

BPR Draft Implementation Status

<i>Team</i>	<i>Process/Change</i>	<i>Team Lead</i>	<i>Status</i>	<i>Perf Metric</i>	<i>BPR finalised (at least 5 consistent data points)</i>
Accounts Receivable					
	Web Payment (Redesign)	Court	Soft Implementation		
	Xfeed (Modification)	Ward	Completed		
	Refunds (Modification)	Allen	Over summer after Orientation		
	Insurance Waiver	Allen	Over summer after Orientation		
Purchasing					
	Training	Lanphear	Impelementation plan under revision		
	Procedures	Lanphear	Impelementation plan under revision		
	Access tool	Lanphear	Impelementation plan under revision		
Accounts Payable					
	Modifications (no IT)				
	Pcard				
	Travel				
	Invoices				
		1099	Sidley/Henley	Implemented	
	Manual checks		Sidley/Henley	Implemented	Check register report to be created by Peaches
	Data Entry		Sidley/Henley	Implemented	
	Vendor clean up		Sidley/Henley	Implemented	
Reappointment					
	Salary Planner	Watkins	Implemented	Errors: type	
				Time to correct errors	
				No of records completed within time frame	
				Turnaround reports	Jul-07
Accounting Functions					
	Chart Maintenance	McIlhatten	Completed	N/A	
	UBIT		N/A - no efficiency gains	N/A	
	Xfeed		Completed - Great Falls lower priority Fall 08 (2 applications)		
	Reconciliation	Ward	end of FY - Aug & Oct	satisfactory completion of report	
	Fixed Assets	Ward	end of FY - Aug & Oct	satisfactory completion of report	
	Grant Management		To be reviewed by Billings Controller		
	Financial Reporting Software	Court	Implementation Plan completed	Completion of Recommendation/ Implementation of recommendation	
Treasury					
	Cash Management	Binkley	Implemented	Fund Investment summary	
	Debt Management	Binkley	Implemented		
Budget					
	Budget Management	Attebury	Implemented	PTF form changed	
	Budget Reporting & Analysis	Attebury	Implemented	Training Evaluation	
	Planning & Budget Development	Attebury	Dependant upon Reporting Software recommendation		
	Online budgetting	Attebury	Implemented	Training Evaluation	
Classification (Personnel)					
	Updated forms	Bergstedt			
	Training	Bergstedt		Jul-07	
	Workflows	Bergstedt	dependant on A/P		
	Outlook Approvals	Bergstedt	Implementation plan complete Communicaion Plan complete Pilot program complete		
Classified Recruitment					
		Barber	Implementation plan complete & in progress	Turnaround times	
Payroll					
(Payroll)					
	Summer Session	Wold	Implemented	Reconciliation reports & timekeeping	
	Direct Deposit	Lowney	Implementation plan complete & in progress	%Direct Deposits to checks	
	Finalize Payroll	Marx	Implementation Plan in progress		
	Web & Dept time entry	Maika	Implementation plan complete & in progress	Time expended/ error rates	
	Single Payroll	Alt	Implementation Plan in progress		
	On line enrollment & Orientation	Crow	Implementation Plan in progress	Time expended/ error rates	
	Electronic PTF	Thompson	Implementation plan complete & in progress	Time expended/ error rates	