Project Orientation
Design Phase Kick-Off

November, 2016
### FINANCE

**Vision**

Build structures that are “informative and simple” by creating a system that is:

<table>
<thead>
<tr>
<th>Data Driven</th>
<th>Intuitive</th>
<th>Flexible</th>
<th>Streamlined</th>
</tr>
</thead>
<tbody>
<tr>
<td>Define and utilize correct master data</td>
<td>Easier collaboration and transitions</td>
<td>Ad-hoc reporting across institution</td>
<td>System does the work</td>
</tr>
<tr>
<td>Workshop Category</td>
<td>Description</td>
<td>Purdue Lead</td>
<td>Epi-Use Lead</td>
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<tr>
<td>Asset Accounting</td>
<td>Asset master data, processes related to acquisitions, transfers, and retirements, leases, reporting, and period end closing activities</td>
<td>Aaron Jackson</td>
<td>Dave Thornton</td>
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<tr>
<td>Accounts Payable</td>
<td>Vendor master data, vendor payment processes, reporting, and period end closing activities</td>
<td>Allison Harris</td>
<td>Brian Kress</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>Customer/Business Partner master data as it relates to all receivable processes including student, state appropriations, and PSCD, reporting, and period end closing processes</td>
<td>Edie Doland</td>
<td>Brian Kress</td>
</tr>
<tr>
<td>Controlling (CO)</td>
<td>Sessions related to cost center structure, and new concepts around allocations and planning</td>
<td>Business Office TBD/Stacy Umlauf</td>
<td>Michael Yang/Zach Ang</td>
</tr>
<tr>
<td>Funds Management</td>
<td>Continuation of fund type discussions, integration with other modules, budget integrations, reporting</td>
<td>Stacy Umlauf/Allison Harris/Jamie Humbarger/Business Office TBD</td>
<td>Zach Ang</td>
</tr>
<tr>
<td>General Ledger (GL)</td>
<td>Enterprise Structures for Purdue University, Purdue International, and other separate legal entities, General Ledger Account structure, financial reporting, and year end closing</td>
<td>Stacy Umlauf/Jamie Humbarger</td>
<td>Michael Yang</td>
</tr>
<tr>
<td>Grants Management</td>
<td>Grants management master data, billing processes, and reporting</td>
<td>Allison Harris</td>
<td>Brian Kress</td>
</tr>
<tr>
<td>Project Systems</td>
<td>Integration with EAM project, faculty allocations</td>
<td>Aaron Jackson/Stacy Umlauf</td>
<td>Dave Thornton</td>
</tr>
<tr>
<td>Treasury (TR)</td>
<td>Bank master data, cash reconciliation processes, PIPC processing, reporting and period end closing</td>
<td>Terri Mimms</td>
<td>Michael Yang</td>
</tr>
</tbody>
</table>
DESIGN WORKSHOPS

Process

1. Prepare
2. Conduct
3. Document
4. Validate (Playback)

Follow-up

BPR Business Process Reengineering
# Design Workshops

## Workshop Inputs

- **Best Practices**
  - Experience
  - Common Sense
  - System considerations

- **Policy and Regulations**
  - Purdue Policies
  - Regulatory Rules

- **BPR As-Is process Index**
  - Pain Points
  - Current Processes

- **Data Elements**
  - Data requirements
  - Source and Timing

## Workshop Documents

- **Process Flows**
  - Roles with future organization in mind
  - Process recommendation based on best practice recommendation

- **Presentation using project template with focus on:**
  - Pain points / gaps
  - Policies to be challenged
  - Consider fewer or no approval routings

- **Questionnaire/workbook:**
  - Complete before / during / after workshops

## Workshop Output

- **Updated Process Flow**
- **Process Design Document (PDD)**
- **Policy Register updates**
- **Action / Open Items**
Design Workshops

Workshop Participants

• Leader:

• Moderator:

• Scribe/Documentation

• Subject Matter Experts
Design Workshops

Workshop Norms

- Participate
- Communicate positively in your home department
- Turn off cell phones
- One conversation at a time
- Surface differences - silence means acceptance
- Listen actively & respectfully
- Work to gain consensus – if not:
  - Add to “Parking Lot” or
  - Document as an issue
- If you expect an important call - announce it up front and step out

Business Process Reengineering
## DESIGN WORKSHOPS

### Documentation

<table>
<thead>
<tr>
<th>Documentation Includes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Flow with Roles</td>
</tr>
<tr>
<td>Action Item Resolutions</td>
</tr>
<tr>
<td>Design Decisions</td>
</tr>
<tr>
<td>Process Decisions</td>
</tr>
<tr>
<td>Prototype Requirements</td>
</tr>
</tbody>
</table>
PROCESS VALIDATION / PLAYBACK

• Final process
• Prototype, when applicable
• Additional stakeholders will be included in the playback session(s)
• Builds our requirements for testing and training
Workshop Success

List all the items, actions and behaviors that you have experienced or observed that results in an unsuccessful meeting.

- Tell partner
- Share with small group and come up with ‘top 5 worst actions’
- As a group, agree on ‘top 5 worst actions’

Meet with your small group and come up with the ‘top 5 best behaviors/actions’ that will make a workshop successful