

Status Report: FY2019 Continuous Improvement Report

Legend

Proceeding as planned



Complete



PMO/Program Advisors mitigating



On-Hold

Executive Sponsors to address



To be Completed %

Completed %

Record Retention

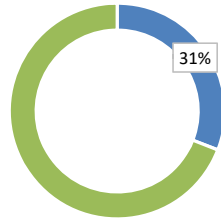
Status

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)



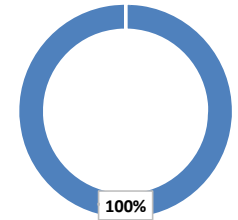
Capitalization Policy:

Status

Current Progress

Project Focus:

*Create a Capitalization Policy in conformity with GAAP.
*Document the Policy in accordance with the GLWA Policy on Policies



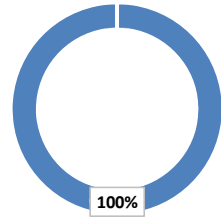
Month End Close

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.



Finance Automation Solution

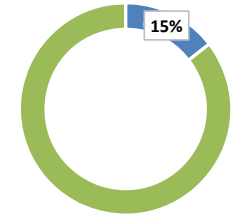
Status

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

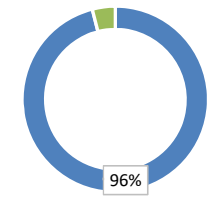
Status

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

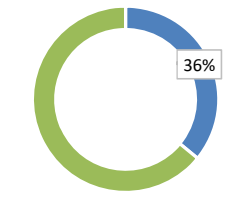
Status

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 %

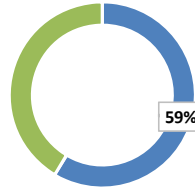
SRF Loan Process

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

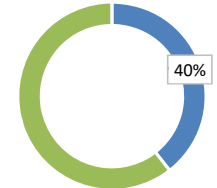
Status

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



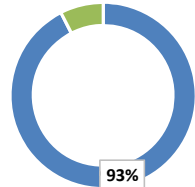
Construction Accounting & Financial Reporting Process Mapping

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



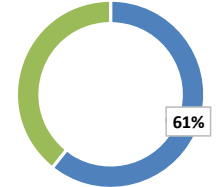
Payroll Process Mapping

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.



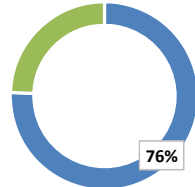
Financial Reporting Process Mapping

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



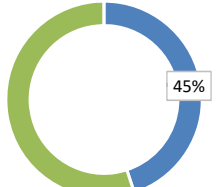
Accounts Payable(AP) Process Mapping

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

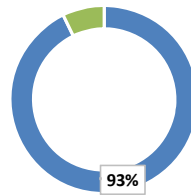
FP&A O&M (Process Mapping)

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.



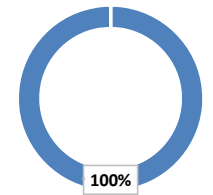
FP&A WRRF ScoreCard

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



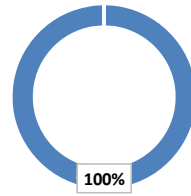
Capital Delivery and Shared Service Timekeeping

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.



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. Future development Capital String Inclusion

Ceridian Payroll System Reimplimentation (Sponsor: IT) : Review and reset of system settings and hierarchy to better reflect current GLWA organizational structure , reporting and process

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
- Procure to Pay : Investigative process review
- HR-PR Assessment Survey
- WAM approval route and title reconfiguration