# Project Description/Issue Statement (may include project triggers):

Initial phase of project was to acquire and deploy an eProcurement system that will offer an online shopping environment for OSU’s contacted goods and services. Modules include: Supplier Information Management, Sourcing and Cojtract Management, Marketplace and eProcurement, Accounts Payable and Spend and Performance Analytics.

The initial phase of the project was completed. This phase is to increase adoption and participation by departments and users, increase communictions and training for all impacted users, continue deployment of the Sourcing, Contract Management and Spend analytics tool and implement Fund/Org security.

# Goals & Objectives:

## Strategic Goal(s) Supported

Enhanced transparency and accountability in purchases

Compliance with regulations

## Business Objectives

Streamline ordering and payment processess

Improve OSU’s collective buying power

## IT Objectives

# Project Governance

|  |  |
| --- | --- |
| Role | Name/Org |
| Project Sponsor | Mike Green, VP – Finance and Administration |
| Project Manager | Diana Lindsley |
| Exec Steering Committee | Ron Adams, Sr Advis to President  Mike Green, VP – Finance and Administration  Lois Brooks, Chief Information Officer  Linda Powell, Director Shared Services  Lissa Perrone, Director Business Affairs  Jan Lewis, Interim Assoc VP – Finance and Administration  Patti Snopkowski, Chief Audit Exec (Advisory) |
| Core Project Team (Project Guidance) | Kelly Kozisek, Chief Procurement Officer  Tamara Gash, Assist Procurement Director |

# Project Scope:

|  |  |  |
| --- | --- | --- |
| Scope | In | Out |
| Functional | Implement eProcurment system  Policies clarified as some products are decommissioned |  |
| Organizational | Enable campus departments, vendors, and suppliers improved online procurement services |  |
| System | Implement new eProcurment system |  |

# Flexibility Matrix:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Least Flexible | Moderately Flexible | Most Flexible |
| Scope | X |  |  |
| Schedule |  |  | X |
| Resources |  | X |  |

# Key Project Deliverables

Initial phase:

* Acquire and implement new software for OSU eProcurement system
* Contract with implementation consultants to provide technical assistance for successful system implementation
* Create and publish project/ system website
* Information gathering from key experts across campus regarding processes, polices and procedures
* Develop and launch focus groups, lissstening sessions, open forums and other communications
* Pilot implementation
* System training and develop reference material
* Final deployment of eProcurement system

Current phase:

* Develop communication and training plans for advancement effort
* Develop and hold training sessions for groups throughout campus
* Develop and implement User Groups for feedback and training
* Implement communications tools (list serv, others) for regular communications
* Implement Sourcing and Contract Manager and Spend Analytics modules
* Implement Fund/Org security

# *Preliminary* Schedule and Milestones:

|  |  |
| --- | --- |
| Milestone | Date (mm/yy) |
| Pre-Planning Information Gathering | 8/2016 |
| Project Kick-off | 11/2016 |
| System deployment | 8/2017 |
| Updated communication and training plans developed | 4/2018 |
| Training materials developed | 6/2018 |
| Training sessions | 7/2018 – 11/2018 |
| User groups established | 5/2018 |
| Initial communication tools established | 5/2018 |
| Sourcing and Contract Manager implemented | 12/18 |
| Spend Analytics implemented | 12/18 |
| Fund / Org security implemented | 12/18 |

# Staffing Estimates

|  |  |  |
| --- | --- | --- |
| Role | Effort | Name/Org |
| Project manager | 100% | Diana Lindsley |
| Project guidance | 20% | Kelly Kozisek |
| Project guidance | 20% | Tamara Gash |
| Project team | 50% | Alex Sims |
| System Layer Admin | 50% | Amy Grainger |
| Implementation Consultant | 25% | Mike Gleason (Huron) |

# Service

|  |  |
| --- | --- |
| Item | Name/Org |
| Owner (when project completes) | Procurement, Contracts and Materials Management (PCMM) |

# Financial Esimate (opt.)

# Dependencies, Assumptions and Constraints

Training efforts will be impacted by Business Center schedules, particularly year end close

Assumption that Business Center staff will be available and interested in participating in User Groups

Dependancy / assumption – contract with Huron Consulting will last through year end and consultant will remain available

# Project Performance Measures (opt)

Increase in number of invoices prepared and sent through BennyBuy system

Increase in number of departmental / college users

Implementation of Fund/Org security

Other purchasing systems decommissioned or use lessened

# Known Issues and Risks (of proposal)

Fund / Org security may have impact on users

Risk that product will not be used due to lack of perceived benefit