

# OIM Highlights: August 1, 2007

Key efforts underway in the Office of Information Management in partnership with the Office of Research, Financial Management, and schools and colleges. These efforts focus on shorter-term priorities for improving information management and administrative systems.

## Strategic Partnerships and Governance

- **Launched UW-wide strategic roadmap effort to plan for future** of information management and administrative systems. Roadmap focused on:
  - Information management, including data access and integrity
  - Business processes and administrative systems, improving both
  - Strategy, policy and partnership, including strategic partnerships, alignment, decision-making, and prioritization
    - Assisting I-MAC with improving 2008 project intake and prioritization process
- **Developing Microsoft strategic relationships**
  - Discussions underway with Microsoft to explore possible partnership in replacing core business systems.
  - Developing relationship with Microsoft to acquire its Business Intelligence tools, which integrate data from any data source; and create, manage, and deliver Web-based reports.
- **Announcing new OIM organizational design**, focused on:
  - Providing information to make decisions
  - Building and sustaining partnerships
  - Streamlining processes and modernizing systems
  - Ensuring efficient operations
  - Managing change

✓ **Roadmap marks major engagement with UW to plan vital improvements to information management and administrative systems.**

## Information Management

- **New project to answer Dean's "Top 5" Data Questions**
  - Identified "Top 5" data questions deans want answered about schools/colleges.
  - Launching task teams of deans' key staff to identify institutional rules for generating consistent data.
  - Formed Deans Advisory Group to resolve high-level decisions around establishing institutional rules for consistent data about students, faculty, finance, research, facilities, and space.
- **Launched critical pilot to open up centrally-managed UW course schedule data** for use by schools/colleges.
- **New Microsoft Business Intelligence Tools Users Group Facilitates Collaboration.** A group of schools, colleges, and central offices is sharing best practices and coordinating training for new Microsoft Business Intelligence tools. These tools will enable advanced reporting features such as charting, graphing, dashboards, and scorecards. Although separate from C&C's Microsoft Collaborative Applications Initiative, this group will work closely with that effort.

✓ **New course schedule data pilot resulted in major improvements—two colleges were able to add available courses to their Web sites in just hours.**

## Business Processes and Administrative Systems

- **Key milestone reached in Financial Desktop (FDI) feature to automate fund and salary transfers** between budgets. Working prototype developed a feature that, when completed next year, will achieve in seconds what currently takes weeks of manual processing.
- **Completed Electronic Faculty Effort (eFEC) Certification Scoping study, a key milestone in project.** Building an online tool to allow staff to automatically access and certify their faculty effort data—eliminating hours of manual processing time.
- **New project works to make procurement process faster, better, cheaper.** Mapped the entire procurement process from purchase to vendor payment; now identifying key improvements, including priorities to implement in the coming year.
- **Released online timesheet for hourly staff** that offers 24/7 Web access for entries, monitoring, and approval; and automatic (versus manual) overtime and budget calculations. Scheduled about 40 units for training.
- **Office of Research SAGE Project.** Partnership with the Office of Research has:
  - Improved the federal grants process by providing electronic file upload and routing
  - Implemented new system to streamline internal grants management process
  - Prototyped budget module to help researchers monitor budgets
  - Outlined electronic transmission requirements for the "Notice to Establish Award"

✓ **New FDI feature will dramatically improve cumbersome manual business processes for retroactive salary transfer.**