

TOP 5 PROGRESS

What Is the Top 5 Project?

The Top 5 project was initiated to answer the top five most critical data questions identified by deans and chancellors, including:

- **Student data:**
 - What is my student headcount by major?
 - What are my student credit hours?
- **Faculty data:**
 - What is my faculty headcount by appointment type?
 - What is my faculty FTE by appointment type?
- **Financial data:**
 - What are the financial resources for my school, college, or campus for a given fiscal period and by funding source?

What Has It Achieved So Far?

The Top 5 project has:

- ✓ **Developed reports that answer most of the Top 5 questions.**
 - Eleven reports have been created – 7 answer the student data questions, 1 answers the faculty data questions, and 3 answer the financial data questions.
 - See the reports at:
www.washington.edu/provost/oim/dmc/reports.html
- ✓ **Created institutional definitions for key data needed to answer the questions.**
 - Secured agreement on 38 official institutional definitions needed to produce the first 11 reports.
 - This was the first effort of its kind to engage key stakeholders in establishing mutually agreed upon institutional definitions.
- ✓ **Established a repeatable process for developing future institutional data definitions and reports that answer key data questions more efficiently.**
 - This marks a major step forward in the UW's ability to provide access to accurate, useful

information. Until now, individual units each had their own definitions for basic data.

- Lack of agreed upon institutional definitions made it difficult to produce accurate data or make meaningful cross-unit comparisons. The new process will make it faster and more efficient to identify future institutional data definitions and develop reports that answer key data questions.
- The project will now publish one remaining report and communicate about the new reports and how to access them.

More information. For a detailed summary of progress on issues, definitions, and reports relating to each Top 5 question, see:

www.washington.edu/provost/oim/dmc/docs/T5SRMatrix.pdf

What Are the Next Steps?

The next steps for the project are to:

- **Broaden the scope** of the Top 5 project to include research data, planning and budgeting's Unit Resource Profile (URP) report, and others.
- **Change the name of the project to "Enterprise Reporting"** to reflect this broader **scope**. (More information below.)
- **Engage an Academic Advisory Committee to provide direction to future efforts.** (More information below.)
- **Establish additional institutional definitions and deliver new reports answering the next set of top-priority data questions.** New reports to be available by June 30 include:
 - Nine financial management reports that answer questions about grant and contract cost accounting, salary allocations, and budgets
 - Three student reports that answer questions about graduation and admission
- **Continue to provide one-stop online shopping for enterprise reports** through the Data Management Committee. Provide quick access to enterprise reports, including links to current reports and definitions and a schedule of future deliverables:
www.washington.edu/provost/oim/dmc/reports.html

For more information about Top 5, Enterprise Reporting, and more, see the Data Management Committee (DMC) Web site:

www.washington.edu/provost/oim/dmc/

CHANGES UNDERWAY

Why is the Name of “Top 5” Changing to “Enterprise Reporting”?

The project’s name is changing to Enterprise Reporting to reflect a broader scope. The initial phase of the Top 5 project focused on answering five key data questions.

- The scope is now expanding to include other enterprise reporting projects such as research data, and planning and budgeting’s Unit Resource Profile (URP) report. This expanded scope will ensure a consistent and cohesive approach across all enterprise reporting efforts.
- Groups involved include the Office of Information Management (OIM), Registrar’s Office, Human Resources, Finance and Facilities, Office of Research Information Services, the Office of Planning and Budgeting, and schools and colleges.

Why Has the Academic Advisory Group for Enterprise Reporting Been Formed?

This new advisory group has been formed to ensure that the needs of academic units are incorporated into the enterprise reporting effort. This group will report to the Data Management Committee and provide input into enterprise reporting projects. It replaces an advisory group of deans that provided advice on the initial Top 5 project.

- The group includes Deans’ and Chancellors’ key administrators and analysts from the College of Arts and Sciences, Evans School, UW Bothell, Information School, School of Nursing, and UW Tacoma.

- Other schools, colleges, and campuses are being asked to appoint liaisons to the advisory group to ensure their input is included. The project will communicate regularly with the liaisons, keep them updated on project progress, and seek their input on major decisions and directions.

What is the Role of the Academic Advisory Group for Enterprise Reporting?

The new advisory group will provide two-to-four hours of service per month attending meetings, reviewing issues, validating reports, and communicating status. Specifically, the group members will:

- Solicit input from their deans or chancellors.
- Represent the academic community by providing direction on the development and delivery of analytics and reports that answer key data questions.
- Help set priorities for the work of the enterprise reporting projects, including which data questions to answer first, and the development and review of new enterprise reports.
- Ensure that input from academic units is incorporated into enterprise reporting work.
- Help identify and resolve issues related to the development of the enterprise reports including establishing institutional data definitions and business rules.
- Provide broad knowledge and expertise across a wide range of business domains.
- Communicate with the Board of Deans and Chancellors (BoDC), their individual deans or chancellors, and academic administrators across the University, keeping them informed of progress and issues. Help communicate and demonstrate enterprise reports at administrator forums and other events.

The Office of Information Management is coordinating and supporting the Enterprise Reporting project and providing staff support to the advisory group.