Administrative Review Highlights -------------- Q2 FY15 Activity of October – December 2014

Click the links below to see further details of the progress posted on the Mission Excellence website for each of the administrative review projects.

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<td>Project On Track</td>
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**Strategic Procurement** (Status Green)

- **Structure** (Status Green)
  New Strategic Procurement Department is fully staffed, [see updated organization chart](#)

- Established new Strategic Procurement locations at UMA, UM and USM-Gorham

- Invoice processing automation project implementation at 90%

- Strategic Procurement Internal Customer Satisfaction Survey posted, closes January 31st

**Procurement - Travel & Expense** (Status Green)

- Concur travel and expense system implementation on target for system availability early 2015

- Developed draft implementation plan for the new Travel and Expense System, [see plan here](#)

**Procurement - Strategic Sourcing** (Status Green)

- 28 in-progress initiatives, including 14 with multi-campus potential, [see listing here](#)

- 94 Sourcing initiatives completed in calendar year 2014, [see listing here](#)

- Finalized and published FY2014 Sourcing savings report with 3rd party validation, [see Huron report here](#)

**Procurement Card** (Status Green)

- Identified and proposed travelers to be included in phase 1 of the implementation of the new Travel and Expense system. Phase 1 travelers will be issued the new Travel card.

- Progress planning for implementing new Pcard agreement with improved features and savings
**Information Technology**

US:IT 2.0 was launched as a result of analysis and design of US:IT’s process management and decision making to improve services to the University of Maine System.

The University Technology Center launched Phase II of their implementation incorporating lessons learned from Phase I roll out.

US:IT and Strategic Procurement launched roll out of new Canon Multi-Function Devices.

FY16 IT Budget was finalized and provided to campus CFOs.

**Human Resources**

HR Admin Review plan feedback analyzed and reported on at November HR/LR committee meeting

HR Admin Review Phase II approved by the Board of Trustees at November meeting

Payroll project kicked off

Two day meeting scheduled in early January to work on implementation strategies

Please submit your questions, comments or suggestions by clicking: [Mission Excellence feedback](mailto:Mission%20Excellence%20feedback?subject=Submit%20a%20question%2C%20comment%20or%20suggestion&body=Please%20submit%20your%20questions%2C%20comments%20or%20suggestions%20by%20clicking%3A%20Mission%20Excellence%20feedback%20Mission%20Excellence%20website%20at%3A%20thinkmissionexcellence.maine.edu)

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