Administrative Review Highlights ----------- Q4 FY15
Activity of April – June 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.

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

**Structure** (Status Green)

Supporting UMS students with current and future work study and intern opportunities

Automated Invoice Processing Project implementation activity in process

2nd Annual Procurement Summit scheduled for August

Customer service survey distributed to participants in major FY15 sourcing initiative

Sent many communications providing information, training and support for new Travel and Expense and PCard systems, see Communication and Training Statistics here.

**Travel & Expense** (Status Green)

Developed and delivered on-site (10 sessions), online, and drop in training for travelers using the new Travel and Expense System

All travel occurring after July 1 must be submitted by Concur, paper vouchers no longer accepted – already seeing impressive volume, see Concur Travel and Expense statistics here.

**Strategic Sourcing** (Status Green)

Completed 118 initiatives, with an estimated savings during the life of the agreements (generally 3-5 years) of $3.3mm. IT saw the most initiatives (50). See Strategic Sourcing statistics here.

Competed Card Access for Security Request for Proposal (RFP) evaluation process

Food Service Provider RFP – Consulting firm secured and current state of food service for all Universities completed

**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.

On target for achieving E & G Administrative Review savings goals for FY 2015. In FY2015, we completed 118 initiatives, with an estimated savings during the life of the agreements (generally 3-5 years) of $3.3mm. IT saw the most initiatives (50).
**Information Technology (IT)**

New organization structure implemented in May.

Two Executive Director of Information Technology positions were eliminated to reduce senior level managers.

Support Center and Campus Services organized into a single unit.

Several improvements within IT made through organizational and role modifications.

US IT 2.0 completed its 2nd quarter goals, see listing here.

University Technology Support Center continues to review feedback and data, with planned improvements to include improving the call routing scheme.

Deployment of new multi-functional devices finished.

**Human Resources (HR)**

Staffed key COE positions, HR Project Manager and HR Communications Manager.

Healthcare dependent eligibility audit kicked off.

An automated retirement tool was built and implemented.

Kicked off a project to outsource employment verifications.

Implementation of Hire Touch applicant tracking system continues, estimated to go live in August.

Automated and implemented benefit billing function for employees on leave of absences.

Initiated an RFP for dental, vision, and EAP coverage.

Held a system-wide HR staff meeting in June in preparation for the move to a system-wide HR model.

*Please submit your questions, comments or suggestions by clicking: *Mission Excellence feedback*  
Mission Excellence website at: thinkmissionexcellence.maine.edu*