

UW-Madison
Administrative Excellence – Shaping Our Future
Phase II Work Team Project Charter
Strategic Purchasing - Office Supplies

January 6, 2012 v3.3 dgk
Approved by Steering Committee November 23, 2011 (v3)
Reviewed by Advisory Committee December 1, 2011 (v3)

Team Name	Strategic Purchasing – Office Supplies
Business Process Owner	UW-Madison Purchasing
Objective	<p>The objective of this project, as prioritized by the Advisory Committee and approved by the Steering Committee, is to build out the office supplies area within the strategic purchasing (aka demand management) opportunities identified in Phase I of the Administrative Excellence (AE) initiative.</p> <p>Team members will refine data, propose solutions and develop a business case and implementation plan for office supplies purchasing at UW-Madison.</p>
Goal	Maximize institution-wide savings through implementation of strategies to consolidate vendors, leverage university scale, and substitute purchases for commoditized options when possible, without sacrificing service levels.
Scope	<p>The scope of work for this project work team includes:</p> <ul style="list-style-type: none"> • further data collection and analysis, and review of current policies and operations to support and enhance office supplies purchasing. • developing detailed business cases to support implementation of proposed solutions. • assisting in the development of strategies and plans for communication, stakeholder engagement, and step-by-step implementation. <p>The scope of this work will be limited to the development of necessary implementation planning deliverables related to office supplies purchasing and will not include negotiation of new contracts and/or pricing with vendors.</p>
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. • The team leader will be able to dedicate at least 10 hours per week for a concentrated period of approximately 7 weeks, and then lesser amounts of additional time for an estimated period of 3 - 5 months.
Timeline	<p>18 working weeks encompassing the following primary activities:</p> <ul style="list-style-type: none"> • Pre-Work– Additional data collection: gather information from the Department of Administration (DOA), understand DOA flexibilities, solicit local (department/division) policies, and develop data requests and request additional data from vendors; • Weeks 1 to 2 - Hold first team meeting to discuss principles, scope and



	<p>goals, roles and responsibilities of members, and to vet current data analysis and identify additional data needs. Collect additional data as necessary.</p> <ul style="list-style-type: none"> • Weeks 3 to 4 –Review and analyze additional data collected and update Phase 1 assessments • Weeks 5 to 6 - Discuss alternate strategies and review and select options for the office supplies commodity area, assign roles for business case development, and provide guidance to AE and Huron on implementation strategies and necessary or desired policies; conduct analysis and build business case content • Weeks 7 to 8 – Discuss business case content, identify gaps in analysis, and assign additional responsibilities for drafting business case and implementation plan; conduct additional analysis as required • Weeks 9 to 10 –Finalize business case/implementation plan and present to Advisory Committee for initial review • Week 11 – Adjust business case/plan based on Advisory Committee feedback • Week 12 – Present business case/plan to Steering Committee • Week 13 –Debrief Steering Committee meeting and to determine next steps, if any • Weeks 14 to 15 – Refine communication plan, stakeholder engagement, and step-by-step implementation plans, and policy language • Week 16 to 17 – Begin stakeholder engagement • Week 18 – Present material to Steering Committee for go/no-go decision 				
Deliverables	<ul style="list-style-type: none"> • Completed Business Case in the appropriate template • Communication plan coordinated with AE project staff • Stakeholder engagement plan • Step-by-step implementation plan • Weekly status updates in the appropriate template <p>Additional interim deliverables may be required as the Working Group identifies additional needs for Advisory Committee and/or Steering Committee review during the course of the project.</p>				
Team Members	<p>Team Leader - Tammy Starr (OHR) Team Member – Mike Marean (Business Services) Team Member - Don Schwoerer (University Housing) Team Member - Tammi Simpson (College of Letters & Science) Team Member – Lisa Leisure (School of Medicine & Public Health) Team Member – Rachel Fried (School of Business) Team Member – Jeffrey Lewis (Student representative) Subject Matter Expert - Dawn Ness (Business Services) Subject Matter Expert - Steve Carrola (Business Services) Subject Matter Expert - Mike Matschull (Business Services) Project Support – Laura Cox</p>				
Project Members	<table border="1"> <thead> <tr> <th data-bbox="440 1696 927 1759">Member Name</th> <th data-bbox="927 1696 1421 1759">Member Role</th> </tr> </thead> <tbody> <tr> <td data-bbox="440 1759 927 1940">Working Team Member</td> <td data-bbox="927 1759 1421 1940">Provide feedback for data collection and analysis activities; assist in data gathering; contribute to development of proposed solutions, business case and implementation plan; assist in communication effort and stakeholder</td> </tr> </tbody> </table>	Member Name	Member Role	Working Team Member	Provide feedback for data collection and analysis activities; assist in data gathering; contribute to development of proposed solutions, business case and implementation plan; assist in communication effort and stakeholder
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		engagement
	Working Team Leader	In addition to the responsibilities of a working team member, the team leader will be responsible for partnering with Huron and AE to develop agendas and facilitating team meetings; identify task owners and assign relevant tasks and responsibilities to the group; support deliverable creation.
	Administrative Excellence Project Staff	Provide overall project management and guidance through the development of agendas, tracking of team progress, and escalating issues as needed; build the communication plan, stakeholder engagement, and step-by-step implementation plans and policy language; support business case development process and presentation of deliverables to Advisory Committee and Steering Committee.
	Business Process Owners	Support data collection activities; vet proposed solutions, business cases, policy language, and initiative communication, stakeholder engagement, and step-by-step implementation plans.
	Huron Consulting Group	Contribute to data collection process and perform necessary data analysis; provide project management and guidance through the development of agendas, tracking of team progress, and escalating issues as needed; partner with AE project staff to build communication, stakeholder engagement, and step-by-step implementation plans and policy language; support business case development process and presentation of deliverables to Advisory Committee and Steering Committee.
	Advisory Committee	Perform initial review of business case and implementation plan and provide feedback
	Steering Committee	Review business case and implementation plan and provide feedback; provide decision to implement