

# Summary of Current Projects

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## PPMO-0028 UIC HR Appointment Process Improvement [UIC]

**Sponsor(s):** Jack McEnery

**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 with potential benefits. Once Final Report is approved, a last meeting will be scheduled to present to UIC HR and hand off all recommendations. Team anticipates completion of project end of May.

Start	Finish	Overall Status	Budget Status	Schedule Status	Barrier Status
1/23/13	5/29/15	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:** Finishing up final report and making adjustments based on feedback received from a presentation and demo to the Promotion & Tenure Chairs, Dean of the Graduate College and a few College representatives.

Start	Finish	Overall Status	Budget Status	Schedule Status	Barrier Status
11/20/13	5/29/15	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:** All working sessions have been completed and team has begun to prepare the Final Report.

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

# Summary of Current Projects

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## 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:** The project sponsor approved the project plan and project charter. BPI facilitators and process owner have been discussing strategies for upcoming working session. The project team working sessions begin next week.

Start	Finish	Overall Status	Budget Status	Schedule Status	Barrier Status
1/6/14	4/25/16	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:** No new progress. Our support agreement will end as scheduled end of June.

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 created the project transition action plan and is working the action plan. Team reviewed the project and participated in the lessons learned. The final report is to be completed.

Start	Finish	Overall Status	Budget Status	Schedule Status	Barrier Status
6/30/14	5/22/15	Y	G	R	G

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

**Sponsor(s):** Aric Rindfleisch, Dilip Chhajed

**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:** Project team meetings for issue identification will start in early May.

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:** The first of 5 phases has begun with the College of Dentistry focusing on scheduling appointments with 21 identified critical stakeholders.

Start	Finish	Overall Status	Budget Status	Schedule Status	Barrier Status
10/14/14	3/31/16	G	G	G	G

# Summary of Current Projects

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## PPMO-0050 Employee Off-boarding Procedures Process Improvement [UA,UIC,UIS,UIUC]

**Sponsor(s):** Gloria Keeley, Patrick M. Patterson, Tony Kerber, Maureen Parks

**Goal:** Create an effective off-boarding process that terminates enterprise access and stops payroll in a timely manner following an employees separation.

**Status:** Started initial planning discussions, which will likely continue through mid-June. Once a charter is drafted, core team will review plan with sponsors and obtain sign-off on the charter.

Start	Finish	Overall Status	Budget Status	Schedule Status	Barrier Status
4/30/15	3/31/16	G	G	G	G

## PPMO-0051 UI Health Absence Management Improvement [UIC]

**Sponsor(s):** Airica Steed, Mary Jo Smith, Dr. David Marder

**Goal:** Achieve fewer Family Medical Leave requests, increase attendance and disciplinary action for non-adherence to leave procedures, lower use of over-time, agency and extra help for coverage and reduce the costs associated with lost work due to absent staff.

**Status:** Absence Management efforts from 2013 have resumed. Will begin leading the next phase of the Absence Management Project, specifically Family Medical Leave Act (FMLA). Currently observing the FMLA request process and researching former Hospital Employee Satisfaction Surveys for data.

Start	Finish	Overall Status	Budget Status	Schedule Status	Barrier Status
4/16/15	4/30/16	G	G	G	G

# Summary of Upcoming Approved Projects

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## **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

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## **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. Held UIC session in March and have a few follow up sessions scheduled. Doing UIS session in May.

## **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:** Two mapping sessions have been completed with the final session targeted for early June.

## **WR-BPI-0027 Institutional Review Board Core Process Analysis [UIUC]**

**Sponsor(s):** Anita Balgopal

**Goal:** Assist the Office for the Protection of Research Subjects (OPRS) on the Urbana campus with documenting their core processes and facilitate discussions around improving request cycle time and distribution of workload.

**Status:** Introduction meeting to the team will take place in early May. Scope of project will be identified in mid - late May.

# Summary of Upcoming Work Requests

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## **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 June.