

# MacBuy Project

## Town Hall

*Nov 27, 2018*



# Agenda

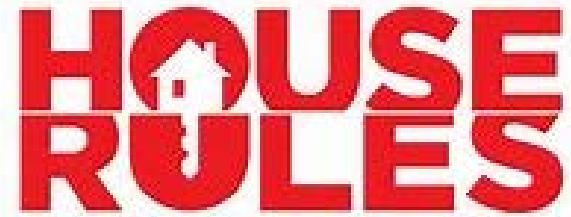
- Welcome and Introduction
- Team Structure
- Project Scope
- System Highlights
- Progress to Date
- Timeline
- Measuring Success
- Next Steps
- Questions



## Welcome & Introduction

### Executive Sponsor:

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





**Change is an event but a transition is the process  
that you go through in response to the change**

*William Bridges*



# Project Team Structure

**Executive Sponsor: Dee Henne**

**PROJECT TEAM**

**STEERING COMMITTEE**

**TESTERS**

**Functional**

- Terri Wetton
- Angelo DiLettera
- Tracie Felton
- Wendy Finemore
- Kari Wright
- 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
- Kelly Divine
- Margot Squarebriggs
- Beth DesJardin
- David Joyner

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

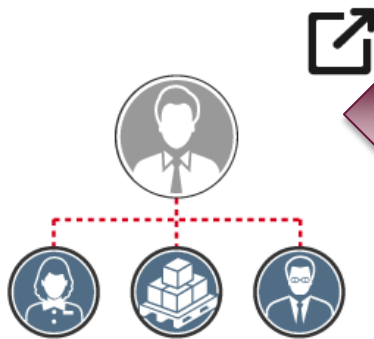
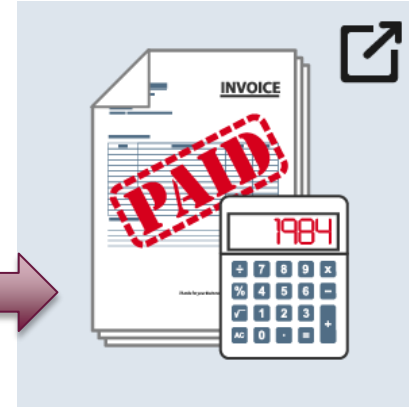
- Research Lab Manager
- Financial Administrator
- Researchers
- Approvers
- Grad Students
- Research Finance
- Procurement Buyers
- Accounts Payable



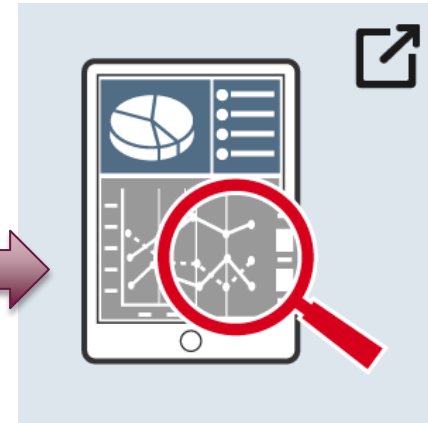
# Project Scope



E-Procurement  
Accounts Payable



Supplier Portal  
Spend Analytics





# MacBuy System Highlights

- Access multiple suppliers through a single dashboard page (just like Amazon.ca)
- Supplier pricing will reflect negotiated McMaster pricing for catalogue suppliers
- Track progress throughout the process (request, PO, fulfillment, payment)
- Approval workflow automated
- Multiple purchase orders from multiple suppliers from one shopping cart
- Reduce the need for PCard use and reconciliation



# MacBuy Progress to Date

- Stakeholder input:
  - Users invited to demonstrations to select e-Procurement system
  - Steering Committee formed in May and have met three times
  - Two Focus Group sessions held to understand the participants current shopping experience
  - Feedback is being used for configuration discussion
- Discovery sessions with software provider and project team held
- Visited Queens to understand their experience and lessons learned from their recent implementation





# MacBuy Progress to Date

- Strategic Procurement started supplier cleanup and continue to negotiate McMaster pricing
- Identified high volume suppliers to be enabled as punch out or hosted catalogue suppliers
- Integration configuration is 65% complete
- Functional configuration is 70% complete
- Core project team has access to test site and is currently testing functionality



# MacBuy Timeline



Post project survey in Dec 2019.



# MacBuy Measuring Success

- **User satisfaction survey** = Yr. 1 = 60% satisfaction;  
Yr. 2 = 70%; Yr. 3+ = 80%
- **User adoption** = Yr. 1 = 25%; Yr. 2 = 50%; Yr. 3 = 75%
- **Catalogue/contract spend** = Yr. 1 to 3 = \$15m
- **Savings** = By Yr. 5 = \$3.7 m per year
- **Savings Soft (Avg time to enter PR)** = Baseline 2017/18  
avg. 37 mins; 2023 reduced by 53% will be 14 mins
- **McMaster PCard spend** = Baseline 2017/18 \$27m;  
2023 20%+ increase
- **Avg time to enter PCard recon** = Baseline 2017/18 avg. 5.5 hrs;  
2023 reduced by 92.5%
- **MacBuy Help - Initial Response time** = Within one business  
day



# Next Steps

- Demonstrations Dec 11 & 12  
*"Get the Goods on Purchasing using MacBuy"*
- Identify and finalize user acceptance testers
- 2019 Monthly News Updates
- March Town Hall
  - Announce Training schedule & Open-houses

