## Administrative Excellence Work Team Meeting Agenda

**Project Team:** Strategic Purchasing – Scientific Supplies  
**Date / Time:** Tuesday, April 17th, 2012 / **1:00pm-3:00pm** (Week 16)  
**Location:** Room 7041, 21 N. Park St.  

**Attendees:** Mike Matschull, Janet Bresnahan, Kathy Jaglin, Aimee Lefkow, Catherine Carter, Ziqi Dai  
Invited Guests: Alice Gustafson, Scott Friedman, Adam Fennel, Mimi Murley

### ---- AGENDA ----

<table>
<thead>
<tr>
<th>TOPICS</th>
<th>WHO</th>
<th>TIME</th>
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| Welcome & Agenda Review  
  • 4/10 Meeting Notes Review/Concerns | Mike M. | 5 min. |
| Business Case Draft Review  
  *Review & Discuss Business Case Sections and Identify Necessary Additions/Revisions*  
  • Proposed Solution Description  
    • Alignment with Strategy  
    • Customer Readiness  
  • Impact  
    • Anticipated Benefits  
    • Stakeholders Impacted  
    • Impact on Other Initiatives | All | 60-90 min. |
| [BREAK] | All | 10 min. |
| Business Case Draft Review (Continued) | All | 60-90 min. |
|  • Project Success Factors  
    • Change Management Plan  
    • Dependencies or Constraints  
    • Assumptions  
    • Project Risks  
    • Criteria for Measuring Success  
  • Supporting Materials  
  • Report on Data  
    • Metadata  
    • Data Accuracy  
    • Data Recommendations | | |
<p>| Action Items &amp; Next Steps | Mike M. | 5-10 min. |</p>
<table>
<thead>
<tr>
<th>Business Case Element</th>
<th>Status</th>
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<tbody>
<tr>
<td>Initiative Sponsorship and Ownership</td>
<td>For Review 4/24</td>
</tr>
<tr>
<td>Business Need or Opportunity</td>
<td>For Review 4/24</td>
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<tr>
<td>Alternatives Considered</td>
<td>For Review 4/24</td>
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**Proposed Solution Description**

- Scope of Proposed Solution  
  For Review 4/24
- Proposed Milestones and Timing  
  For Review 4/24
- Alignment with Strategy  
  For Review 4/17
- Customer Readiness  
  For Review 4/17

**Impact**

- Anticipated Benefits  
  For Review 4/17
- Stakeholders Impacted  
  For Review 4/17
- Impact on Other Initiatives  
  For Review 4/17

**Project Success Factors**

- Change Management Plan / Communication Plan  
  For Review 4/17
- Dependencies or Constraints  
  For Review 4/17
- Assumptions  
  For Review 4/17
- Project Risks  
  For Review 4/17
- Criteria for Measuring Success  
  For Review 4/17

**Supporting Materials**

**Report on Data**

- Metadata  
  For Review 4/17
- Data Accuracy  
  For Review 4/17
- Data Recommendations  
  For Review 4/17

**Financial Model**  
For Review 4/24