

Summary of Current Projects

PPMO-0028 UIC HR Appointment Process Improvement [UIC]

Sponsor(s): Jack McEnergy

Goal: Increase the percentage of appointments successfully processed in Banner prior to the execution of the first payroll calc of the employee's appointment and in a manner that provides the employee timely access to appropriate University services, such as parking, building and network access.

Status: Currently finalizing Final Report. Once Final Report is approved, a last meeting will be scheduled to present to UIC HR and handoff all Recommendations. Team anticipates completion of project end of April.

Start	Finish	Overall Status	Budget Status	Schedule Status	Barrier Status
1/23/13	4/30/15	R	R	R	R

PPMO-0032 UIC Faculty Affairs Appointment Procedures Requiring Prior Approval [UIC]

Sponsor(s): Dr. Renee Taylor

Goal: Reduce the amount of time required to process approvals for appointments requiring prior Provost and/or Board of Trustees approval.

Status: Adjusting improvements based on recent changes to policy. Finishing up the final report and closing out the project. Some BPI participation will continue over the next few months as the AITS Office/Department Automation group develops the pilot for the workflow solution.

Start	Finish	Overall Status	Budget Status	Schedule Status	Barrier Status
11/20/13	4/30/15	Y	G	R	G

PPMO-0035 Institute of Health Research & Policy HR Appointment Process [UIC]

Sponsor(s): John Brach

Goal: Decrease the cycle time for hiring and changing existing appointments while maintaining a high level of service to IHRP customers, both internal and external.

Status: Project Charter complete and approved. Remaining working sessions have been scheduled to complete the last steps in the project. The team hopes to be complete no later than the end of April.

Start	Finish	Overall Status	Budget Status	Schedule Status	Barrier Status
10/14/13	5/15/15	Y	Y	R	Y

Summary of Current Projects

PPMO-0040 Unit Security Contact Request Process Improvement [UA,UIC,UIS,UIUC]

Sponsor(s): Gloria Keeley, Michael Hites

Goal: Reduce amount of time spent developing requests for access to administrative applications while ensuring appropriate access was requested.

Status: Met with IAM Functional Team Leads, IAM Leadership, and sponsors. Team currently trying to determine how to reengage the campus communities.

ON HOLD

Start	Finish	Overall Status	Budget Status	Schedule Status	Barrier Status
12/2/13	6/30/15	G	G	G	G

PPMO-0042 AITS Change Request Submission and Preparation Process Improvement [UA]

Sponsor(s): Nyle Bolliger

Goal: Reduce the number of change requests deemed high-priority due to late submission, late approval and/or insufficient preparation.

Status: BPI facilitators and process owner developed a project plan for the phased structure of the project. The next steps are to gain approval from project sponsor of the project plan and project charter. The project team working sessions will begin in the next few weeks.

Start	Finish	Overall Status	Budget Status	Schedule Status	Barrier Status
1/6/14	3/25/16	G	G	G	G

PPMO-0043 UIHSS Customer Access Experience Improvement [UIC]

Sponsor(s): Airica Steed

Goal: Transform the customer access experience into a consistent, patient-focused "one-stop-shop", providing high quality customer service for the entire UI Health community.

Status: Absence Management efforts from 2013 have resumed. Will begin leading the next phase of the Absence Management Project, specifically Family Medical Leave Act. Project Proposal for Absence Management was approved by the BPI Advisory Board at the beginning of April.

Start	Finish	Overall Status	Budget Status	Schedule Status	Barrier Status
2/5/14	6/30/15	G	G	G	G

Summary of Current Projects

PPMO-0046 Capital Programs Professional Services Consultant Selection [UA,UIC,UIS,UIUC]

Sponsor(s): Joe Vitosky

Goal: Reduce the lead time required for soliciting, selecting and procuring a professional services consultant for a construction project.

Status: Team will review the proposed improvements and create the project transition action plan. Final review of project and lessons learned scheduled for April meeting.

Start	Finish	Overall Status	Budget Status	Schedule Status	Barrier Status
6/30/14	4/15/15	G	G	Y	G

PPMO-0047 Department of Business Administration Faculty Expense Tracking [UIUC]

Sponsor(s): Aric Rindfleisch, Dilip Chhajer

Goal: Improve the quality of the non-personnel expense tracking process, ensuring that faculty can obtain an accurate, up-to-date balance that reflects their complete and verified transaction history (i.e., all transactions are present and accounted for) for the fiscal year.

Status: Focus group meetings with Faculty members were held in March. Finalizing project charter to start project meetings in mid April.

Start	Finish	Overall Status	Budget Status	Schedule Status	Barrier Status
9/9/14	5/29/15	G	G	G	G

PPMO-0048 College of Dentistry Point-of-Service Management Process [UIC]

Sponsor(s): G. William Knight, Cindy Gonya, Susan Rowan

Goal: Reduce patient accounts receivable by increasing its accuracy of claim submissions and collections from patients and insurance companies.

Status: Received dean approval for College of Dentistry Project Plan at the end of March. Core team now coordinating to kickoff the first of 5 project phases.

Start	Finish	Overall Status	Budget Status	Schedule Status	Barrier Status
10/14/14	1/29/16	G	G	G	G

Summary of Upcoming Approved Projects

PPMO-0045 Banner HR Configuration Management Process Improvement [UA,UIC,UIS,UIUC]

Sponsor(s): Maureen Parks, Michael Hites

Goal: Develop a more efficient process for managing HR configurations in Banner while minimizing risk of adverse changes to Banner and downstream systems (e.g., Nessie, New Hire, HR Frontend, NOA, etc.).

Status: Project approved on 3/28/2014. Will schedule initial discussions with project sponsors and/or key contacts, with a goal of initiating the project soon after (subject to team participants availability).

Requirements: Expected duration of 6 months with a BPI Facilitator (20% time commitment) and a BPI Analyst (5-10% time commitment). Expected involvement of Project Manager is a 5-10% time commitment for the 6 month duration. Remaining team members will have a 5% time commitment.

Summary of Current Work Requests

WR-BPI-0024 Campus Disability Services Process Analysis **[UIC,UIS,UIUC]**

Sponsor(s): Paul Masters

Goal: Assist with the facilitation and documentation of administrative processes in support of ITPC-0438 Disability Resources and Educational Services IT Solution Analysis.

Status: BPI Facilitator continues mapping sessions with UIUC DRES department and AITS PM. UIC session is scheduled for mid-March.

WR-BPI-0026 UIC Parking Services Transit Benefit Program Analysis **[UIC]**

Sponsor(s): Wanda Perry

Goal: Document the current procedures for managing the Transit Benefit Program at UIC.

Status: Scheduled first working session with the team, to be held on March 4th. Will start mapping the process and then determine how many additional sessions will be required.

Summary of Upcoming Work Requests

WR-BPI-0023 School of Continuing Studies Process Analysis [UIC]

Sponsor(s): Cordelia Anne Maloney, Margot Wosko

Goal: Assist the School of Continuing Studies in identifying and describing their core and supporting business processes. Provide assistance with both high-level process mapping and more detailed process mapping. Train staff on the tools and techniques for detailed process mapping so they can continue the effort for other internal processes.

Status: School of Continuing Learning asked to push this work request back a few months due to recent staffing changes, including their Executive Director. Will follow-up in early April.