



I. Comprehensive Policy Review:

- Assess LACCD policies, SOPs, internal controls, audit reports and any oversight work performed
- Interview LACCD and PMO executive management and key staff, and attend project meetings
- Review the procurement process, project schedules and budget status
- Perform Due Diligence on select Prime and Subcontractors utilizing Exiger's DDIQ and 3PM products

II. Establish a Visible Presence:

- Develop whistleblower policies and procedures, publicize our hotline and website
- Establish a highly visible site presence including active project walkthroughs and worker interviews
- Attend project meetings and interview both site management and employees
- Post signs with BPM hotline and mission at job sites, and hand out business cards during interviews

III. Establish a Data Gathering Protocol

- Electronic access to project files, contracts, documents
- Notification of meetings

IV. Set up Reporting Protocols

- BPM to Chancellor, Board of Trustees, General Counsel

V. Conduct investigations and Targeted Reviews (*as needed*)

- Document review and analysis
- Surveillance
- Witness interviews
- Thorough and fair documentation of all information received
- Utilization of Exiger's due diligence technology resources

