achieveit

FY 2018 Operating Plan

Applied Filters

Showing Parking Lot Items true

26 items

#	Name	Status	Start	Due	Metric	Current Value	Last Updated	Assigned To	Updates	Last Comment
	FY 2018 Operating Plan	⭕ Not Started								
1	Increasing Efficiency through Automation	⊕ On Track			Starting at $0.00 and tracking to $1,054,250.00	$4,736,405.00	06/22/2017			
1.1	SUNY Pre-Award and Compliance System (SUNY PACS) – Finish Phase 1 and launch Phase 2: Integrate with Oracle and Report Center	⊕ On Track	01/01/2017	12/31/2017	Starting at $0.00 and tracking to $6,590,500.00	$4,736,405.00	08/29/2017			
1.1.1	Phase 1: PACS Implementation	⊕ On Track	01/01/2017	12/31/2017			10/17/2017	John Paris		In September, the project team successfully completed the Onboarding phase for the IACUC, Safety and Grants (Round 1) modules. This was the last phase of the project for both the IACUC and Safety modules. The Grants module will kicking off round 2 of Onboarding in early October.
1.1.2	Phase 2: Integrate with Oracle and Report Center	⊕ On Track					09/25/2017	John Paris		Onsite meeting scheduled for Friday, September 29th to finalize business requirements.
1.2	E-time Reporting Phase 2	⊕ On Track	02/15/2017	04/30/2018	Starting at $0.00 and tracking to $350,000.00	$0.00	09/30/2017	Susan Zaffers-Vincelette		Implemented ability for HR to return time sheet to employee. One more major item to complete
1.3	Report Center Training	⊕ On Track	07/01/2017	06/30/2018	Starting at $0.00 and tracking to $75,000.00	$0.00	09/14/2017	Kelly Kowalski		10/16 - Phase 1 and 2 completed.
1.4	SciQuest Western NY	⊕ On Track	12/01/2016	03/30/2018	Rollover from FY2017: $63,750.00	$0.00	09/26/2017	David Martin		The Western NY campuses are in the process of implementing SciQuest (aka Jaggaer) and are on track for a Spring 2018 implementation. Last year, Jaggaer bought out SciQuest to become one of the largest procure-to-pay providers in the Higher Ed community. Integration work is being performed between the RF business system and Jaggaer with recent milestones being completed including custom forms and approval workflow. Work also continues to clean-up the Oracle supplier file database. Although this is a SUNY-led project, a campus team comprising of RF staff from the Western NY campuses has formed and holds bi-weekly calls to address any RF specific issues or concerns related to the project. UB and Geneseo will be the first two campuses to go-live in February/March 2018 timeframe with Buffalo State, Brockport, Fredonia and Alfred State scheduled to go live in the April/May 2018 timeframe.
1.5	Manager Self Service Support for Current	⭕ Not Started			Starting at $0.00 and	$0.00	09/30/2017	Susan Zaffers-Vincelette		

#	Name	Status	Start	Due	Metric	Current Value	Last Updated	Assigned To	Updates	Last Comment
	Campuses				tracking to $193,250.00					
1.6	Patent Policy Implementation	⊕ On Track			Rollover from FY2017: $54,400.00	$0.00	08/11/2017	Matthew Mroz	1	Matt Mroz, Lisa Kelly, and Paul Manly to review proposed project plan in light of gaining further intelligence from Adnan and the TTO team at SBU. The expected proliferation of SciQuest has cause the project team to think differently about how to integrate Oracle and Inteum and are discussing the new approach with Inteum on 8/21. The new approach is proposing that we use Oracle to feed Inteum, not Inteum to feed Oracle. This enables campuses that are utilizing SciQuest to still have the functionality (e.g., workflow) they love, while automating the flow of information to Inteum. Campuses that are not currently using SciQuest still must use Oracle so this change in the design of the integration is not expected to impact non-SciQuest campuses.
1.6.1	Oracle-Inteum Integration	◯ Not Started								
2	Sponsored Programs Administration/Compliance	⊕ On Track					06/05/2017			
2.1	Documentation of Compensation for Personal Services (formerly Effort Reporting)	⊕ On Track			Rollover from FY2017: $34,250.00	$0.00	09/30/2017	Susan Zaffers-Vincelette		Policy is ready for management council
2.2	Campus Learning and Development Needs Analysis	⊕ On Track					09/26/2017	Jenna Lehr		Binghamton, Upstate Medical, UAlbany, Stony Brook, Cobleskill and Oneonta visits are complete. Buff State scheduled for October. Based on feedback learned on campus visits and through surveys the 2017 calendar year Learning Tuesday schedule is now scheduled through April 2018. An employee welcome video is now posted to the RF website in the new hire section and a new training module titled "Working With All Generations" has been developed and is scheduled to be offered at Binghamton in November. L&D Manager will be attending several focus groups to facilitate a needs analysis activity and prepare an update for the November OM meeting.
3	Keeping Fringe Benefit Rates Competitive	⊕ On Track			Starting at $0.00 and tracking to $6,600.00	$0.00	06/22/2017			
3.1	Fringe Benefit Implementation	⊕ On Track	07/01/2017	01/31/2018			09/29/2017	Christa Taylor		No changes from prior month. System changes will be applied to Oracle production environment in December.
3.2	Postdoctoral Employee Fringe Benefit Rate Implementation	◯ Not Started	03/01/2018	09/30/2019	Starting at $0.00 and tracking to $6,600.00	$0.00	07/31/2017	Katherine Malia		Project slated for next fiscal year
4	Technology Transfer	⊕ On Track			Starting at $0.00 and tracking to $50,000.00	$0.00	06/22/2017			
4.1	Technology Accelerator Fund (TAF)	⊕ On Track			Staying below $50,000.00	$0.00	08/11/2017	Matthew Mroz	1	TAF Class of 2018 Administrative and Application Guidelines and TAF Class of 2018 Planning Calendar were added.. - Met with RF finance to review TAF Class of 2018 financing and to explain that the $200K SUNY budget will not be touched until Q4 of FY18. Keith P. and Kellie D. are aware. - Met with Grace on 8/31 to review the plan for the TAF Class of 2018. Specific topics for discussion were the 2018 guidelines, financing for the TAF of 2018, and TAF presence on www.suny.edu. - Presented TAF Class of 2018 planning document to TTDs during 9/7 monthly call. Team is happy with the expanded submission timeline and early start to this round. - Met with Grace on 9/7 to review her comments to the 2018 guidelines. Grace provided her comments to the 2018 administrative guidelines that need to be incorporated before opening up funding round. - Changes to the guidelines may push the launch of the 2018 funding round to 10/5, which provides the TTD group to review the updated guidelines. - An updated planning calendar with be prepared and uploaded with a new date.
5	Corporate Initiatives	⊕ On Track			Starting at	$131,000.00	06/22/2017			

#	Name	Status	Start	Due	Metric	Current Value	Last Updated	Assigned To	Updates	Last Comment
					$0.00 and tracking to $270,000.00					
5.1	Measurable Continuous Improvement	⊕ On Track	07/01/2017	11/30/2017	Staying below $200,000.00	$131,000.00	09/30/2017	Ellen Kelly		By the end of October we will have completed the pilot phase of the MCI project that examined key processes, roles and responsibilities and performance metrics in accounts receivable, payroll, and time and leave administration. This exercise is producing process improvements and dashboards that will enable us to measure our performance. This pilot has informed the path to institutionalizing a culture of measurable continuous improvement to measure and report on the effectiveness and efficiency of RF functions across the system. We are looking forward to working with all of you as we scale this initiative throughout the organization.
5.2	RF Strategic Plan	⊕ On Track			Staying below $20,000.00	$0.00	10/17/2017	Ellen Kelly		The Strategic Planning process launched this month. This is an inclusive and comprehensive effort to develop a new five-year Strategic Plan for the RF. The process will involve a core team of campus, RF, SUNY System Leadership, research administrators and faculty. All RF Stakeholder Groups - Operations Managers, Vice Presidents for Research, Sponsored Programs Management Council, University Colleges Research Council, Human Resources Officers, and our board - will be relied on for perspective and input. Together we will determine how the RF can maximize value to the campuses. We will revisit and refresh the RF Vision, Mission, and Values, and examine governance structures, our cost allocation model, and the FY2019 Operating Plan with its focus on Measurable Continuous Improvement and effective and efficient operations.Meetings, workshops, and milestones are scheduled throughout the year. We will present the final plan to the board in May.
5.3	RF Website Links	⊕ On Track	07/01/2017	09/30/2017 ❗			10/17/2017	Katie Ryan-Lambert		As of September 30, all identified broken links across RF policies, procedures, forms, rates, and public web pages are working! This fix of more than 1,500 links improves user experience and efficiency in day-to-day work for all users. A regular broken link reporting schedule is in place to ensure timely fixes going forward. This was a high priority issue for campuses and we are working to close the project.
5.4	Oracle Portal Analysis	⊕ On Track	07/01/2017	12/17/2018			09/30/2017	Alan Tosi		New Project Charter was drafted to accelerate project delivery. Removes static content review and instead focuses on Authentication and Portlets. Chartered was further revised to provide recommended solutions for these. Estimated completion date is 11/17/17. Project meeting held on 10/29 with NCCIT. All agree that the new timeline is achievable.
5.5	IT Services Analysis	⊕ On Track	07/01/2017	08/30/2017 ❗			09/30/2017	Alan Tosi		Completed the base calculations for office space, data center/circuits, and anticipated FTE requirements. Next steps are to consolidate into report and project out future costs via various proposed models. These calculations should be completed next week. Attempting to expedite a delivery of a final analysis by end of month.
5.6	Foundation Initiatives	⊖ Not Started			Staying below $250,000.00	$0.00	10/17/2017	Kim Adikes		Looking into assigning this to Kim Adikes to track.