



Administrative Excellence
UNIVERSITY OF WISCONSIN-MADISON
Shaping our Future

**Weekly Wrap-Up
Executive Summary
March 15, 2013**

Approximately 20 people attended. Alice Gustafson, Administrative Process Redesign (APR) Director, provided a short review of activities and updates from the various Administrative Excellence (AE) projects, including:

- Email & Calendaring – Alice reported that she and Bruce Maas, CIO, between them, made presentations on the project to the Leadership Council, the Department Chairs, ITC and to the Academic Staff Assembly during this week, and provided copies of her [handout](#) from the ITC meeting. Alice also reported that the project teams were drafting language around upcoming decisions, identifying migration partners in the ongoing campus census, and working to retain a Microsoft Office 365 consultant, who will begin during the week of 3/18. Finally, Alice reported that the AE Steering Committee had reaffirmed their commitment to AE, to the work of the Phase II Email & Calendaring team and to the selection of one system, Microsoft Office 365.
- Data Center Aggregation – Communications efforts for this project have begun, with project updates being presented to the AE Steering Committee, the Administrative Council and ITC this week. The Campus Services and Facilities sub-teams are preparing deliverables, to be shared with campus stakeholders who participated in their processes as well as to all of campus via the [project web site](#). The project leaders also met this week with leaders from Facilities Planning & Management to begin to coordinate their involvement in the project.
- Strategic Purchasing – The team is working with Dell to establish ongoing data collection on computer bundles purchases.
- Instructional Space – The first two sub-teams (inventory and space utilization) on this project are preparing presentations for the Space Remodeling and Policy Committee on March 21.

Bruce Maas also joined the meeting as a presenter, offering his insights and responding to questions about the AE projects. Bruce's comments focused on his role of ensuring integration and interoperability for campus, particularly with the increased use of cloud-based services. He stated that several decisions on email and calendaring are coming soon. These decisions, along with work on other projects, aim to create choices while still saving funds. In the long-term, these funds can be reallocated to more directly support research, teaching and learning.

Questions and comments from the attendees prompted brief discussions in the following areas:

- Optimized computer purchasing; a question was raised as to whether or not a desire to decrease power usage was included in the criteria for selecting the new computer bundles. Bruce responded that typically new hardware is designed to use less power. He also indicated while this may not have

been a major element in the initial round of this project, other efforts are underway to review power consumption and/or productivity during times of inactivity on campus computers.

- Email & Calendaring migration; questions were raised regarding the upcoming survey of email administrators and initial migration metrics, as to what will determine the continuation of migrations and other project decisions. Bruce clarified that the efforts underway are to assist with meeting local business needs, but that the migration to Office 365 will move forward. Alice also reminded the group that the project calls for a staged migration, not a single, campus-wide cutover.
- Email & Calendaring solution; a short discussion focused on how campus will be incented to move to the new system, and the value of a campus-wide calendaring system as a driver of adoption. Bruce commented that for many administrators, Dean's offices and others, calendaring is a core activity, and that he's received many comments about the advantages of simplifying a complex process. He stated that for those who don't migrate right away, avenues will stay open for them to make the move at a later date. Alice added that the Deans have also voiced support for the project as they see the opportunity to leverage cost savings and allow staff to focus on more mission-related work.