



MacBuy Project

PROJECT KICK-OFF

August 1, 2018

Agenda

- Welcome and Introduction
- Project Scope and Objective
- Team Structure
- Roles & Responsibilities
- Timeline
- Discussion and Feedback Roundtable
- Next Steps



Welcome & Introduction

Executive Sponsor:

Deidre (Dee) Henne,
AVP (Administration) & CFO



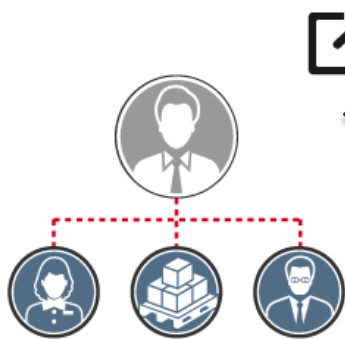
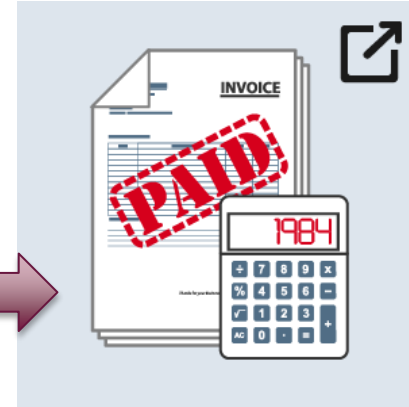


MacBuy Project Scope & Objectives



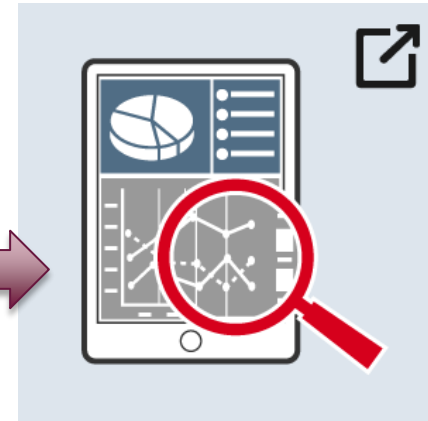
E-Procurement

Accounts Payable



Supplier Portal

Spend Analytics



Shopper/Requisitioner Dashboard Dashboard Actions

Organization Message

Welcome to 

Supplier Specials this month:

- o **Staples**- free shipping over \$100
- o **Corporate Express**- new lower prices!

Policies & Procedures:

- o Click [here](#) for a list of FAQ's
- o Don't see the needed supplier? Click [here](#) for instructions to submit a **New Supplier Request** form.
- o Use the forms section to submit maintenance requests. **Questions?** Call Facilities at ext. 1724

Shop

Search Product Keywords, Description, Supplier
 Advanced Search

Shortcuts




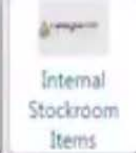




[Favorites](#) | [Forms](#) | [Non-Catalog Item](#) | [Quick Order](#)

Browse




[Suppliers](#) | [Categories](#) | [Contracts](#) | [Chemicals](#)

Showcases



Scientific

Furniture

		
---	---	---

Computer/Office Supplies

	
---	---

Shop
Alt + P

Shopping

My Carts and Orders

Admin

Shopping

By Keyword

Go To

Shopping Home | [Advanced Search](#) | [View Favorites](#) | [View Forms](#) | [Non-Catalog Item](#) | [Quick Order](#)

Browse By

[Suppliers](#) | [Categories](#) | [Contracts](#) | [Chemicals](#)

- Click [here](#) for a list of FAQ's
- Don't see the needed supplier? Click [here](#) for instructions to submit a **New Supplier Request form**.
- Use the forms section to submit maintenance requests. **Questions?** Call Facilities at ext. 1338

Shop
?

Search Everything

Advanced Search

Shortcuts

[Favorites](#) | [Forms](#) | [Non-Catalog Item](#) | [Quick Order](#)

Browse

[Suppliers](#) | [Categories](#) | [Contracts](#) | [Chemicals](#)

Cases
?

Scientific ?

Furniture ?

Computer/Office Supplies ?

Contracts ?



MacBuy Project Team Structure

Executive Sponsor: Dee Henne

PROJECT TEAM

Functional

Terri Wetton
Angelo DiLettera
Tracie Felton
Wendy Finemore
ePro Specialist
Laurie Hickey
Sarah Nunes
Karen Campbell
Jennifer Prentice
Sue Graci
Katrina Spotts

Technology

Gord de Pass
Sibi Vadakken
Marlon Arevalo
Mike Ngo
Dave Arnold
Chris Due
Mike Masotti
Laura Seely
Michelle
Turnbull
Tanya Reid

JAGGAER

Evelyn Fahy
Brittany Spivey
Margot
Squarebriggs
Beth DesJardin
David Joyner

STEERING COMMITTEE

John Preston
Nancy Gray
Stacy Farkas
Susan Galloway
Sonya Caissie
Dave Reinhart
Suvojit Ghosh
Steven Moore
Craig Coles
Dawn Lilley
Kevin de Kock

PILOT END USERS

Research Lab Manager
Financial Administrator
Researchers
Approvers
Grad Students
Research Finance
Procurement Buyers
Accounts Payable



MacBuy Roles & Responsibilities

Project Team	Steering Committee	End User
Key contributors to project objectives	Leaders who ensure the project is aligned with organizational strategy and policies	Key buying related stakeholders with area functional roles within a lab, department, or faculty
Completing individual deliverables	Ensures project makes efficient use of resources	Involved in purchasing related processes
Providing expertise	Assists with resolving issues and managing risks	Assists with User Acceptance Testing
Working with end users to establish and <u>meet</u> business needs	Approves or rejects changes with consideration of benefits, costs, and timeline	Provides clear, concise and honest feedback regarding usability of the system
Documenting the processes	Assesses project progress and provides executive summary reports for EATC, IT Executive Governance	Acts as project ambassadors for adoption and shares the 'vision' with co-workers
Attend project meetings	Provide advice and guidance on business issues facing the project	Helps track ease of use and resource time pre- and post- project
Follow the project management framework	Use positive influence strategies to assist the project in achieving its outcomes	After go-live, acts as a lead subject matter expert for lab, department, of faculty
Fosters communication opportunities to solicit ongoing feedback from users	Review and approve final project deliverables, and track key metrics for routine communications	



MacBuy Timeline

SL No	Key Tasks	Start Date	End Date	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19
1	Project Start - JAGGAER Discovery Session	12-Jun-18	14-Jun-18	█										
2	JAGGAER Start Date	20-Aug-18	20-Aug-18			█								
3	Planning Phase - Project Management Tasks	18-Jun-18	31-Aug-18	█	█	█								
4	Business Change Management Strategy	20-Aug-18	31-Aug-18			█								
5	Business Tasks (Process Creation & Improvement) Before JAGGAER on-board	18-Jun-18	17-Aug-18	█	█	█								
6	Technology Tasks (Environment Setup & Integration Design) Before JAGGAER on-board	18-Jun-18	17-Aug-18	█	█	█								
7	Planning Phase - ePro & AP													
	- Product Orientation & Configuration	20-Aug-18	31-Aug-18			█								
	- Integration Design Review	20-Aug-18	31-Aug-18			█								
8	Execute Phase - ePro & AP													
	- Configuration workshop	12-Sep-18	13-Sep-18				█							
	- Technical Build & Solution Training	17-Sep-18	7-Dec-18				█	█	█					
	- End to End Scenarios & Walkthrough	10-Dec-18	21-Dec-18							█				
	- Integration Build & Unit Testing	17-Sep-18	21-Dec-18				█	█	█	█				
9	Validation Phase - ePro & AP													
	- System Integration Testing	14-Jan-19	8-Feb-19								█			
	- User Acceptance Testing	19-Feb-19	8-Mar-19									█		
10	Enable - ePro & AP													
	- End User Training	11-Mar-19	29-Mar-19										█	
	- Go Live	1-Apr-19	26-Apr-19											█



MacBuy Roundtable Session

Please discuss at your table the questions below and use the index cards to make notes and leave behind for the team:

- In your role, as a key university leader, what will your commitment be to the project and how could you help promote the project to help implementation and adoption?
- How would you, or your area, like to be engaged going forward? For example: 1:1s, presentations at department meetings, Open houses, Town halls, email blasts, etc., etc.. Be sure to add your name to allow a customized follow-up approach.



Next Steps

- August JAGGAER on-boarding
- November MacBuy Town Hall
- Routinely: Engaging direct follow up