Administrative Review Highlights ---------- Q3 FY15 Activity of January – March 2015

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

*Structure* (Status Green)
Supporting UMS students with work study and internships.

All Strategic Procurement staff are now located on campuses.

Check printing operations are moved to UM from Bangor.

Automated Invoice Processing Project configuration and testing complete, training and roll-out strategy in progress.

Entire department participated in Professional Development Communication Workshops (4).

Customer Service Survey results are in and established a baseline to measure impact of new systems and processes.

*Procurement - Travel & Expense* (Status Green)
Phase 1 (partial roll-out) for Travel and Expense System Implementation participants are being surveyed.

Phase 2 (full roll-out) for Travel and Expense System Implementation training and support strategy finalized.

*Procurement - Strategic Sourcing* (Status Green)
27 initiatives in progress, see listing here.

66 initiatives completed so far for FY 2015, see listing here.

Enterprise Card Access for Security Request for Proposal (RFP) response received and being reviewed.

Food Service Consultant RFP selected and individual campus food service assessments have begun.

On target for achieving E & G Administrative Review savings goals for FY 2015.

*Procurement Card* (Status Green)
New Travel cards issued for all Phase 1 participants. Phase 2 Travel card orders to be distributed.

New P-Card will include a higher rebate rate than current P-Cards, lowering cost of services to campuses.
**Information Technology**

US:IT 2.0 decision making teams with charters established with deliverables for future work. Teams consist of Strategy Roundtable, Portfolio Management and Operational Excellence.

University Technology Center (UTC) Phase II changes put in place as response to feedback and data analysis.

End User Technology group continues to work with Strategic Procurement in the deployment of 700+ multi-function devices to campuses.

FY16 IT Budget was finalized and Administrative Review savings objectives are met.

Progress and project report delivered to Board of Trustees. [View the project dashboard here.](#)

**Human Resources**

HR Labor and Employee Relations Center of Excellence established.

Labor relations database developed and in use.

Finalized contract for Applicant Tracking System and a team has been created.

Retirement process automation developed and in testing phase.

Compensation Center of Excellence established and staffed.

Shared payroll services model developed and implemented with UMFK and UMPI. Implementing shared payroll services model with USM and UMA.

Please submit your questions, comments or suggestions by clicking: [Mission Excellence feedback](#)

Mission Excellence website at: [thinkmissionexcellence.maine.edu](http://thinkmissionexcellence.maine.edu)