

## Commissioners

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**From:** phil connelly <tuzitweety@yahoo.com>  
**Sent:** Friday, January 17, 2014 6:14 PM  
**To:** Commissioners  
**Subject:** Treasurer's office  
**Attachments:** Addressing Treasurer's Problems.docx

Hi,

I read in the paper that the treasurer is going to hire a temp person to help out in her office.

Attached is how I would go about addressing issues. Just bringing another person on board in addition to the three new-hires without a plan of attack would be a waste of time and money.

Phil Connelly

(I have experience in project management, workflow analysis, interviewing, and documentation; in addition, I have worked on accounting and financial systems at different points in my 36 year I.T. career)

Meet with entire staff to:

- A. List top 5-6 priorities/issues – the most critical things to get done  
(any more than this would most likely lead to trying to do too much in a short time-frame and ending up not getting much done at all)
- B. Prioritize list
- C. Break down each
  1. what is current status?
  2. what specifically needs to get done?
  3. who can do it – assign person(s)  
can more than one person work on this task at the same time?
  4. is it dependent upon another task?
  5. if time permits, take notes  
(documentation is important but it is **more** important to get the task done as quickly as possible);  
however, this done NOT mean that required documents are not used or not produced (eg, receipts, money trail)
  6. how long will it take – rough estimate
  7. establish status/feedback timeframe  
(eg daily, weekly)
- D. Layout out master schedule – preferably on large sheet and post on wall
- E. Begin work on high-priority tasks
- F. Provide progress/feedback/status reporting to Treasurer
- G. Provide status/feedback to stakeholder(s)
- H. Update master priority task schedule