

## Business Process Improvement (BPI) Shared Service

### *Monthly Report for February 2018*

*Data as of 02/13/2018*

This report intends to provide a summary of the progress and status of the projects that have been approved by the Business Process Advisory Group (BPAG). For questions and information about the BPI Shared Service or the process for submitting a project request, please visit <http://go.uillinois.edu/bpi>.

Contents	Page
Summary of Recently Completed Projects	2
Summary of Current Projects	3
Summary of Current Work Requests	4
Summary of Upcoming Work Requests	5

# Summary of Recently Completed Projects

---

## **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.

**Date Completed** 2/1/18

**Outcome:** Identified seven long-term recommendations (9+ months for implementation), focusing heavily on increased and improved communications and training between all School of Public Health HR Staff and all other critical process stakeholders, including Central HR. Implementation for all recommendations is planned for between 9/1/2018 and no later than 12/31/2018.

## **PPMO-0069 College of Nursing HR Faculty Hiring Process Improvement [UIC]**

**Sponsor(s):** Herminio (Jon) Morelos, Terri Weaver

**Goal:** Create a single faculty hiring process executed consistently by all UIC College of Nursing departments and regional campuses that takes into account faculty workloads across all departments and regions as well as the new hiring requirement (doctoral degree as a minimum requirement for professors). Establish more efficient workflows for HR support processes with oversight provided by a team of cross-trained functional experts across all units within the College of Nursing.

**Date Completed** 2/2/18

**Outcome:** Identified five short-term recommendations, focusing heavily on increased and improved communications and training between all College of Nursing HR Staff, Regional Directors and Department Heads. Implementation is anticipated by May 2018. Identified two long-term recommendations that will target improvements in the functionality and efficiency of HR systems as well as establish a culture that encourages questions and the exchange of information to improve performance. Long-term recommendations are expected to be complete by December 2018.

# Summary of Current Projects

## PPMO-0040 Unit Security Contact Request Process Improvement [System Office,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:** Creating timeline for project with available resources and project team members. Expected start date in late February.

Project Start	Project Finish	Current Project Health	Budget Status	Schedule Status	Risk Status
12/2/13	1/23/19	Not baselined	Not baselined	Not baselined	Not baselined

## PPMO-0065 University Procurement Source-to-Pay Process Analysis and Improvement [System Office,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:** The project consists of 25 processes. As of December 2017, the team has completed 23 processes. The January cycle has two processes left and is in progress.

The RFP is well underway and scheduled to be completed in April 2018.

Project Start	Project Finish	Current Project Health	Budget Status	Schedule Status	Risk Status
5/2/16	7/1/19	G	G	G	Y

## PPMO-0070 Library Administration Transition Procurement Process Improvement [UIC]

**Sponsor(s):** Rodney Chambers, Linda Naru

**Goal:** Improve the UIC Library financial operations for consistency and more efficiency by combining all Library business-related functions to be managed, monitored, and approved through one central business office.

**Status:** The Core Team is completing the Solution Action Plan and will prioritize solutions at the next meeting. The team is working toward project completion.

Project Start	Project Finish	Current Project Health	Budget Status	Schedule Status	Risk Status
10/24/17	3/16/18	G	G	G	G

# Summary of Current Work Requests

---

## **WR-BPI-0042 Central IT Biennial Inventory [System Office,UIC,UIUC]**

**Sponsor(s):** Karen Greenwalt

**Goal:** Streamline and define inventory process in order to reduce time and manual intervention.

**Status:** Kick off meeting was held with the SME team. Met with UIC - ACCC to capture their current process and known issues. Will meet with UIS and UIUC in February to capture their current process and gather known issues.

## **WR-BPI-0043 Urbana Auxiliary Units FMLA Process [UIUC]**

**Sponsor(s):** Alma Sealine

**Goal:** The Auxiliary Units from Urbana would like to have facilitated working sessions to determine best practices for managing FMLA.

**Status:** Kickoff meeting has been scheduled for 2/7.

## **WR-BPI-0045 START myResearch Facilitation [UIC,UIUC]**

**Sponsor(s):** Stephanie Dable

**Goal:** Lead a one-day facilitated session with the Functional and Operational teams to identify roles/responsibilities, improve decision making skills, and identify leadership and participation goals for the teams.

**Status:** One day facilitation has been scheduled for March 6.

# Summary of Upcoming Work Requests

---

## **WR-BPI-0041 Employee Separation Process Analysis [System Office,UIC,UIS,UIUC]**

- Sponsor(s):** Gloria Keeley, Patrick M. Patterson, Tony Kerber, Jami Painter
- Goal:** Document the complete employee separation process to establish a shared understanding of process, applicable policies and guidelines, important deadlines, and alternate or exception-based processes.
- Status:** Currently awaiting resource availability. Project expected to start in March 2018.

## **WR-BPI-0044 Daley Library Student Hire Process [UIC]**

- Sponsor(s):** Jennifer Bordy
- Goal:** Improve customer service/application process for student applicants, increasing process efficiency to reduce Library HR time on manual processing and reallocate HR staff time savings to value-added HR work.
- Status:** Currently awaiting resource availability. Project expected to start in March 2018.

## **WR-BPI-0046 College of Education Finance Process Mapping [UIUC]**

- Sponsor(s):** Amanda Brown
- Goal:** Identify roles and responsibilities and identify gaps in the finance process
- Status:** Project is approved and waiting for resource availability.