

FY 2019 Continuous Improvement Summary Report: Q4

Legend

Proceeding as planned

Complete

PMO/Program Advisors mitigating

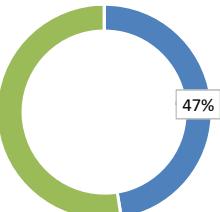
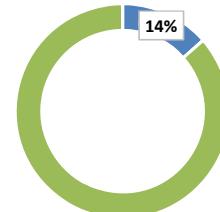
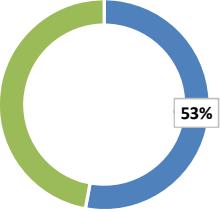
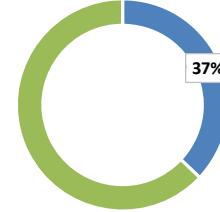
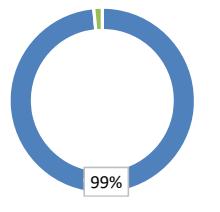
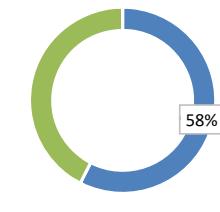
On-Hold

Executive Sponsors to address

Not Started

To be Completed %

Completed %

Record Retention	Status	Current Progress	ERP RFP Process	Status	Current Progress
<p>Project Focus:</p> <ul style="list-style-type: none"> *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. <p>Partner Team: Information Technology (IT)</p>	●	 47%	<p>Project Focus:</p> <ul style="list-style-type: none"> *Create a Request for Proposal (RFP) for a new ERP system for the organization *Develop Financial requirements for the RFP to ensure best solution is selected. <p>Partner Team: Information Technology (IT)</p>	●	 14%
<p>Procurement Process Documentation</p> <p>Project Focus:</p> <ul style="list-style-type: none"> *Create Procedures in line with established Policies. *Document Workflows for procurement processes *Document Procedures for Procurement Process. *Create desktop procedure documents for future training and new employee onboarding 	●	 53%	<p>Finance Automation Solution</p> <p>Project Focus:</p> <ul style="list-style-type: none"> *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 <p>Partner Team: IT and Procurement</p>	●	 37%
<p>Utility Billing Implementation</p> <p>Project Focus:</p> <ul style="list-style-type: none"> * Evaluate for 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. <p>Partner Teams: Energy Management and IT</p>	●	 99%	<p>e-Payables Implementation</p> <p>Project Focus:</p> <ul style="list-style-type: none"> *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. <p>Partner Team: Treasury</p>	●	 58%

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Executive Sponsors to address

◆ To be Completed %

To be Completed %

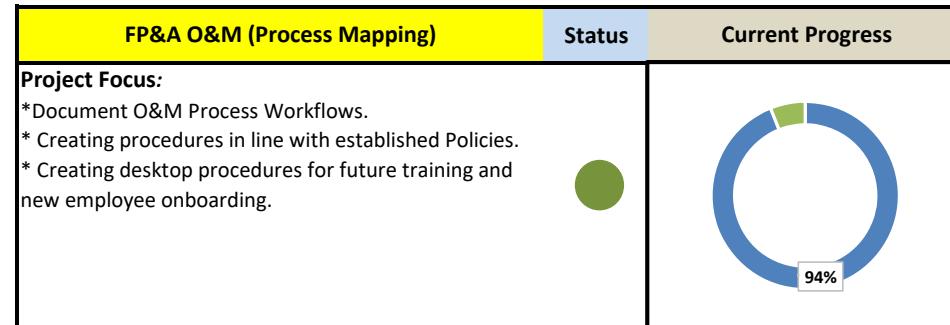
Completed %

SRF Loan Process	Status	Current Progress	BS&A AP Module Reconfiguration	Status	Current Progress
<p>Project Focus:</p> <ul style="list-style-type: none"> * 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 	●	 59%	<p>Project Focus:</p> <ul style="list-style-type: none"> *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. <p>Partner Team : IT</p>	●	 83%
<p>Construction Accounting & Financial Reporting Process Mapping</p> <p>Project Focus:</p> <ul style="list-style-type: none"> *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 	●	 94%	<p>Payroll Process Mapping</p> <p>Project Focus:</p> <ul style="list-style-type: none"> *Document Payroll Process Workflows. * Creating procedures in line with established Policies. * Creating desktop procedures for future training and new employee onboarding. 	●	 80%
<p>Financial Reporting Process Mapping</p> <p>Project Focus:</p> <ul style="list-style-type: none"> * Create Procedures in line with established Policies. *Document Workflows for Financial Reporting *Document Procedures for Financial Reporting Process. *Create desktop procedure documents for future training and new employee onboarding 	●	 75%	<p>Accounts Payable(AP) Process Mapping</p> <p>Project Focus:</p> <ul style="list-style-type: none"> *Document AP Process Workflows. * Creating procedures in line with established Policies. * Creating desktop procedures for future training and new employee onboarding. 	●	 71%

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Executive Sponsors to address	◆		
To be Completed %		Completed %	



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: Superseded by Strategic Asset Management Planning program (CS-198) and EAM requirements gathering program (CS-271)
Ceridian Payroll System Reimplementation and ERP Requirements Gathering(Sponsor: IT) : Review and reset of system settings and hierarchy to better reflect current GLWA organizational structure , reporting and process. Develop requirements for new combined ERP and Payroll software system

Future Projects

BS&A Employee Reimbursement Process Development
 Emergency Response Plan

Completed Projects (within 12 months)

Tracker GL JE for Investment Activity
 Excel Based Project Accounting Timesheets replaced with BigTime
 Procure to Pay : Investigative process review
 HR-PR Assessment Survey
 WAM approval route and title reconfiguration
 Capital Delivery and Shared Service Timekeeping
 FP&A WRRF ScoreCard
 Month End Close
 Capitalization Policy
 BS&A to WAM GL Account Interface Improvement