Topics

> High Level Timeline
> Implementation
> Plan and Architect Stages
> End to End Process Areas
> Shared Services Structure
High Level Timeline

- **JAN 2018**
  - READINESS
  - 18 months

- **JUL 2019**
  - DESIGN
  - 6 months

- **JAN 2020**
  - IMPLEMENTATION
  - 30 months

- **JUL 2022 – APR 2023**
  - STABILIZATION
  - 9 months

**Go Live**

**JUL 2022**
Implementation

Build out processes, configuration the system, test and train in preparation for go-live
Plan and Architect Stages

**January 2020**
- **Prioritize End-to-End Process Inventory**
  - Evaluate processes
  - Identify core vs. strategic
  - Align on prioritized processes for Process Design Workshops

**February - September 2020**
- **Prioritize Policies for Harmonization**
  - Inventory policies and owners
  - Review and prioritize policies

- **End-to-End Process Design Workshops**
  - Conduct workshops for each end-to-end process area
  - Capture key decisions made and action outputs/next steps

- **Shared Services Structure and Deployment Approach**
  - Finalize org structure and levels of shared
  - Agree on proposal for how target shared services should be deployed

**September 2020**
- **Shared Services Final Decision**
End to End Process Areas

UWFT Business Process Taxonomy

**LEGEND:**

<table>
<thead>
<tr>
<th>Level 1</th>
<th>End to End Process Area (E2E)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 2</td>
<td>Business Process, consistent across E2Es</td>
</tr>
<tr>
<td>Level 2</td>
<td>Business Process, unique to E2E</td>
</tr>
<tr>
<td>Level 2</td>
<td>Business Process, mostly consistent across E2Es</td>
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</tbody>
</table>

### AA2R | Asset Acquire to Retire
---
**AA2R-010** | Process Set-up, Oversight and Policy Management
**AA2R-020** | Establish / Maintain Asset Attributes
**AA2R-030** | Perform Asset Accounting
**AA2R-040** | Retire Asset
**AA2R-050** | Manage Reporting and Compliance

### CR2P | Customer Requisition to Payment
---
**CR2P-010** | Process Set-up, Oversight and Policy Management
**CR2P-020** | Revenue Strategy and Planning
**CR2P-030** | Perform External / Internal Filling
**CR2P-040** | Cash Application
**CR2P-050** | Manage Collections & Disputes
**CR2P-060** | Manage Reporting and Compliance

### P&SC | Procurement and Supply Chain
---
**P&SC-010** | Process Set-up, Oversight and Policy Management
**P&SC-020** | Spend Strategy & Planning
**P&SC-030** | Source & Contract Management
**P&SC-040** | Purchase
**P&SC-050** | Process Accounts Payable
**P&SC-060** | Process Travel & Expenses
**P&SC-070** | Supply Chain Logistics
**P&SC-080** | Manage Reporting and Compliance

### PI2C | Project Inception to Close
---
**PI2C-010** | Process Set-up, Oversight and Policy Management
**PI2C-020** | Project Strategy & Planning
**PI2C-030** | Project Set-up and Cost Collection
**PI2C-040** | Project Cost Accounting
**PI2C-050** | Manage Reporting and Compliance
**PI2C-060** | Project Close-out

### GA2C | Grant Award to Close
---
**GA2C-010** | Process Set-up, Oversight and Policy Management
**GA2C-020** | Pre-Award Administration
**GA2C-030** | Post-Award Set-up
**GA2C-040** | Manage Sponsored Program Spend and Billing
**GA2C-050** | Manage Sponsored Program Reporting and Compliance
**GA2C-060** | Sponsored Program Close-out

### H2R | Hire to Retire
---
**H2R-010** | Process Set-up, Oversight and Policy Management
**H2R-020** | Plan, Manage, and Recruit for Positions
**H2R-030** | Onboard and Retain Employees, Process Job Changes
**H2R-040** | Track Time and Absences
**H2R-050** | Maintain Benefit Eligibility and Enrollment
**H2R-060** | Process Payroll and Perform Payroll Accounting
**H2R-070** | Process Terminations & Retirements
**H2R-080** | Manage Reporting and Compliance
End to End Process Areas – con’t

<table>
<thead>
<tr>
<th>PMTB</th>
<th>Plan and Manage the Business</th>
<th>R2R</th>
<th>Record to Report</th>
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<tbody>
<tr>
<td>PMTB-010</td>
<td>Process Set-up, Oversight and Policy Management</td>
<td>R2R-010</td>
<td>Process Set-up, Oversight and Policy Management</td>
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<tr>
<td>PMTB-020</td>
<td>Set Long-Term Plan</td>
<td>R2R-020</td>
<td>Perform General Accounting</td>
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<tr>
<td>PMTB-030</td>
<td>Set Annual Budget</td>
<td>R2R-030</td>
<td>Perform Period Close (Year-end / Month-end)</td>
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<tr>
<td>PMTB-040</td>
<td>Perform Allocations</td>
<td>R2R-040</td>
<td>Consolidate</td>
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<td>PMTB-050</td>
<td>Manage Reporting and Analysis</td>
<td>R2R-050</td>
<td>Manage Reporting and Compliance</td>
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<tr>
<td>PMTB-060</td>
<td>Forecasting</td>
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<td></td>
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<tr>
<td>PMTB-070</td>
<td>Perform Plan Amendments</td>
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<table>
<thead>
<tr>
<th>MCFA</th>
<th>Manage Cash and Financial Assets</th>
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<tbody>
<tr>
<td>MCFA-010</td>
<td>Process Set-up, Oversight and Policy Management</td>
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<tr>
<td>MCFA-020</td>
<td>Gift &amp; Endowments</td>
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<tr>
<td>MCFA-030</td>
<td>Banking &amp; Cash</td>
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<tr>
<td>MCFA-040</td>
<td>Manage Reporting and Compliance</td>
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WHERE SHOULD FINANCE WORK BE PERFORMED?

Unit Level Finance Work

Processes that are unique or specific to an individual unit

<table>
<thead>
<tr>
<th>Location</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Enterprise Wide (EW)</td>
<td>Process can be shared by all of UW</td>
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<tr>
<td>Org-wide (OW)</td>
<td>Process can be shared by all of UW <strong>Academy or UW Medicine</strong>, but not across both organizations</td>
</tr>
<tr>
<td>Regional Hub (RH)</td>
<td>Process can be shared at a <strong>Regional Level</strong> via a hub (serving more than one major organization/major unit) (e.g. across multiple schools/colleges, administrative units, auxiliary units and/or campuses. For larger schools and colleges this could be across multiple depts./divisions)</td>
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</tbody>
</table>
Operation Model Working Group

- Lyndsey Baldwin, Director of Internal Operations, Integrated Service Center
- Lynn Barnhart, Director of Accounting, UW Medicine
- Robert Bradshaw, Associate Treasurer, Treasury
- Mary Clark, Assistant Dean for Planning & Administration, Information School
- Mark Conley, Executive Director of Enterprise Services, UW Procurement
- Lily Gebrenegus, Director, Grant & Contract Accounting
- Kelly Johnson, Director, Health Services Administration
- Amiee Kehrer, Director of HCM Operations, Integrated Service Center
- Kojay Pan, Director of Finance Administration, College of Engineering
- Jan Rutledge, Associate Vice Chancellor for Finance, UW Tacoma
- Dan Salmonsen, Program Director of Clinical Products, UW Medicine
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- Kendra Yoshimoto, Director of Fiscal and Audit Services, UW Bothell
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  Chancellor

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- Gowri Shankar
  VCPA
- Sean Marsh
  VCAER

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- Kendra Yoshimoto
  Director of FAS
- Christy Long
  Chief Information Officer

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  Dir Ceremonies & Events

AA Team Member
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  Assoc Dean & Dir Univ Libraries

PA Team Member
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  IPB Analyst
- Steve Walline
  IPB Analyst
- Megan DeVeau
  Financial Mgr FAS

Chancellor's Team Member
- Adrian Sinler
  Director of IR
- Gina Christian
  Acting Dean Student Affairs
- Amy Stutesman
  Administrator IT

UWBFT TEAM
Thank you