MEMORANDUM

Date: May 19, 2011

To: Deans and Directors

From: Paul M. DeLuca, Jr., Provost

Darrell Bazzell, Vice Chancellor for Administration

RE: The Huron Consultant Efficiency Engagement,
“Administrative Excellence – Shaping our Future”

In March 2011, the decision was made to hire Huron Consulting Group to engage the campus in a review of our administrative areas, seeking to find more efficient and effective methods to deliver service to faculty, staff, and students. Huron consultants have been on campus for a few weeks, and we wanted to take this opportunity to describe the breadth of what is being explored and to make sure you are aware of their methodology.

The initial areas of review are information technology, strategic sourcing, and facilities and space management. Facilities management is the first functional area the consultants will study. Others will include procurement and payables, business services, auxiliary operations, research administration, internal budgeting, human resources, and aspects of enrollment management.

As Huron studies each area, it follows the same general methodology:

- Establish a plan and timeline
- Interview staff
- Gather and analyze data
- Identify areas of greatest opportunity for improvement
- Share recommendations with the campus
- Draft business cases for specific projects
- Set priorities with campus decision-makers and draft charters

We encourage you and your staff to take an active part in the engagement by monitoring the Administrative Excellence website at [www.adminexcellence.wisc.edu](http://www.adminexcellence.wisc.edu). We also ask that you and your staff participate in interviews and campus forums and respond to data requests.

Thank you for your attention to this important campus initiative. Working with the consultants and with campus partners, we are confident that we will identify and implement the most efficient, effective, and responsive ways of doing business.