

President's Council

September 14, 2007

Outline

- Implementation timeline
- Implementation teams
- Key issues being worked on right now

Implementation Timeline

- FY2007-2008
 - Developed budget using traditional procedures
 - Establish advisory committees
 - Restate FY2007-08 budget using RMM principles by Oct. 15, 2007
 - Simulate RMM as parallel system during operating cycle
 - Modify existing policies, processes, procedures through Dec. 2007
 - Develop supporting systems and training through Spring 2008

Implementation Timeline

- **FY2008-2009**
 - Develop budget using combination of traditional & RMM procedures
 - Implement RMM as “live” system during operating cycle
 - Central resources will be used, if needed, to “hold harmless” for unforeseen fluctuations that are not attributable to the decisions of unit administrators
- **FY2009-2010**
 - RMM is fully operational
 - Financial impacts will be managed at unit level

Leadership and Transition Team

- Betsy Hoffman, Office of the Provost
- Ellen Rasmussen, Office of the Provost
- Dave Biedenbach, Office of the Provost
- Doug Epperson, College of Liberal Arts & Sciences
- Stephanie Fox, Controller's Department
- Dave Holger, Office of the Provost
- Todd Holcomb, Division of Student Affairs
- Johnny Pickett, Division of Business & Finance
- Gregory Palermo, Faculty Senate
- Dan Woodin, Professional & Scientific Council

Operations Team Work Groups

- Data Warehouse Development Group
- Data Warehouse User Group
- Information Systems
- Tuition Revenue
- IDC Revenue
- Expense Allocation
- Other ad hoc groups

Implementation Review Process

- Available online, link from Provost Web site
www.provost.iastate.edu
- Implementation issues identified (140+ and counting)
- Work groups review issues and submit recommendation
- Leadership and Transition Team reviews recommendation
- Recommendation distributed to key groups and targeted stakeholders
- Recommendation posted to the RMM Implementation Web site for public comment
- All comments on a recommendation reviewed by Leadership and Transition Team
- Recommendation approved by Executive Vice President

Implementation Project

- Project components
 - Multi-year operational planning
 - Data Warehouse development
 - Budget development processes
 - Operating cycle processes
 - Information systems development
 - Education, training and communication
- Each component has an overall goal and multiple milestones and tasks

Multi-year Operational Planning

- Goal

- Create a new framework of operational planning and goal setting with performance expectations for the model within the context of the university's strategic plan

- Milestones achieved

- Developed policies for managing multi-year advance commitments (Spring 2007)
- Planned retreats with Provost Academic Cabinet, VPBF and VPSA (Fall 2007)

- Anticipated next milestones

- Modify existing accounting processes to support the management of multi-year advance commitments

Data Warehouse Development

- Goal

- Develop centralized datasets and provide reporting, analytic and modeling tools to support the decision-making and functioning of the RMM.

- Milestones achieved

- Identified datasets needed for implementing the RMM (Spring 2007)
- Created a Data Warehouse Users Group (Summer 2007)
- Software vendor presentations. (August/September 2007)

Data Warehouse Development

- Anticipated next milestones
 - Provide data users with data that supports the RMM (September/October 2007)
 - Refine tools for building scenarios and preparing budgets (October 2007)
 - Purchase software to access and analyze data (Fall 2007)

Budget Development Processes

- Goal

- Refine the process for developing annual budgets using RMM principles

- Milestones achieved

- Developed college-level undergraduate enrollment and SCH projection tool (Spring 2007)
- Established membership for Advisory Committees (Spring/Summer 2007)
- Developed preliminary draft timeline for the annual budget development process (Summer 2007)

Budget Development Processes

- Anticipated next milestones
 - Refine timeline for annual budget development process (September 2007)
 - Restate the FY2008 budget using the parameters of the RMM (Oct. 15, 2007)
 - Refine undergraduate enrollment and SCH projection tools (October 2007)
 - Develop graduate enrollment and SCH projection tools (Fall 2007)

Budget Advisory Committees

- University Budget Advisory Committee
- Other Five Budget Advisory Committees
 - Administrative Support Programs Advisory Committee
 - Library Advisory Committee
 - Student Affairs Advisory Committee
 - Information Technology Services Advisory Committee
 - Business and Finance Advisory Committee
- Initial Tasks:
 - Developing charters and operating principles
 - Becoming familiar with RMM and with the organization for which they will be providing advice

Operating Cycle Processes

- Goal

- Define policies and procedures necessary to support RMM

- Milestones achieved

- Defined how fringe benefits and other central reserves will be handled (July 2007)
- Defined alternative model for distributing IDC revenue (July 2007)
- Defined how tuition adjustments and offsets should be handled (August 2007)
- Defined how graduate students and undergraduate SCH are assigned to departments (August 2007)
- Defined the services associated with five of the seven expense pools (September 2007)

Operating Cycle Processes

- Anticipated next milestones
 - Define timing of actual tuition revenue distribution during the operating cycle (September 2007)
 - Define how undergraduate students and graduate SCH are assigned to academic departments (September 2007)
 - Define the services associated with the remaining two expense pools (September 2007)
 - Develop plan for applying the IDC distribution model to existing awarded grants (September 2007)
 - Begin applying data gathering process for IDC distribution to new grant proposals (October 2007)

Information Systems Development

- Goal

- Enhance and modify administrative systems to support RMM

- Milestones achieved

- Developed off-line tools to simulate the application of RMM to prior year budgets (Spring 2007)
- Developed proposed changes to financial system to support RMM transactions and review financial information (June/July 2007)
- Developed proposed enhancements to budget system for better budget to actual comparisons (August 2007)

Information Systems Development

- Anticipated next milestones
 - Develop capability in existing budget system to allow users to enter revenue budgets (September 2007)
 - Identify areas for improvement in IDC data collection process/systems (October 2007)

Education, Training & Communication

- Goal

- Ensure information about RMM implementation is available to the university community, ensure adequate input into the implementation process, and ensure that faculty, staff and administrators are trained and prepared for the transition.

- Milestones achieved

- Developed RMM implementation web site (Spring 2007)
- Develop process for gaining campus input to recommendations (July 2007)
- Stakeholder analysis and risk assessment conducted by BearingPoint Consulting (August 2007)
- Generated first project status reports (August 2007)
- Hosted first “brown bag” session (September 2007)

Education, Training & Communication

- Anticipated next milestones
 - Finalize communication plan with defined tasks and dates (September 2007)
 - Continue monthly “brown bag” sessions (Fall 2007/Spring 2008)
 - Continue to identify training needs and educate campus on RMM process

Questions?

Link to implementation
Web site from
www.provost.iastate.edu