

# Summary of Recently Completed Projects

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## **PPMO-0057 Annual Sabbatical Leave Process Improvement [UA,UIC,UIS,UIUC]**

**Sponsor(s):** Sandy Jones, Jessica Mette, Natalie Taylor, DeeDee Williams, Angela Yudt

**Goal:** Streamline the annual Sabbatical Leave process for all three campuses of the University of Illinois, reducing lead time, providing quicker transmission and ease of access, and more expedient reporting and tracking.

**Date Completed:** 2/9/17

**Outcome:** Identified two short-term recommendations, resulting in standardization, improved clarification and ease using the Sabbatical application, as well as the selection of one digital workflow solution (FormBuilder) to transform the manual paper process to a digital process. Identified one long-term recommendation that will create a standard submission process for the three universities. Analysis of implemented solutions is expected to result in a 24% time savings and a cost reduction of \$30,410.26.

# 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:** Starting to move forward with ata analysis and system analysis of current Unit Security Contact system. We will then interview of units on each campus to better understand their perspective and the various approaches and systems they use for their own access provisioning.

Start	Finish	Overall Status	Budget Status	Schedule Status	Barrier Status
12/2/13	12/31/17	G	G	G	G

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

**Sponsor(s):** Jami Painter, 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 team continues to focus on all three Phase recommendations and putting them together in an action plan.

Start	Finish	Overall Status	Budget Status	Schedule Status	Barrier Status
5/5/15	3/4/17	Y	G	R	G

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

**Sponsor(s):** G. William Knight, Dr. Susan Rowan, Dr. Michael Harner

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

**Status:** Phase V - Processing Claims and Collections working sessions have been completed. Core team finalizing action plans for Phase IV and Phase V solutions. Team is preparing to present Phase IV and V solutions to Dean Stanford and is working with Finance to refresh progress metrics from baseline.

Start	Finish	Overall Status	Budget Status	Schedule Status	Barrier Status
10/14/14	3/31/17	Y	Y	R	G

# Summary of Current Projects

## PPMO-0053 Faculty Interactions with Corporations Analysis [UA,UIUC]

**Sponsor(s):** Roger Vanhoy, David Richardson, Michael McClintick, Gloria Keeley

**Goal:** Develop a process and systems to more effectively track University interactions with corporations.

**Status:** A recommendation for handling corporate records is being developed by a subset of the team and will be presented once complete.

**ON HOLD**

Start	Finish	Overall Status	Budget Status	Schedule Status	Barrier Status
7/1/15	2/28/17	G	G	G	G

## PPMO-0062 School of Public Health New Hire Procedures Process Improvement [UIC]

**Sponsor(s):** Lorraine Conroy, Jaclyn Finch

**Goal:** Decrease the amount of time it takes for new procedures, ensuring new employees are processed and on-boarded in a timely manner through streamlined best practices.

**Status:** Sponsors have approved the charter. Working sessions began on 1/24/17, and are ongoing. Phase I (Job Descriptions) current state process maps (processes for civil service, academic professionals and faculty) are finalized, issues have been captured, baseline timing for each process is being defined and focus group meetings are being scheduled.

Start	Finish	Overall Status	Budget Status	Schedule Status	Barrier Status
11/4/16	1/31/18	G	G	G	G

## PPMO-0065 University Procurement Source-to-Pay Process Analysis and Improvement [UA,UIC,UIS,UIUC]

**Sponsor(s):** Mike Bass, Duane Elmore, Gloria Keeley

**Goal:** Analyze and improve University procurement source-to-pay procedures in support of an effort to identify and implement a streamlined source-to-pay IT solution.

**Status:** Seven processes are complete as of 12/19/16.

January-March 2017 cycle of 4 processes is in progress.

March-June 2017 cycle resource planning and scheduling is in progress.

June-July 2017 is slotted for RFP development.

Start	Finish	Overall Status	Budget Status	Schedule Status	Barrier Status
5/2/16	7/1/19	G	G	G	G

# Summary of Current Projects

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## PPMO-0067 UIC Institutional Review Board Protocol Submission Process Improvement [UIC]

**Sponsor(s):** Mitra Dutta

**Goal:** Develop a process that is less burdensome and time consuming for active researchers (i.e., research faculty, graduate students, undergraduate students) attempting to get approval for minimal or low risk research (e.g., surveys, etc.) while ensuring sufficient protections for the human subjects studied.

**Status:** The project contact, Jim Fischer, is leaving UIC and several attempts have been made to schedule a meeting with his replacement, Elaine Fluder. Upon confirmation of this meeting, the team will begin formal discussions of the project, the timeline, data, and approach.

Start	Finish	Overall Status	Budget Status	Schedule Status	Barrier Status
1/9/17	9/29/17	G	G	G	G

## PPMO-0068 Engineering IT Shared Services Accounting and Inventory Control [UIUC]

**Sponsor(s):** Jim Hurst

**Goal:** Reduce the amount of time spent on the annual budget cycle while developing process improvement facilitation and analyst roles within the College of Engineering.

**Status:** Project charter has been approved. Assess phase to create process map and identify issues will begin February 2.

Start	Finish	Overall Status	Budget Status	Schedule Status	Barrier Status
1/9/17	9/29/17	G	G	G	G

# Summary of Upcoming Approved Projects

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## PPMO-0054 The Graduate College Graduation Certification Process Improvement [UIUC]

**Sponsor(s):** Allison McKinney

**Goal:** Streamline the Graduation Certification Process at the Graduate College, reducing the amount of time required by both Graduate Student Academic Services auditors and graduate department/program certifiers.

**Status:** Project approved during the September 23, 2015 Business Process Advisory Group meeting. Project sponsor and manager have changed. After initial discussions with the new project sponsor, we decided to delay the start of this project until early 2017. Follow-up meetings with the unit are currently ongoing with a goal of determining focus and approach.

**Requirements:** Expected duration of 6 months with a BPI Facilitator (20%). Expected involvement of team is 1-2 hours/week for the 6 month duration.

## PPMO-0055 Capital Project Planning and Reporting Process Improvement [UIUC]

**Sponsor(s):** Helen Coleman, John Rossi, Matthew Tomaszewski

**Goal:** Develop a set of business processes that would guide the development of a tool for collecting, analyzing, and reporting on capital projects.

**Status:** Project approved during September 23, 2015 meeting of the Business Process Advisory Group. Sponsoring organization has experienced some changes that have impacted this project. Currently awaiting their feedback on next steps.

**Requirements:** Expected duration of 6 months with a BPI Facilitator (20%) and a BPI Business Analyst (10%). Expected involvement of team is 1-2 hours/week for the 6 month duration.

## PPMO-0061 University of Illinois Foundation Annual Giving Process Improvement [UA]

**Sponsor(s):** Julia Miller

**Goal:** Reduce the turnaround time for all communication data requests, providing departmental requestors with more timely data and allowing UIF Annual Giving to better accommodate emergency requests and staffing fluctuations.

**Status:** Project approved during the April 4, 2016 Business Process Advisory Group meeting. The sponsor and a key resource on the proposed team have left the University. We are in the process of determining next steps with the unit.

**Requirements:** Expected duration of 6 months with a BPI Facilitator (25%) and a BPI Analyst (10%). Expected involvement of team is 2-4 hours / week for the 6 month duration.

# Summary of Upcoming Work Requests

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## **WR-BPI-0039 AITS Security Procedures Process Analysis [UA]**

**Sponsor(s):** Nyle Bolliger

**Goal:** Develop an inventory of security-related request and provisioning processes within AITS. Document high-level current state maps for each and identify required participants for future detailed process mapping sessions.

**Status:** Currently determining resource needs and timeline. Expectation is to have this work complete by end of March 2017.

## **WR-BPI-0040 Illinois Fire Service Institute Process Analysis [UIUC]**

**Sponsor(s):** Janis Hooper

**Goal:** Perform a 5S activity to organize, standardize, and sustain a productive work environment for the Fire Institute Test Repository

**Status:** Project is waiting to be scheduled.