Weekly Wrap-Up
Executive Summary
March 29, 2013

Five individuals were in attendance for this week's session. Dan Koetke, Administrative Process Redesign (APR) staff member, provided short updates on several of the Administrative Excellence (AE) projects, including:

- Strategic Purchasing – The main message this week is that the team is working on transitioning the process from the project team to purchasing services. Initial measurements were focused on capturing trends related to behavioral changes. Emphasis is now centered on quality measurements with the development of metrics for remanufactured toner serving as the pilot. The next sub-team, focusing on Maintenance, Repair and Operations (MRO) supplies, has been formed and will kick-off their work in early April.

- Instructional Space – Tim Wiora, APR staff member, reported that the Inventory and Utilization teams presented their findings to the Space and Remodeling committee during the March meeting. He reiterated that recommendations from both teams have not been approved by the project sponsors. Representatives from each team are scheduled to share their reports with the AE Advisory Committee on April 18, 2013.

- Data Center Aggregation – It was communicated that the Campus Services team is 95% complete on their work products. They have completed their interviews, work-through assessment and have formulated their vision towards a tiered service level model. This week the team will be meeting with various groups for feedback as they work toward final approval. The Facilities sub-team has been focused on developing the Data Center inventory. Additionally, they have started to define the minimum standards/requirements to be considered a campus data center. During the next few weeks these deliverables will go through a series of vetting exercises to acquire feedback and acceptance.

- Email & Calendaring – Dan reported that the primary focus this week was centered on the migration plan. He highlighted the identified groups and representatives located in the Migration Partners section of the website. Additional attention was given to the area of project management. During the next few weeks the project management group will be developing a succinct deliverable plan to ensure project continuity between sub-teams, identify key risk, dependencies and decisions required to achieve project success. Lastly, a Steering Committee decision was tendered on the topic of sending and receiving e-mail under legacy addresses. This decision is posted on the Office 365 transition web site.

- A question was posed regarding campus policy on purchasing computer bundles for personal use. It was stated that they are being offered at the DoIT tech store and that the existing purchasing policies will govern the use of the newly formed computer bundles.

- During the review of the Migration Partners, a question was posed regarding missing/incorrect contact information. Dan displayed the button that can be used to submit the corrections and ensured the individual that he would follow up on his specific concern.