OUR SUCCESS . . . .

Broadening expertise in Lean Six Sigma, a redesign methodology taught by instructors from UW-Madison’s School of Business and College of Engineering.

- Over 150 staff members from all levels within schools, colleges, and administrative units have completed Lean Six Sigma training.
- Building a core of staff experts in Six Sigma and offering a new training program through the Office of Human Resource Development called “Fully Prepared to Lead.”

Improving processes—some highlights of our training redesign projects include:

- Implementing the IT Access List, an easy tool for finding authorization forms for campus IT systems so employees can gain access to do their work.
  www.cio.wisc.edu/itaccess/
- Starting work at DoIT to implement a process solution which will enable new employees to have NetID access on their first day of work.
- Moving forward with DoIT to modify existing systems so a message is automatically sent to DoIT to terminate IT access for an exiting employee.
- Piloting a change to reduce the processing time for outside sub-agreements by having RSP pre-award staff manage the agreements on behalf of the PIs.

Developing deliverables such as the APR IT Architecture Principles document prepared by the APR Tools Team which identifies best practices for establishing a robust campus IT infrastructure.

Building relationships and fostering respect and understanding between employees throughout campus, making this very large university a little smaller.

WORKING TOGETHER FOR SERVICE EXCELLENCE

Administrative Process Redesign (APR)
Sponsored by the Vice Chancellor of Administration and the Deans of the UW-Madison Schools and Colleges

OUR NEXT STEPS . . . .

Undertaking our first major project: a comprehensive review of the administration of research grants includes two projects beginning in February 2009 with three additional projects scheduled this summer and fall.

Award Set-up: improve the time it takes for the notice of a grant award to have funding reflected in the accounting system. Begun in February 2009.

PI Financial Data: improve ready access to accurate information about key financial transactions, including expenditures and project balances. Begun in February 2009.

Cost Transfers: reduce the number of cost transfers and process the remaining in a timely manner.

Cost Sharing and Commitments: improve the process for tracking cost sharing commitments against actual expenditures throughout the life of the project.

Financial Reporting and Award Closeout: develop a process that allows regular review of expenditures, careful balancing of project accounts, timely financial reporting, and prompt closeout of completed projects.

Completing the implementation of proposed solutions from training redesign projects.

Planning for major improvement projects that have a higher-level, campus-wide impact.

- Visit our Web site at: www.vc.wisc.edu/apr
- Come to the APR Spring 2009 Campus Forum on Monday, April 20 at 2 p.m., Lowell Hall Dining Room
- Join us as a volunteer: contact Alice Gustafson, Project Leader, at agustafson@vc.wisc.edu