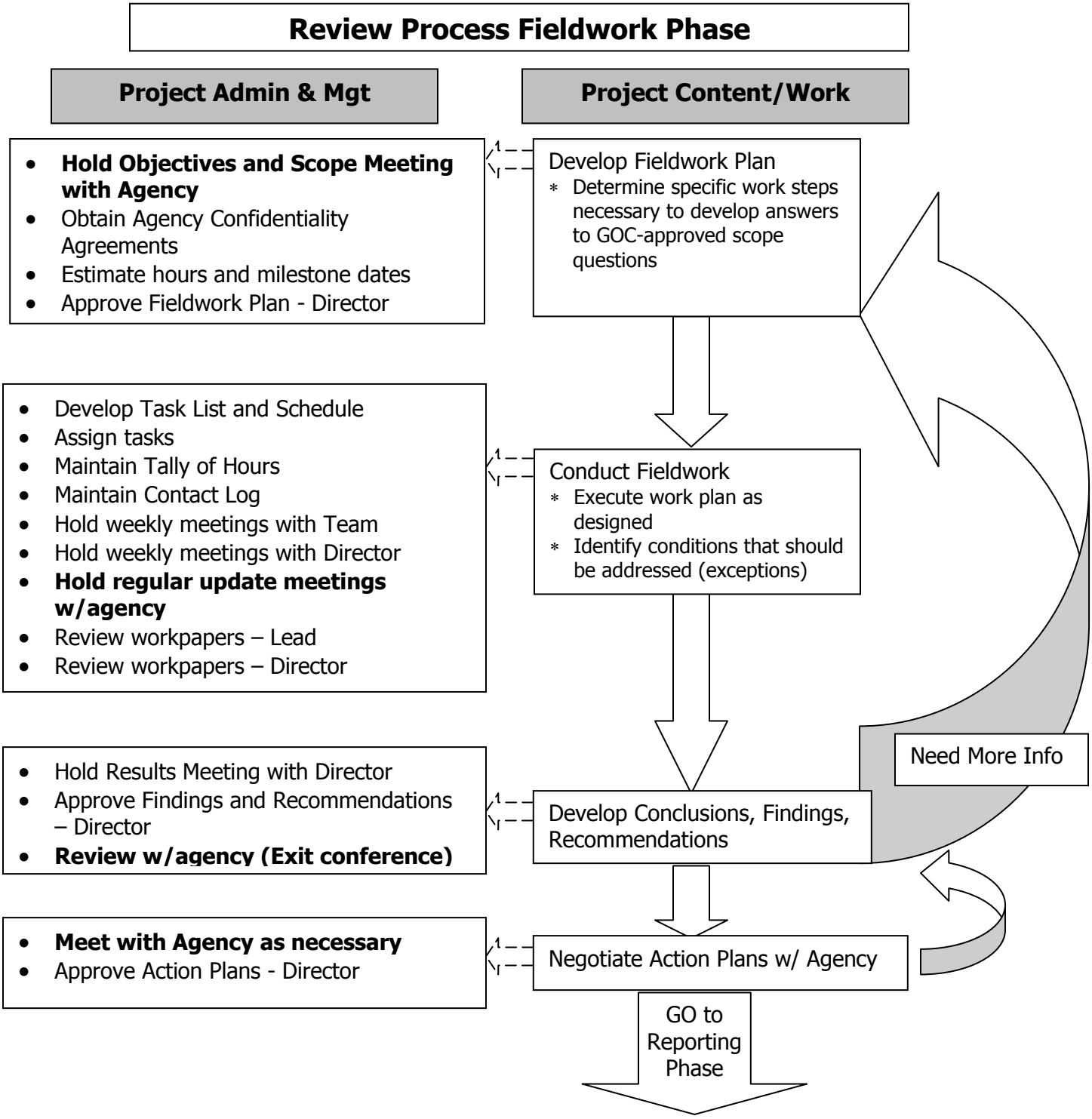
STOP

Stop or Go Further?

Draft and Finalize as Requested
- Leg Oversight Guide
- Oversight FAQ
- Memo of Discontinuance

GO to Fieldwork Phase

Review Process Fieldwork Phase



Review Process Reporting Phase

Project Admin & Mgt	Project Content/Work
• Hold Report Conference with Director • Approve Report Outline – Director • Review and edit Draft Report • Approve Draft Report – Director • **Distribute 15-day Draft Report to Agency**	Develop Detailed Report Outline Prepare Draft Report
• Review/edit Final Report & other docs • Approve Final Report & other docs – Director • Coordinate printing of Final Report • Notify GOC that Report is ready and schedule meeting for presentation	Finalize Report and Presentation Documents
• **Notify agency of presentation date** • Notify OPLA, OFPR and relevant JS Committees of presentation date • Notify media and other interested parties of presentation date • Send advance "draft" of report to GOC • **Send advance copy of Final Report to agency** • Post Final Report and presentation to the Web • Send copies of Final Report to relevant JS Committees after presentation • Notify all legislators that report is available • Send copies of Final Report to State Library	Present Final Report to GOC

Review Process Close Out Phase

• Verify all WP's have been signed off and TeamMate project is complete • Document GOC actions and endorsement vote • Prepared TeamMate project and other files for archiving • Prepare TeamMate project for future follow-up on recommendations	Close out the Review