

OIM Highlights: February 15, 2008

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

Strategic Partnerships and Governance

- **UW Strategic Roadmap on track to present preliminary Action Plan to I-MAC in March.**
 - Task Groups have completed current state analysis and future vision—the first time comprehensive data has been collected.
 - The Roadmap Working Team is integrating the vision and creating a preliminary Action Plan.
- **Exploring models for collaborative development across academic units.** OIM is partnering with the IT Resource Sharing Group (ITRSG) to develop models to enable units to collaborate on projects and share resources. An ITRSG team is looking at different models nationally and will recommend a structure to enable units to develop projects together.
- **Focus groups held to define dual reporting.** OIM Community & Partnerships is conducting focus groups to identify what the dual reporting relationship means for information management and information systems (IM/IS) staff and projects. In 2006 deans agreed their IM/IS staff and projects would have a dual reporting relationship with OIM to facilitate effective coordination on efforts and full participation in UW initiatives. This effort aims to define relationships that will enable staff to collaborate, eliminate duplication, leverage resources, and meet local needs.

✓ **Active engagement:** OIM and partners will be on hand to talk with you about their projects at BizTech on March 19. See: www.washington.edu/admin/biztech/exhibits/list/oim.html

Information Management

- **Online Grade Submission project starting.** By fall the project intends to:
 - Develop a standard method to submit final grades via the Web. Faculty optionally can use Catalyst Gradebook to post assignments, track student progress, and submit final grades to the official student record (student database) via the Web.
 - Create a suite of reusable Web services to gather student information, which can be customized/displayed by units in different ways.
- **Top 5 Initiative.** Teams wrapping up work on student/faculty issues; moving to finance.
 - Work on short-term deliverables addressing Top 5 questions to wrap up in spring.
 - Long-term recommendations from Deans Advisory Committee will include common institutional definitions for faculty/student and financial issues, and institutional reports that answer key questions.
- **Collaborative effort to create a shared development environment moving ahead.** IM/IS staff across the UW are collaborating on a Resource Oriented Architecture (ROA, formerly SOA) effort to design shared services, the supporting infrastructure, and a governance model to enable/guide development. Progress includes:
 - Creating a registry to track Web applications and services.
 - Examining security and workflow issues.

✓ **Shared development:** An ROA Special Interest Group endorsed a user friendly technology approach to make it easier/faster for IT people to start using shared services.

Business Processes and Administrative Systems

- **HR/Payroll system improvements helping employees build tax-free savings.**
 - Eligible employees now can participate in both the UW Voluntary Investment Program (VIP) and the Washington State Deferred Compensation Plan (WSDCP), to get maximum tax-free savings.
 - The payroll system can now separately track year-to-date contributions to VIP and WSDCP, and then subject the sum of those contributions to the IRS limits on annual tax-deferred savings.
- **eProcurement process now providing enhanced access to charges and vendor price adjustments.** This gives campus users online access to view charges and adjustments against their orders. The new visibility of the charges within the eProcurement system means a department needing a copy of an invoice no longer has to contact University Stores. With the ProCard process, every order is reconciled within the eProcurement system.
- **The Procure to Pay project kicking off its first user task group,** addressing the project's top priority: to reduce the number of invoice discrepancies. The project's goal is to make it easier to acquire and pay for goods and services at the UW. The team already has mapped the procurement process from purchase to vendor payment, identified key improvements, and prioritized them.

✓ **Continuous improvement:** In 2007 OIM implemented 170 maintenance changes to the UW's core administrative systems to improve operations.