Phase 2 Dashboard 2/6 Update

Wave 1 Project	Current Status (identify recent/upcoming engagement, deliverables, etc.)
Strategic Purchasing - MRO	• Requested detailed purchasing data for target sub-categories from each unit • Team has cancelled weekly meeting this week (due to data availability) and has extended the meeting next week to catch up on the project timeline • Plan for next meeting is to discuss purchasing data collected by unit, target sub-categories, and applicable policies
Strategic Purchasing - Scientific Supplies	• Reviewed and discussed individual and sub team assignments for data analysis, research, and collection efforts at 1/31 meeting • Team has conducted a review of business case and sub-team assignments on 1/31; sub-team and business case assignments finalized at team meeting • Submission of new Data Request to ISC BioExpress
Strategic Purchasing - Office Supplies	• Received data from 4 of 5 vendors and continued analysis • Distributed agenda, meeting follow-up, assignments, and additional information to team by email prior to Team Meeting #4 • Hosted Team Meeting #4 on 1/31 where we reviewed survey draft, cover letter, and recipient list, discussed current and future office supplies policies and best practices, and discussed methodology for data analysis • Distributed Meeting #5 agenda, follow-up, assignments, and other information to team • Finalized cover letter draft and created initial survey list by 2/4
Computer Bundles	• Discussion of sub-team business case assignments for team review on 2/2 • Received requested Dell supplier data report on 1/31 and Apple DoIT sales data on 2/2 • Began initial data analysis of Dell and Apple datasets • Team discussion of primary stakeholder groups for further discussion before 2/9 meeting
Email & Calendaring	• Weekly team meeting and weekly progress / planning meetings held • Team reached consensus on campus-wide use case survey as a vital tool for change management • Initial draft of use case survey for email and calendaring users was developed and reviewed by the team • Additional data was retrieved and shared with the team related to email domains used by campus • Meeting was held with UW Survey Center to discuss data collection strategies
Data Center Aggregation	• Weekly team meeting and weekly progress / planning meetings held • Data request to collect information highlighting concentrations of servers on campus was drafted and approved by the Steering Committee • Initial draft of survey/interview questions for server & data center administrators was developed • Meeting with UW Survey Center took place to explore data collection strategies
Space Utilization	• Fourth team meeting held on February 1st, 2012 • Reviewed additional Enrollment Services data • Reviewed proposed survey from the Non-General Assignment Classroom Data Collection subteam • Reviewed initial definitions from Definitions subteam