

FY 2015 OFFICE OF BUDGET & FINANCE STRATEGIC PLAN

Strategic Plan Items & Projects

1.0. OPERATIONAL EXCELLENCE

1.1. Ensure Compliance Through Clear Policies and Procedures

1.1.1. Review and Update University Policies and SAPs

1.1.2. Expand Utilization and Effectiveness of askYODA

1.1.3. Implement Continuous Monitoring Processes for High-Risk Transactional Activity

1.1.4. Update & Implement Service Center Accounting Procedures

1.2. Enhance Revenues

1.2.1. Review and Validate the Revenue Projection Model

1.3. Contain Expenses

1.3.1. Review and Implement Improved Budget monitoring and Control Process

1.3.2. Eliminate Use of Cash Advances/Working Funds to Pay Clinical Trial Participants

1.3.3. Maximize Utilization of Electronic Payment Methods

1.4. Improve Service Delivery

1.5. Monitor the University's Financial Condition

1.5.1. Monitor the University's Financial Performance Measures

1.5.2. Monitor the University's Fund Balances

2.0. CUSTOMER-FOCUSED

2.1. Improve Customer Job Knowledge and Skills

2.1.1. Develop Formal Curriculum-Based ERP Training

2.2. Promote Service Excellence

2.2.1. Achieve a Customer Satisfaction Rate of 90% or Higher

2.2.2. Administer Two Customer Surveys per Year (one Internal, one External)

2.3. Expand Customer Outreach Initiatives

2.4. Enhance Customer Experience

2.4.1. Implement Cloud-Based Storage System

3.0. CONTINUOUS PROCESS IMPROVEMENT

3.1. Stabilize PeopleSoft

3.1.1. Implement Electronic Personnel Action Requests

3.1.2. Implement an Integrated Budget Module in PeopleSoft

3.1.3. Implement Time and Labor Module

3.1.4. Implement PeopleSoft Travel and Expense Reimbursement Module

3.1.5. Implement OneCard Solution for Travel and Small Value Purchases

3.1.6. Review and Enhance Cost Center, Fund, and Function Structure in Chart of Accounts

3.1.7. Automate Cost Center Reconciliation Status Report

3.1.8. Develop Inquiry Screen to Deliver Financial Information on Demand

3.1.9. Set Budget Control Tolerance to Zero with a 10% Early Warning

3.2. Leverage Existing Technology

3.2.1. Expand Utilization of OBIEE Data Warehouse Reporting

3.2.2. Upgrade TouchNet Payment Suite

3.2.3. Develop Long-Term Strategy for Financial Reporting (Data Warehouse)

3.2.4. Implement Activity Guide Functionality in SIS

3.3. Improve Processes and Systems

3.3.1. Deliver the Projects in the Departmental Work Plans

3.3.1.1. Student Financial Services Work Plan

Improve Student Billing

Asset Accounting Improvement

Self Service Refund History

3.3.1.2. Accounting and Financial Report Work Plan

Roll Out EE Performance Measures

Automate USAS Reimbursement Process for Benefits & M&O (Phase 2)

Labor Distribution Reports

Uniform Guidance Review

Spreadsheet Journal process improvements

Three New Quality Assurance Queries for Sponsored Programs

Implement Mobile Technology for Processing Credit Card Transactions

Fund Balance Reporting

Combination Editing Rule Review

Budget Deficit Summer Workshop

3.3.1.3. Payroll Work Plan

HCM Interface to Payable (PAYAP)

Consolidate NRA Lists Between Payroll & Other Depts

Correct the NRA Withholding Process

Automate Time Collection of EE Hours for Payroll Process

Automate Child Support Payments to Attorney General's Office

3.3.1.4. Procurement Work Plan

Create Monthly Dashboard of Key Procurement Metrics

OnBase to Image Source Documents

Request for Check Process Automation

Contracts Coordination Throughout Campus

Enhance HUB Program Presence and Visibility

Purchasing Card Automation

Create and Deliver Online Training Courses

3.3.1.5. Information Security Work Plan

Repair and Rebuild Relationships with Campus Leaders

Deployment of Desktop Encryption (by 5/31/14)

Understand Identity Management Project Risks and Adjust Scope & Approach

Internal Department Password Updates, e.g. epoadmin & Various Products

Revise Information Security Policy and Incorporate into Refreshed Awareness Training

Launch Outreach Campaign, Including Digital Media, Printed Material, and Workshops

Shift Resources to the Most Relevant Threat Scenarios

Produce Reports as Required by UT System CISO

Define UTD-ID as Category 2 and Communicate to Campus

Establish Agreement with Box.com Online Storage, and Communicate to Campus

Revise and Implement 3rd Party Vendor Evaluation Methodology

4.0. EMPLOYEE-CENTRIC

4.1. Reduce Employee Turnover

4.1.1. Achieve employee retention rate of 90% or higher

4.2. Maintain a Motivated Workforce

4.2.1. Achieve an employee satisfaction rate of 90% or higher

4.2.2. Administer Employee Feedback Survey annually

4.3. Improve Employee Job Knowledge and Skills

4.3.1. Develop employee performance plans for all employees

4.3.2. Launch PeopleSoft Academy for Staff

4.3.3. Roll out an employee orientation program

4.3.4. Improve Training/Education/Communication