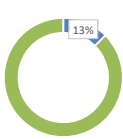
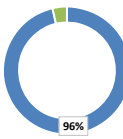
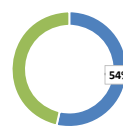


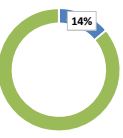
FY 2018 Continuous Improvement Summary Report: Q4

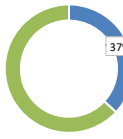
Legend	
Proceeding as planned	● Complete
PMO/Program Advisors mitigating	▲ On-Hold
Executive Sponsors to address	●
To be Completed %	Completed %

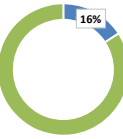
Record Retention	Status	Current Progress
Project Focus: * Create FSA Retention Policy in conformity with State of Michigan, Records Management Service requirements * Research and Create Matrix of FSA document retention requirements, research and select disposal schedule maintenance options. *GLWA Partner Team: Information Technology (IT)	●	 13%

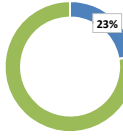
Capitalization Policy:	Status	Current Progress
Project Focus: * Create a Capitalization Policy in conformity with GAAP. * Document the Policy in accordance with the GLWA Policy on Policies	▲	 96%

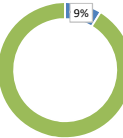
Month End Close	Status	Current Progress
Project Focus: * Create procedures in line with established Policies. * Document Month End Process Workflow . * Creating desktop procedures for future training and new hires. * Create Presentation Documentation and Training Materials.	▲	 54%

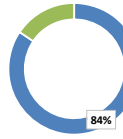
Finance Automation Solution	Status	Current Progress
Project Focus: * Develop RFP to provide an Automated Finance Software Solution to improve the efficiency and effectiveness of the FSA operations and increase the timeliness and quality of reports, analysis & KPI * Selection, Implementation, Configuration and Delivery of SaaS Project *GLWA Partner Team: IT and Procurement	●	 14%

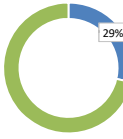
Utility Billing	Status	Current Progress
Project Focus: * Evaluate and Partner with a utility information management service to process utility payments in order to obtain and provide Energy Management with timely , energy consumption and rate information. GLWA Partner Teams: Energy Management and IT	●	 37%

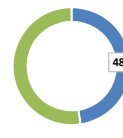
e-Payables Implementation	Status	Current Progress
Project Focus: * Evaluate and Partner with a financial institution to provide the vendor community electronic payment options (credit card, wire and ACH) * Create procedures, processes, documentation and training material in line with our internal control structure. Partner Team: Treasury	●	 16%

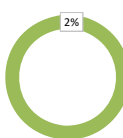
SRF Loan Process	Status	Current Progress
Project Focus: * Create procedures and documentation in conformity with Single Audit requirements * Create desktop procedures for future training and new hires. * Create and execute processes surrounding SRF loan distributions to our Sub -Recipient: DWSD	●	 23%

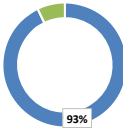
BS&A AP Module Reconfiguration (1 of 4)	Status	Current Progress
Project Focus: * To accommodate Utility Billing and e-Payables, business process must be recalibrated and BS&A software settings reconfigured. There are three new processes that need to be coordinated * Document changes to workflows and procedures. Partner Team : IT	●	 9%


CWIP Rollout (Process Mapping)	Status	Current Progress
Project Focus: * Document Workflows for the CWIP Process, inclusive of touchpoints with other processes and departments. * Review and Document procedures in line with established Policies. * Create desktop procedure documents for future training and new employees onboarding	●	 84%


BS&A Configuration - Utility Billing (2 of 4)	Status	Current Progress
Project Focus: * Re-Configure BS&A to meet the needs of the Utility Billing Process. * Document changes to workflows and procedures. Team Partner: IT	●	 29%

Fixed Assets (Process Mapping)	Status	Current Progress
Project Focus: * Create Procedures in line with established Policies. * Document Workflows for Fixed Assets * Document Procedures for Fixed Assets Process. * Create desktop procedure documents for future training and new employee onboarding	●	 48%

BSA Configuration - e-Payable (3 of 4)	Status	Current Progress
Project Focus: * Re-Configure BS&A to meet the needs of the E-Payable process. * Document changes to workflows and procedures. Team Partner: IT	●	 2%

FP&A O&M (Process Mapping)	Status	Current Progress
Project Focus: * Document O&M Process Workflows. * Creating procedures in line with established Policies. * Creating desktop procedures for future training and new employee onboarding.	●	 93%

FP&A WRRF ScoreCard	Status	Current Progress
Project Focus: * Review and update of the WRRF ScoreCard used for reporting to MDEQ. * Review and update charts for internal reporting needs	●	 60%

Capital Delivery and Shared Service Timekeeping	Status	Current Progress
Project Focus: * Evaluate and select Cloud based timekeeping software to facilitate accurate and timely shared service billing and capital delivery employee overhead allocation. * Create and Document Workflows * Create Presentation n and Training Materials.	●	 60%

Projects Managed by other departments where FSA is the Partner Team
Capital Work Processes (Sponsor: AMLT) Coordination of Business, Asset Management and FSA capital discovery for process improvement BS&A to WAM GL Account Interface Improvements (Sponsor: AMLT) Cleanup of the WAM GL string environment limited to active GL strings, filter upgrade for GL string changes from BS&A into WAM WAM approval route and title reconfiguration (Sponsor: AMLT) Review and correct WAM approval route and security roles for compliance with internal control policies

Future Projects
 Payroll Process Mapping
 Ceridian Payroll System Reimplimentation
 BS&A Employee Reimbursement Process Development(4 of 4)
 Capital String expansion into WAM

Completed Projects (within 12 months)
 Tracker GL JE for Investment Activity
 Excel Based Project Accounting Timesheets
 Procure to Pay : Investigative process review
 HR-PR Assessment Survey