

# Phase 2 Dashboard 10/29 Update

Wave 1 Project	Current Status (identify recent engagements, deliverables, etc.)	What's Next
<b>Strategic Purchasing</b> – Scientific Supplies MRO Supplies Computer Bundles Office Supplies	<ul style="list-style-type: none"> <li>The team agreed to draft strategic purchasing policies to be reviewed by the team at a future meeting in November.</li> <li>The Office Supplies implementation team has provided Staples with a list of selected products for consideration as “UW-Preferred” products.</li> <li>The Core Team met with the Communications team and identified some short-term communication strategies for rolling out UW-Preferred products to campus for purchasing.</li> </ul>	<ul style="list-style-type: none"> <li>Schedule a meeting with team leaders to refine the communication plan for a soft roll-out for strategic purchases of a few office supplies.</li> <li>Project managers will meet with the MRO Supplies sub-team leader this week.</li> </ul>
<b>Email &amp; Calendaring</b>	<ul style="list-style-type: none"> <li>The Request to Purchase (RFP) to obtain professional services to provide technical resources for the project was released last week.</li> <li>The team leadership agreed upon a decision-making process for resolving and documenting critical process decisions.</li> <li>Key early decisions especially regarding the Active Directory were outlined last week.</li> <li>The team confirmed a multi-step approach to the communication plan; content is being drafted for a new campus website about transitioning to Microsoft Office 365.</li> </ul>	<ul style="list-style-type: none"> <li>The Purchasing Negotiation Team plans to complete its software licensing plan by the end of October.</li> <li>The Solution Team is working to clarify the Office 365 products and features that are necessary for the successful implementation of Office 365 Exchange.</li> <li>The Technical sub-team will be contacting campus email administrators in November to conduct a census survey about campus email systems.</li> <li>Construct and populate a new campus website with content about transitioning to Microsoft Office 365.</li> </ul>
<b>Data Center Aggregation</b>	<ul style="list-style-type: none"> <li>The implementation team presented project milestones and a timeline to the Executive Committee last week.</li> <li>All sub-teams have held their kick-off meetings to reinforce project guiding principles and internal and external communication guidelines, establish weekly meeting schedules, and build a shared understanding of their project goals.</li> <li>The team reviewed the work of the Phase II team and began to create a data collection plan for the facilities and campus services sub-teams to identify key attributes and connect with campus areas not contacted by the Phase II team.</li> </ul>	<ul style="list-style-type: none"> <li>Meet with the Communication Team on November 1 to refine the project communication plan.</li> <li>Team leader will attend Committee on Institutional Cooperation (CIC), a significant benchmarking opportunity.</li> <li>Continue to develop Campus Services/Facilities Data Collection Plans, to be completed by mid-November.</li> </ul>
<b>Instructional Space Utilization</b>	<ul style="list-style-type: none"> <li>The Instructional Space Inventory Data team reviewed descriptions of instructional space on campus; the team is drafting important attributes of instructional space that can be cataloged for every space.</li> <li>The Instructional Space Utilization Review Process team reviewed the methods used in Phase 2 to measure and analyze room utilization.</li> </ul>	<ul style="list-style-type: none"> <li>The Instructional Space Inventory Data team will:               <ul style="list-style-type: none"> <li>share a draft of a list of attributes with selected campus stakeholders to gather feedback.</li> </ul> </li> <li>The Instructional Space Utilization Review Process team will:               <ul style="list-style-type: none"> <li>each summarize how instructional space (both general assignment and departmental) is utilized in their respective school or college and share this information at this week's meeting.</li> <li>determine the characteristics of instructional space utilization measurement, i.e. how easy is the data to collect, and begin to structure a model for data collection.</li> </ul> </li> </ul>

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<b>Enterprise IT Decision Making Current State</b>	<ul style="list-style-type: none"> <li>The team's work is now complete.</li> </ul>	<ul style="list-style-type: none"> <li>The work of this team forms the basis for the work of the Enterprise IT Decision Making Future State team.</li> </ul>
<b>Enterprise IT Decision Making Future State</b>	<ul style="list-style-type: none"> <li>Team members discussed interview findings from Arizona State University, Indiana University, MIT, and the University of Illinois, and contrasted with observations from other institutions.</li> <li>The team reviewed a framework to design and implement potential models.</li> <li>The team continued planning efforts for an IT decision-making forum, including meeting with a representative from the Office of Quality Improvement.</li> </ul>	<ul style="list-style-type: none"> <li>The team will complete the benchmarking exercise with remaining institutions and report out on findings at the next meeting.</li> <li>The team will begin to design potential models based on desired UW decision-making characteristics in addition to perspectives from benchmarking interviews.</li> <li>Planning efforts for the IT decision-making forum will continue, including logistics, content, and communication.</li> </ul>
<b>Policy Framework</b>	<ul style="list-style-type: none"> <li>The Policy Framework team met with Vice Chancellor Darrell Bazzell to share their recommendations. The team has now concluded its work.</li> </ul>	<ul style="list-style-type: none"> <li>Post drafts of templates on the Administrative Excellence website to assist staff in developing administrative policies and procedures.</li> </ul>
<b>Resource Allocation</b>	<ul style="list-style-type: none"> <li>This project will tie resource allocation more closely to current and anticipated future funding needs, balancing the need for stability with the need for flexibility to fund activities of strategic importance to the university.</li> <li>A core team including deans, associate deans, a faculty representative, and budget staff meet weekly to develop metrics and models for review by the deans.</li> </ul>	<ul style="list-style-type: none"> <li>Provide deans a model to review the impact of weighted metrics on the funding model for each school and college.</li> </ul>