



#	Project Description	Planned Due Date	Owner
<b>1. Enable Better Decision-Making Processes</b>			
1.1	Implement a multi-year planning model to improve long-term financial planning	03/31/20	Eva Burnett
1.2	Implement a capital budgeting process to improve long-term financial planning	03/31/20	Eva Burnett
1.3	Develop an activity-based budgeting methodology to revamp the School P&L Statement reports and provide senior leadership an alternative budget allocation model if/when needed	03/31/20	Eva Burnett
1.4	(Phase 2) Eliminate and consolidate fund codes to simplify financial information for improved budget oversight and reporting (Remaining Funds)	08/31/19	Eva Burnett
1.5	Design a model to optimize general revenue-dedicated levels and forecast general revenue appropriations to measure the financial impact	08/31/19	Eva Burnett
1.6	Improve measurement of department HUB activity to better inform department purchasers	12/31/19	Pete Bond
1.7	Improve accuracy of HSP subcontractor and One Card HUB information to better understand compliance with DIR/Group Contract and Term Contract HUB requirements	09/01/19	Pete Bond
1.8	Develop and publish a Disbursement Guide to provide better guidance to campus	12/20/19	Jené Janich
1.9	Facilitate the creation of user-friendly interfaces for Faculty and Staff in order to enhance the Faculty and Staff's adoption of the University's business systems and improve access to reliable data	08/30/19	Lonnie Nealy
1.10	Map enhancement projects to OBF and the University's strategic goals in order to improve the alignment of enhancement projects with the Divisional priorities and the University's mission	08/30/20	Brian Bernoussi
1.11	Build standards for enterprise projects portfolio standards in order to provide University-wide visibility, enhance the ability to execute projects and optimize the use of resources	08/31/20	Lonnie Nealy
1.12	Update UT Dallas Procurement and Contract Management Guide	08/31/20	Pete Bond
1.13	Transition the tuition revenue estimate model to PeopleSoft to improve data analysis capabilities and process efficiency	08/30/19	Eva Burnett
1.14	Implement GASB 83 Certain Asset Retirement Obligations	09/30/19	Melody Monjabez
1.15	Implement GASB 88 Disclosures Related to Debt, Direct Borrowing, and Direct Placement	09/30/19	Melody Monjabez
1.16	Implement GASB 84 Fiduciary Activities	12/31/19	Tracy Lederer
1.17	Analyze academic, financial and enrollment data of dropped students to facilitate more targeted assistance and enhance student success.	09/01/20	Cheryl Friesenhahn
<b>2. Manage Risk in Order to Safeguard University Assets While Facilitating UTD's Mission</b>			
2.1	Improve the percentage of payments paid via direct deposit to 98.5% to reduce costs of printing and reconciling payments via paper check	12/31/19	Rohan Nilekani
2.2	Update and centralize standard clauses to increase uniformity in OCA contracts	09/01/19	Pete Bond
2.3	Establish Crow Foundation treasury & investment account structure & procedures	12/31/19	Karol Miller
2.4	Facilitate the Crow Museum and Trust taxes are properly maintained and reported	11/15/19	Greg Argueta
2.5	Develop an accounts receivable procedure to guide campus and central processes	03/31/20	Tracy Lederer
2.6	Develop an external sales procedure to guide campus and central processes	03/01/20	Tracy Lederer
2.7	Develop a campus deposit procedure to guide campus and central processes	03/31/20	Tracy Lederer
2.8	Develop a Perkins Loan Program close-out procedure	12/31/19	Tracy Lederer
2.9	Collaborate with Inventory and Surplus Department and Purchasing Department to develop a procedure for fixed assets trade-ins, increase Campus knowledge and process efficiency	08/31/20	Melody Monjabez
2.10	Collaborate with Inventory and Surplus Department to develop a procedure for transfer of capital assets to other State agencies or institutions ; increase Campus knowledge and process efficiency	08/31/20	Melody Monjabez
2.11	Collaborate with Inventory and Surplus Department to develop a procedure for disposal of capital assets	08/31/21	Melody Monjabez
2.12	Develop and publish a procedure for accounting process and documentation of costs when a capital equipment item is fabricated	08/31/20	Melody Monjabez
2.13	Establish parameter of controls in PeopleSoft for use of fund and/or account codes	08/31/21	Melody Monjabez
2.14	Implement Financial Responsibility Letter to mitigate the University's risk of non-compliance with federal laws and regulations.	09/01/21	Cheryl Friesenhahn
<b>3. Engage and Collaborate with the Campus in Addressing Operational and Financial Challenges</b>			
3.1	Implement "Budget Development Reports" in the Reporting Console to assist budget planners with improving accuracy and enable holistic view of budget development information	03/31/20	Eva Burnett
3.2	Improve HUB collaboration with UTD Diversity & Community Engagement to collaborate on 2 or more opportunities for campus engagement	01/31/20	Pete Bond
3.3	Expand outreach by attending at least 8 chamber (Black, Hispanic, Women) events or DFWMBD or Countywide org events and 10 HUB conferences/vendor shows to improve visibility of UT Dallas HUB program	08/31/19	Pete Bond
3.4	Increase visits to primary campus contract-originating departments for better coordination	12/31/19	Pete Bond
3.5	Develop Jaeger first-time user training to facilitate use of eProcurement by Schools/Department staff, including Fiscal Officers and AAs	02/28/20	Lori Matthews

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<b>3. Engage and Collaborate with the Campus in Addressing Operational and Financial Challenges (Cont'd)</b>			
3.6	Create a Financial Management System glossary in order to improve the campus Department's knowledge of OBF processes and systems and enhance their ability to collaborate with OBF	08/30/20	<b>Brian Bernoussi</b>
3.7	Develop a "Budgeting Concepts and Resources" training to enhance campus user knowledge and understanding	05/31/20	<b>Eva Burnett</b>
3.8	Grow ClinCard human subject payment program, with or without Supply Chain Alliance, while improving service	08/31/19	<b>Pete Bond</b>
3.9	Work with Provost's Office to define and document contract process	03/02/20	<b>Pete Bond</b>
3.10	Work with A&FR to define and document contract process	08/31/19	<b>Pete Bond</b>
3.11	Complete the Indirect Cost Proposal Space Survey and submit a rate increase request to the Cognizant Agent	02/28/20	<b>Greg Argueta</b>
3.12	Publish one-page guidelines for procurement processes	12/31/19	<b>Brian Bernoussi</b>
3.13	Design "Procurement University" pilot	12/31/19	<b>Brian Bernoussi</b>
3.14	Update procurement policies & procedures	12/31/19	<b>Brian Bernoussi</b>
3.15	Complete the transition of Crow Trust investment accounting from prior Crow Museum affiliate	09/30/19	<b>Melody Monjabez</b>
3.16	Develop a Crow Museum capital asset tracking and depreciation calculator for audit, tax, inventory, and reporting purposes	09/27/19	<b>Melody Monjabez</b>
3.17	Develop a Crow Museum art and collection tracking and valuation schedule	09/13/19	<b>Greg Argueta</b>
3.18	Collaborate with Office of Development to develop procedures for endowments contribuion transfers and gifts fund transfers	09/30/19	<b>Melody Monjabez</b>
3.19	Initiate training sessions with Campus on accounting policies and procedures related to journal entries and IDTs in order to ehncnace Campus user's knowledge and improve decison making	08/31/20	<b>Melody Monjabez</b>
3.20	Update and publish IDT and Journal Entry Procedures	08/31/20	<b>Melody Monjabez</b>
3.21	Develop forms and procedures for inactivating chartfields; provide Fiscal Officers and Business Managers access to track progress and implement approval workflow process	07/31/20	<b>Melody Monjabez</b>
3.22	Optimize the tracking of Federal Work Study Awards earned in HCM Payroll	10/31/19	<b>Rohan Nilekani</b>
3.23	Employment Verification : Collaborate with HR to implement Talx Work Number	10/31/19	<b>Rohan Nilekani</b>
3.24	Automate HRIS State Reporting to USAS - Payroll	01/31/20	<b>Rohan Nilekani</b>
3.25	Collaborate with HR to Implement Extended Absence Management through Timesheets - FMLA	01/31/20	<b>Rohan Nilekani</b>
3.26	ePerformance : Collaborate with HR to Implement Performance Appraisal in PeopleSoft HCM	01/31/20	<b>Rohan Nilekani</b>
3.27	Police Holiday Worked - Time and Labor Calculation	01/31/20	<b>Rohan Nilekani</b>
3.28	Track Lawful Student Employment - Hours worked in a week (Citizens and International)	01/31/20	<b>Rohan Nilekani</b>
3.29	University Biometric Time Clock - Facilities Department	01/31/20	<b>Rohan Nilekani</b>
3.30	Develop Policy on Payment Decision Tree - Employees, Students and Independent Contractors	01/31/20	<b>Rohan Nilekani</b>
3.31	Develop Policy on Payroll Off-Cycles	01/31/20	<b>Rohan Nilekani</b>
3.32	Develop Policy on Over payments through Payroll	01/31/20	<b>Rohan Nilekani</b>
<b>4. Expand Our Capacity to Innovate, Pursue Efficiencies and Create Value</b>			
4.1	Develop a new customer request form which routes for apporval and integrates into PS	08/31/20	<b>Greg Argueta</b>
4.2	Develop process to automate CPT Fees from the International Center to eliminate manual postings and minimize potential errors	08/31/20	<b>Cheryl Friesenhahn</b>
4.3	Develop a Collection Administration page in Orion to improve our collection activity processes and reporting	08/31/19	<b>Cheryl Friesenhahn</b>
4.4	Implement budget checking for ePAR actions to minimize labor effort spent on reviewing available departmental budget levels	03/31/20	<b>Eva Burnett</b>
4.5	Implement campus-wide feedback process (focus groups and surveys) to continually improve business processes in the OBF	08/31/19	<b>Pete Bond</b>
4.6	Streamline tax compliance monitoring process for foreign employees in order to continually ensure compliance, create efficiencies and reduce the team's reliance on temporary student workers	08/30/19	<b>Nancy Barganier</b>
4.7	Design and publish career paths for Operations in order to assist OBF employees with planning their training and career development	08/30/20	<b>Brian Bernoussi</b>
4.8	Establish Work from Home Departmental procedures in order to help OBF employees create a work-life balance and to sustain departmental required productivity	12/20/19	<b>Brian Bernoussi</b>
4.9	Investigate a model to chargeback retiree benefits to reduce the load on central funding.	08/31/20	<b>Eva Burnett</b>
4.10	Implement ePAR capability to handle multiple submissions to create efficient summer faculty loading process	03/01/20	<b>Rohan Nilekani</b>
4.11	Design and implement process for regular and effective information sharing and collaboration on contracts in OCA.	07/31/19	<b>Erin Jordan</b>
4.11.1	Re-Organize Contract Repository for easy reference and proactive document retention compliance	08/30/19	<b>Erin Jordan</b>
4.12	Design and fully define OCA contract intake process for all contract types, update documentation	08/31/19	<b>Pete Bond</b>
4.12.1	Update OCA forms and consider ways to automate CAT form.	08/31/19	<b>Pete Bond</b>

#	Project Description	Planned Due Date	Owner
<b>4. Expand Our Capacity to Innovate, Pursue Efficiencies and Create Value (Cont'd)</b>			
4.13	Investigate a model to transition employee benefits from pools to salary cost centers to better analyze, monitor and report benefits expense increases	03/31/20	<b>Eva Burnett</b>
4.14	Implement an "Executive Budget View" to provide a concise view of draft budget for executive approvers	05/31/20	<b>Eva Burnett</b>
4.15	Implement "FY Permanent Budget Increases" functionality in BPM to record allocation increases and store historical information	03/31/20	<b>Eva Burnett</b>
4.16	Implement contract action tracking in Bonfire contracts module	08/31/19	<b>Pete Bond</b>
4.17	Implement a student financials change request process to prevent rework and minimize mapping errors.	09/01/20	<b>Cheryl Friesenhahn</b>
4.18	Implement text messaging to increase student response to action oriented items communicated by the Bursar Office.	09/01/20	<b>Cheryl Friesenhahn</b>
4.19	Implement online chat to provide another communication channel to assist with student inquiries.	09/01/20	<b>Cheryl Friesenhahn</b>
4.20	Collaborate with Financial Aid to implement TASKE phone system to analyze phone call data and balance staff resources.	09/01/20	<b>Cheryl Friesenhahn</b>
4.21	Maintain the student account collection rate at a minimum of 99.3%	09/01/20	<b>Cheryl Friesenhahn</b>
4.22	Onboard UT System SIS to provide business services	03/31/20	<b>Rebeka Stafford</b>
4.23	Migrate parking permit refund process to ClinCard and/or Zelle to eliminate paper checks and manual service efforts	08/30/19	<b>Cheryl Friesenhahn</b>
4.24	Streamline AP processes	08/28/20	<b>Brian Bernoussi</b>
4.25	Enhance & automate OneCard compliance monitoring	06/30/20	<b>Brian Bernoussi</b>
4.26	Standardize & document job descriptions in Procurement	02/28/20	<b>Brian Bernoussi</b>
4.27	Staffing, training to develop in-house procurement expertise	08/31/20	<b>Brian Bernoussi</b>
4.28	Enhance the student refund disbursement process to reduce number of returned checks and service follow-ups	08/28/20	<b>Cheryl Friesenhahn</b>
4.29	Create a Payroll Department training program based on specific needs and requests	04/30/20	<b>Rohan Nilekani</b>
4.30	Configure sponsored programs refund voucher and workflow processes with PS	12/31/19	<b>Tracy Lederer</b>
4.31	Collaborate with the Office of Research to utilize Milestones within the PS Grant module for report tracking	08/31/20	<b>Tracy Lederer</b>
4.32	Collaborate with Office of Development to initiate guidelines for transfer of funds and recording of matching funds	08/31/20	<b>Melody Monjaze</b>
4.33	In collaboration with the Purchasing Department, initiate training sessions on Accounting policies and procedures for purchase of equipment to enhance Campus user's knowledge and improve decision making	08/31/20	<b>Melody Monjaze</b>
4.34	Collaborate with Office of Development to automate Raiser's Edge entries to PeopleSoft	08/31/20	<b>Melody Monjaze</b>
4.35	Collaborate with Office of Development to eliminate Deposit Holding cost center and expedite availability of funds in donor designated cost center	08/31/20	<b>Melody Monjaze</b>
4.36	Enhance and implement State appropriation reimbursement model; coordinate uniform data extraction between PS/USAS/TINS/TEAM systems for accurate and timely reporting of State funds	12/31/19	<b>Melody Monjaze</b>
4.37	Enhance & Streamline the TRS (TEAM) Application in PeopleSoft HCM	01/31/20	<b>Rohan Nilekani</b>
4.38	Build payroll reports in Reporting Console	01/31/20	<b>Rohan Nilekani</b>
4.39	Exploit the Fluid Functionality in PeopleSoft 9.2 for Time sheets & Paycheck Modeler	01/31/20	<b>Rohan Nilekani</b>