

**Themes and Quick Wins by Group
Task Force Meeting in March, 2003**

Themes

UMSL

1. Training.
 - a. Data element dictionary.
 - b. Menu of reports.
2. Need reliable and consistent data.
 - a. Review reports for relevance, simplicity, and functionality.
 - b. Simplify reports.
3. Integrated data/simplified reporting warehouse.
 - a. Single source for data reports.
 - b. Include benchmarking repository.
 - c. Better information for decision support.
 - d. Modeling/forecasting/planning needs.
4. Simplified and more responsive data access procedures.
5. Some processes are unduly cumbersome. Simplify these processes.
 - a. Redundant entry of travel vouchers.
 - b. Not doing enough electronically, e.g., PAFs, IOFs, ISEs.
6. The user community is unaware of existing problems, the procedures to report suspected problems, and if a problem is being addressed.
7. Customer input in the specification and prioritization of new development is inadequate.
 - a. Must include functional/technical/customer relationship.
 - b. Must include continuous feedback.
8. Develop standards for reporting.
 - a. Types of reports.
 - b. Assignment of responsibility by type of report.
 - c. Level of reporting – canned/ad hoc
9. Application response time is inconsistent and inadequate.
10. Academic reporting.
 - a. Faculty accomplishments system.
 - b. Workload reporting.
 - c. Student data.

UMC

1. Training
2. Access to data (security)
3. Levels of reporting – canned/ad hoc
4. Menu for reports
5. Eliminating shadow systems
6. Database, web-based

7. Understanding the tables (i.e., data element dictionary)
8. Standard for reporting
9. Timeliness
10. Resources (Staff, hardware/software)

UMR

1. Fix encumbrance HR problem – Finance
2. Improve response time, eliminate long delays
3. Queries too hard, need canned reports, library of reports
4. Faculty accomplishments system
5. Data warehouse/reporting strategy/direction
6. Simplify reports
7. Better information to support decision making
8. Cross module reporting
9. HR ending date
10. Improve data reliability

UMKC

1. Data warehousing for storage/archival data
1. Repository for benchmarking
 - Faculty workload
 - System report issues
 - Comparative data
2. Reliability of data
 - Confidence in data than reports
3. Modeling/Forecasting/Planning Needs
4. Continuous Feedback

ACADEMIC

1. Data element dictionary/meta data
2. Single source for data reports
3. Integration of data
4. Output
5. Culture of academic reporting
6. Reporting system independent of operating system
7. Flexibility

SYSTEM

1. Integrated data store
 2. Identify different types of reporting and who is responsible
 3. Common data element dictionary
 4. Establish relationship between functional and technical
 5. Training
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Quick Wins

UMC

1. Increase number of table joins
2. Identify needed tables and grant access
3. More user groups and appropriate level
4. Publicize what is there now (e.g., finance)
5. Opening up ability to “create” public queries
6. More canned reports
7. Identify process to get things fixed
8. Access to more panels (e.g., addresses)
9. More staff

UMSL

1. Remove inaccurate reports.
2. Improve communications.
 - a. User groups.
3. Define and implement a formal end user review process to examine existing reports and suggest future enhancements.
4. Publicize available reports.
 - a. Reporting help web site.
 - b. Web site of existing central data.
 - c. Data element dictionary.
 - d. HR/Payroll reporting.
5. Offer more training focused on appropriate audiences.
6. Identify, implement, and publicize a widely accessible problem and reporting tracking system.
 - a. Include status of current problems during OTO.
7. Enhance access to data and applications.
 - a. Increase number of table joins.
 - b. Identify tables needed and grant access.
 - c. Wider access to panels.
 - d. Streamline procedure for obtaining access.
8. Allow direct printing from PS panels.
9. Ability to encumber funds for non-purchase order expenses with automatic reduction as disbursement occurs.
10. Form 60 data entry and reporting improvements.
11. Search capabilities in web time.

UMR

1. Improve training
2. Improve process documentation
3. Make grants module work
4. Make less cumbersome to become authorized/access
5. Enhance communication

6. Sort/print HR reports by campus
7. Implement Resource 25
8. Print quicker/mobius slow/make easier
9. Print PS screens ability
10. Vacation sick leave reporting

UMKC

1. Inventory/Catalog of existing reports
2. Training-End User vs Faculty vs Sr. Administrator
3. Cost Recovery Information
 - Timely – What it means (training)
4. Budget Report...aka Income statement format that includes encumbrances
5. Encumbrances reporting on payroll
6. HR/Payroll Reporting
 - Understanding what's available
 - Leave absences, etc.
 - Positions up for P/T
7. Website of existing central data
 - Sch
 - Faculty workloads
 - Budget
8. Sr. Mgt – campus budget/financial reports
9. User Groups – more frequent
10. System performance availability

ACADEMIC

1. Data element dictionary
2. Academic Titles
3. Grants
4. Training
5. Sch

SYSTEM

1. Analyze campus issues and have a technical person write queries
2. Offer more query training
3. Reporting help web site
 - List of tables and what they contain
 - Helpful hints
4. Data Element Dictionary