



**UW-Madison
 Implementation Charter
 Strategic Purchasing**

Approved August 24, 2012

Team Name	Strategic Purchasing Implementation Team
Executive Sponsors	Chancellor David Ward Provost Paul DeLuca Vice Chancellor for Administration Darrell Bazzell (managing sponsor)
Project Sponsors	Alice Gustafson, Administrative Excellence Martha Kerner, Business Services
Business Process Owner	UW-Madison Business Services – Purchasing Services
Objective	To coordinate the implementation of the recommendations of the four Administrative Excellence Wave 1 strategic purchasing teams (Computer Bundles, Office Supplies, Scientific Supplies and MRO) as approved by the Steering Committee in spring 2012.
Goal	To plan, coordinate and deliver the staged implementation of Wave 1 recommendations in consultation with four subteams representing each of the commodity areas from Wave 1. This work will need to be aligned with the new strategic direction outlined in the UW-Madison Purchasing Framework and the installation of new technology (Sci-Quest).
Scope	The scope of work for this project includes: <ul style="list-style-type: none"> • Establishing the plan and timeline for the implementation of each commodity recommendation • Ensuring the recommendations are implemented on time and in coordination with staff operationalizing the UW-Madison Purchasing Framework and implementing Sci-Quest. • The negotiations of new contracts and or pricing with vendors. • Ensuring policy and communication are in place
Critical Assumptions	<ul style="list-style-type: none"> • Team members and leadership will have the knowledge and skills to be able to contribute to necessary policy requirements, solutions and implementation strategies • Team members will be able to dedicate at least one day (8 hours) per week for a concentrated period of approximately 8 weeks, and then lesser amounts of additional time for an estimated period of 3 - 5 months. • Wave 1 team members will need to be available to serve in a subteam role and provide background information and assist in delivery and communications. • A temporary solution may need to be put in place until a final solution is available through the Sci-Quest tool.
Timeline	<ul style="list-style-type: none"> • Weeks 1 to 2 - Hold first team meeting to discuss principles, scope and goals, roles and responsibilities of members, and to confirm the timeline for implementation. Determine staging --which tasks may be quick wins and which will require more implementation steps. Meet with members



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	<p>of AE Wave 1 teams for debrief of recommendations.</p> <ul style="list-style-type: none">• Weeks 3 to 4 – Establish subteams if necessary and coordinate first meetings of these groups. Begin to contact vendors and execute quick win solutions.• Weeks 5 to 6 - Coordinate communication and policy changes required for “quick win” changes. Plan for long term solutions and begin to execute.• Weeks 7 to 8 – Determine data required to monitor results. Begin to measure outcomes.• Weeks 9 to 10 – Monitor progress on long term solutions• Weeks 11 to 12 – Present update to AE Advisory Committee and Project Sponsors• Weeks 13 plus – Coordinate efforts with Purchasing staff necessary to sustain and build on changes from initial implementation.
Deliverables	<ul style="list-style-type: none">• Implement quick wins recommendations• Plan and stage delivery of longer term solutions• Establish reports for monitoring• Policy changes and communication with campus
Team Members	<p>Team Leader - Mike Hardiman Technical Lead – Steve Carrola Purchasing Expert s/commodity – as needed AE Team Contact / Office Supplies – Tammy Starr AE Team Contact/ Computer Bundles – Brian Kishter AE Team Contact/MRO – Paul Broadhead AE Team Contact/Scientific Supplies – Janet Bresnahan Project Manager - Mike Matschull Project Manager- Dan Koetke</p>