

Solution Action Plan: Faculty Expense Management

Actions Required for Completion		Action Owner	Scheduled Completion
1.0	Provide training on expenditure software for new faculty members during orientation		
1.1	Create training; repurpose existing training	Dana	4/3/2016
1.2	Determine who will deliver training	Dana	3/13/2016
1.3	Create a training schedule	Dana	4/3/2016
1.4	Deliver training	Ryan & Liz	6/1/2016
2.0	Create new organization structure/index code for tracking		
2.1	Determine new org structure/index code to reflect individual staff accounts	Dana	3/2/2016
2.2	Send codes to OBFS to create new structure in Banner	Ryan	3/6/2016
2.3	Determine rollout plan for new org structure	Dana	3/6/2016
2.4	Implement rollout plan	Ryan	3/27/2016

Last update: 11/20/2015

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