

## FY 2019 Continuous Improvement Summary Report: Q4

### Legend

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

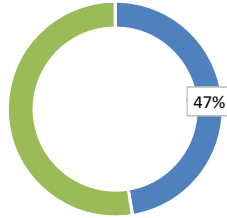
### Record Retention

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.



**Partner Team: Information Technology (IT)**

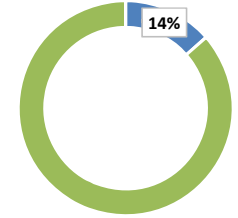
### ERP RFP Process

Status

Current Progress

#### Project Focus:

\*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.



**Partner Team: Information Technology (IT)**

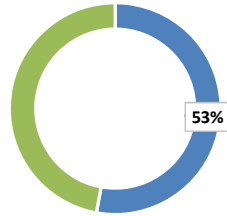
### Procurement Process Documentation

Status

Current Progress

#### Project Focus:

\*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



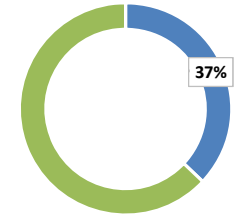
### Finance Automation Solution

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



**Partner Team: IT and Procurement**

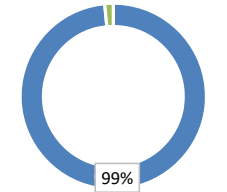
### Utility Billing Implementation

Status

Current Progress

#### Project Focus:

\* 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.



**Partner Teams: Energy Management and IT**

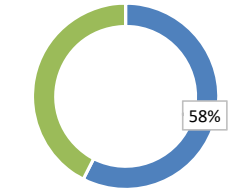
### e-Payables Implementation

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**

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To be Completed %

Completed %

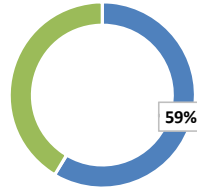
### SRF Loan Process

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



### BS&A AP Module Reconfiguration

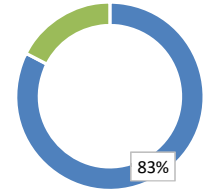
Status

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



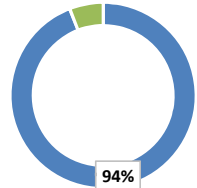
### Construction Accounting & Financial Reporting Process Mapping

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



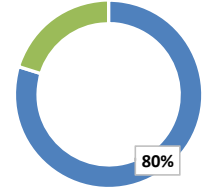
### Payroll Process Mapping

Status

Current Progress

#### Project Focus:

- \* Document Payroll Process Workflows.
- \* Creating procedures in line with established Policies.
- \* Creating desktop procedures for future training and new employee onboarding.



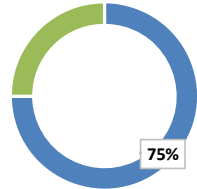
### Financial Reporting Process Mapping

Status

Current Progress

#### Project Focus:

- \* 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



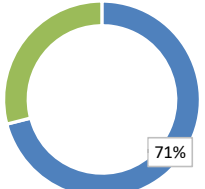
### Accounts Payable(AP) Process Mapping

Status

Current Progress

#### Project Focus:

- \* Document AP Process Workflows.
- \* Creating procedures in line with established Policies.
- \* Creating desktop procedures for future training and new employee onboarding.



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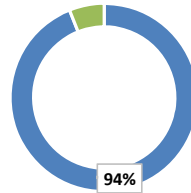
### FP&A O&M (Process Mapping)

### 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.



### 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