FINANCE & ADMINISTRATION

Monthly Snapshot December 2023

Stony Brook University

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FINANCE & ADMINISTRATION

MISSION

Finance & Administration serves to support, fulfill and advance the mission of Stony Brook University by innovatively, prudently and collaboratively delivering financial and administrative services to the University community and constituents.

By leveraging our operational expertise and fostering a supportive yet practical framework, Finance & Administration will deliver dynamic high-quality services, timely and responsive solutions and judicious guidance in order to enable reliable outcomes that are rooted in transparency, accountability and stewardship.

GUIDING PRINCIPLES

CONTINUOUS IMPROVEMENT

Understand needs, develop forward-thinking solutions, and embody a culture that strives to continuously be better in each and everything we do.

COLLABORATION

Maintain an ethos that supports collaborative work to build better experiences, solve problems and deliver improvements.

DIVERSITY & INCLUSIVITY

Create a positive and productive environment where everyone brings themselves, as they are, to do their best work. Embrace new ideas, creative solutions and unique viewpoints for inclusive problem solving and decision making.

INTEGRITY

Be honest, dedicated and accountable for our wins and also for our losses. Establish trust by delivering guidance, instruction and decisions with transparency and clarity.

VISIONARY

Embody innovation and pursue ongoing growth as visionary leaders in order to implement smart solutions and best practices.

FINANCE & ADMINISTRATION

GOALS

1. Listen, understand and balance the University's dynamic needs. Match resources with priorities through a supportive operational model.

2. Operate in ways that promote transparency, sustainability, professionalism, stewardship and leadership.

3. Provide an economic, operating and technological framework where each unit can achieve its goals.

4. Ensure processes and systems provide meaningful data to units in order to empower informed, localized decision-making.

5. Treat all constituents with respect, civility and professionalism. Demonstrate ethical and financial integrity driven by a desire to improve customer satisfaction.

FINANCE & ADMINISTRATION

STRATEGIC DIRECTIONS

IT IS OUR HOPE that the 1,100+ employees within F&A will earnestly endeavor to utilize these strategic directions as navigational beacons to guide, direct and depend upon when making individual decisions in their work.

This overarching plan is supplemented with individual plans developed by each unit within F&A that incorporates their own unique strategies, tactics, measurable goals and operational metrics in support of their own area, as well as the University's mission and strategic endeavors both now and in the future.

STRATEGIC DIRECTIONS

1

Protect and enhance the University's assets, including financial, administrative, technological, and human capital.

Goals Addressed: 1, 2, 3

2

Achieve financial value for the University by collaborating and providing actionable data that allows partners to make sound financial decisions.

Goals Addressed: 2, 4, 5

3

Create operational frameworks that **support individual unit decision making.** Remain nimble and adaptive as priorities and resources change.

Goals Addressed: 1, 2, 3, 4

4

Use technology to improve services, systems and processes that are used by units to support strategies and objectives.

Goals Addressed: 3, 4, 5

5

Establish and maintain an environment with fluid processes that lead to efficient management and request fulfillment. **Deliver excellent service, provide value and lend operational support.**

Goals Addressed: 1, 2, 3, 4, 5

6

Acknowledge the skills and experiences that each of us bring to the workplace and **promote a learning-oriented culture that supports and elevates our talented F&A teammates** through opportunities for career development.

Goals Addressed: 2, 5

7

Keep sustainability at the forefront of decision making by increasing awareness and adoption of sustainable practices in daily business operations and technological infrastructures.

Goals Addressed: 2, 3

FINANCE & ADMINISTRATION

PROJECT LIST

Key projects and strategic initiatives from each of the areas which serve Finance & Administration.

Enterprise Resource Planning (ERP) Implementation
Project Manager: Heather McLaughlin
Estimated Completion: Multi-Year

IMPACTED F&A AREAS: Budget, Financial Planning & Analysis, DoIT, Enterprise Risk Management, Finance, Human Resource Services
STATUS: ● Pre-Implementation Work

SCOPE:
Implement a new cloud-based Enterprise Resource Planning (ERP) system to support BFP&A, Finance and HR areas.

Modules to be implemented include Enterprise Data Management (EDM), Enterprise Performance Management (EPM), Finance and Human Capital Management (HCM).

Read more at stonybrook.edu/WolfieONE

STATUS:
- Sponsors and Steering Committee Workshops completed
- Project team allocations planned and shared with Implementation partner
- Other SBU Project timelines shared with Implementation partner, highlighting potential staffing impacts to WolfieONE
- Chart of Accounts completed two workshops

RISKS:
-80/20 rule for configuration vs out of the box functionality
- Available resources
- Other special/internal competing projects assigned to project staff
-Agreement on Milestones and payment deliverables needed

PLANNED ACTIVITIES:
- Plan to outline desired state requirements
- Initial timeline created and distributed to project team
- December 5th leadership meeting planned to review scope and timeline

Upgrade of the DoIT Website
Project Manager: Heather McLaughlin
Estimated Completion: 2024

IMPACTED F&A AREAS: DoIT
STATUS: ● Active

SCOPE:
Current platform will stop being supported in November 2023. This means no more community-based updates like bug fixes, new features, or security updates. This project will focus on upgrading to the next supported version of the platform.

This is not a content redesign.

STATUS:
- Drupal training for Content creators took place
- Team building out content in new Platform

RISKS:
- Project resources are assigned to multiple projects; should another project get extended, the completion of this project could surpass the planned implementation

PLANNED ACTIVITIES:
- Website build continues
- Project plan revisions agreed upon and published

myTIME: Time and Attendance System

Project Manager: John Passaro

Estimated Completion: April 2024

IMPACTED F&A AREAS: Human Resource Services, DoIT
STATUS: ● Active

SCOPE:
The new Time and Attendance Reporting System offers State and RF employees a modern, paperless approach to time reporting, benefiting all employees. Other enhancements include:
- Modern interface for time reporting activities
- Real-time visibility to accruals and time off balances
- Ability and empowerment for faculty and staff to report their own time
- Built-in compliance to rules, regulations and accrual policies

STATUS:
- Working with Labor Relations to communicate timekeeping changes for union employees
- Working with the Change Management team on strategy and process for change management throughout the project
- Liaising with CPDC on setting up new timeclocks

RISKS:
- If any resources (functional or technical) are out for an extended period, it could impact the project timeline
- If the vendor does not secure an Integration Specialist in a timely manner, it may push the remaining project tasks out past their current due dates
- If more timeclocks are required over the current amount procured (25), the project team will have to put in a change request for more funding to purchase additional clocks

PLANNED ACTIVITIES:
- Prepare next campus-wide communication
- Continue discussing timeclock placements and maintenance
- Begin communicating timeclock usage to union representatives
- Continue scheduling and conducting solution development workshops
- Continue system development discussions

HR Now Modernization Initiative

Project Manager: TBA
Estimated Completion: TBA

IMPACTED F&A AREAS: Human Resource Services
STATUS: ● Active

SCOPE:
Collaborative campus initiative aimed at enhancing the employee experience and positioning the University for future success through expanded HR services, enhanced systems, and delivery of HR services across the campus.

STATUS:
- On January 15th, we welcomed Jennifer Donnelly, Interim VP of HR.

RISKS:
- Need for additional resources to support training and engagement programming

PLANNED ACTIVITIES:
- For more information on new and ongoing HR Now enhancements and to keep up-to-date on their progress, visit the HR Now Implementation Dashboard.

Construction Project Management System
Project Manager: Jim Gonzalez
Estimated Completion: TBA

IMPACTED F&A AREAS: Facilities & Services, DoIT
STATUS: ● Active

SCOPE:
Purchase and implement a construction project management software that will be used by Campus Planning, Design & Construction. Currently, six separate systems are used to track CPDC projects; all historical data will be merged and aggregated into one new software platform.

STATUS:
- Vendor has been selected
- All reference documents have been submitted to procurement

RISKS:
- n/a

PLANNED ACTIVITIES:
- Vendor kickoff

Irrigation Controller Upgrade
Project Manager: Christian Guzman
Estimated Completion: December 2023

IMPACTED F&A AREAS: Facilities & Services
STATUS: ● Active

SCOPE:
Upgrade all campus irrigation controllers to smart-enabled controllers with remote programming access. The use of smart-enabled controllers will allow for greater control over watering schedules. For example, new units will monitor the weather for rain and not activate when rain is expected. This will lead to an overall reduction of water use on campus.

STATUS:
- Irrigation Controller installations began in Fall 2022
- 21 controllers fully installed and added to management platform
- 36 controllers installed and awaiting network connection
- 16 controllers awaiting installation

RISKS:
- n/a

PLANNED ACTIVITIES:
- Programming of watering schedules continues
- Schedule installation of 16 irrigation controllers (underway)
- Schedule network installations for 36 locations (underway)

Lighting Upgrade (Phase 2)

Project Manager: Christian Guzman
Estimated Completion: TBA

IMPACTED F&A AREAS: Facilities & Services
STATUS: ● Active

SCOPE:
Replace existing fluorescent 2' x 2' fixtures with LED fixtures to enhance lighting in Humanities. Replace existing metal halide exterior fixtures with LED fixtures to enhance outdoor lighting around Nobel Hall.

STATUS:
- Currently replacing fixtures in Humanities
- Currently scheduling fixture replacement timeline for Nobel Hall

RISKS:
- n/a

PLANNED ACTIVITIES:
- Replace 170 fixtures in Humanities
- Replace 57 exterior fixtures around Nobel Hall

OSI PI Data Server

Project Manager: Tom Lanzilotta

Estimated Completion: TBA

IMPACTED F&A AREAS: Facilities & Services, DoIT
STATUS: ● Active

SCOPE:
Energy Management and the Division of Information Technology, Enterprise Applications, and Integrations departments are working on implementing a data collection server that will serve as a "warehouse" for data from multiple BMS/EMS systems campus-wide. This will enable the team to make more informed decisions on where to focus resources to improve efficiency.

STATUS:
- The Schneider Electric energy management system is 20% integrated
- Building management systems at West Side Dining and the Campus Rec Center are currently being integrated
- Next step is to integrate the remainder of the Schneider energy management system

RISKS:
- Lack of human capital to implement on time
- Funding for continued annual cost of approximately $30K

PLANNED ACTIVITIES:
- Pull datapoints in from WSD Carrier system (completed)
- Pull datapoints in from Rec Center Trane system
- Pull datapoints in from Siemens BMS once upgraded to Desigo
- Pull datapoints in from JCI BMS once upgraded
- Pull datapoints in from West and East Plants
- Pull datapoints from Class schedule system 25Live
- Pull datapoints from WiFi
- Upgrade all Modbus maps in the ION system then pull datapoints (work in progress)
- Create informative dashboards for both the HVAC and EM teams

Kitchen Hood Controllers at West Side Dining
Project Manager: Tom Lanzilotta
Estimated Completion: August 2023

IMPACTED F&A AREAS: Facilities & Services, Faculty Student Association
STATUS: ● Active

SCOPE:
The kitchen exhaust hoods at WSD were fitted with new sensors and controllers to enable ramping up and down the exhaust fans to match the intensity of the cooking below them. When cooking is active, heat and smoke are detected which in turn, ramps up the exhaust. When no cooking is detected, the fans are set to a minimum. This conserves a large amount of electrical and thermal energy.

STATUS:
- The equipment has been installed and is operational

RISKS:
- n/a

PLANNED ACTIVITIES:
- Networking to install data drops (complete)
- Carrier to link the hood controller into the Building Management System (BMS) (on hold)
- Enable schedule setbacks to conserve energy in conjunction with SBU Energy Management (pending)

EOC Operations and Business Continuity Software

Project Manager: Zachary Lee and Steven Wong

Estimated Completion: August 2024

IMPACTED F&A AREAS: Enterprise Risk Management

STATUS: ● Active

SCOPE:

The SBU-OEM Emergency Operations Center is a central location for managing all campus emergencies. With an increase in the campus population, and the complexity of our operations, there is a need for an updated integrated software system to streamline the monitoring of day-to-day campus operations the coordination of emergency operations.

A web-based platform used to manage planning, response, and recovery will assist in the development and execution of master Emergency Operations Plan and Continuity of Operations Plans, while also improving communications and workflow during activations.

STATUS:

- SB Common Data Integration: People (via Peoplesoft) data setup and testing completed. SFTP integration in progress
- Hazard Vulnerability Assessment (HVA)/Business Continuity (BC)/ Continuity of Operations (COOP): Div. of Enterprise Risk Management Alpha test completed and rollout plan development in progress
- Incident Management: Module available for final testing and rollout
- Project Management Module: Module available for final testing and rollout

RISKS:

- Lack of common virtual collaborative meeting place inhibits critical communication related to campus emergencies
- Current business continuity plan building tool is antiquated and lacking elements that are important for a comprehensive emergency and continuity plan

PLANNED ACTIVITIES:

- Onboarding new Director of Emergency Management, Training & Outreach
- Hiring Business Continuity employee and simultaneous Developing rollout plan for BC/COOP modules into Beta test and rollout for Q1 2024
- Developing procedures for Incident management modules

Safety Management System

Project Manager: Gary Kaczmarczyk and Steven Wong

Estimated Completion: Fall 2023

IMPACTED F&A AREAS: Enterprise Risk Management

STATUS: ● Active

SCOPE:

The SMS is a new software database solution that is designed to manage risk, ensure safety and compliance, and improve efficiency for laboratory and research safety, hazardous materials management, worker safety programs, fire safety and emergency response, and will facilitate regulatory required training, inspections and compliance activities.

STATUS:

- System Integration: Integration of people and building data and IT systems is complete. The system is operational.
- Laboratory Registration: Development of registration system, hazard assessment and door signage is complete. Rollout to specific departments has begun.
- Learning Management System (LMS): System brought into production. There are currently 50 EH&S training courses listed in the system for laboratory safety, radiation safety and occupational safety programs.
- Radiation Safety Module: Currently using the system for Lead Garment Registrations and Assessments, Radiation Protection Survey Assessments, Rad Meter Equipment Registration, Calibration and Verification Assessments.

RISKS:

- Funding for Annual Fees: The initial SMS contract will be paid out of Research funds that were rolled over from previous years. A source of additional funding in the amount of $100K is needed for annual fees.
- Staffing: EH&S will require an additional Lab Safety Specialist (requested in FY 22/23) to support implementation of Chemical Inventories
- Departments will likely request support for chemical inventory management

PLANNED ACTIVITIES:

- Learning Management System (LMS): Complete integration of historical data from Blackboard/PeopleSoft by 12/29/23.
- Laboratory Registration: Full rollout to departments Q1 2024
- Chemical Inventory Management: Complete development and Beta Testing. Q1 2024
- Radiation Safety Module: Continue development of the system to track RAM activity. Develop and implement assessments for Wipe Testing of Radioactive Material Packages, Quarterly RAM Lab Inspections, X-Ray and Laser Device Registrations and Annual Assessments.
- Fire Safety: Develop and implement Fire Extinguisher inventory and assessments. Q1 2024
- Environmental: Develop and implement tank inventory and inspections. Q1 2024
- Incident Reporting: Plan framework for incident reporting module. Q1 2024

Parking Management Software

Project Manager: Kendra Violet and Donna Skidmore

Estimated Completion: January 2023

IMPACTED F&A AREAS: Enterprise Risk Management
STATUS: ● Active

SCOPE:
Implement a new parking and enforcement system to replace end-of-life systems and support new initiatives. Components include:
- Permit Software: Allows permits to be allocated in a variety of options by classification of customers. Current software has limitations regarding the types of permits that can be allocated.
- Enforcement Software/Hardware- Seamlessly integrates a customer's information for online payments. Allows for online appeals. Provides enforcement the opportunity to issue one-time warning citations for individuals that have never had a citation.
- Mobile/Fixed License Plate Recognition (LPR) - Uses license plates to verify payment for parking through permit, meter, reservation or mobile payments (eliminates physical hangtags). Increases compliance with parking regulations; thereby ensuring adequate parking for all customers.

STATUS:
- Contract is with OSC for review and approval

RISKS:
- Implementation dependent on other areas that may have large projects occurring at the same time
- Delayed implementation can impact any changes to current parking operations
- Budget

PLANNED ACTIVITIES:
- On-going meetings with various campus partners to understand current platform structure to prepare for implementation
- Review of current policies and creation of new policies based on system changes
- Update to website based on changes

Wolfmart Enhancements and Upgrades

Project Manager: Sean Dermody
Estimated Completion: June 2024

IMPACTED F&A AREAS: Finance
STATUS: ● Active

SCOPE:
Enhance existing functionality within the Wolfmart System to improve operational efficiencies and support cost savings. Leverage new functionality from Jaggaer regular release upgrades as they become available.

STATUS:
- The 2023-24 Enhancement Plan has been finalized and identifies 27 project. 9 Projects (33%) are completed and nearing completion.
- Projects recently finished or nearing completion include:
   - CXML Ordering and Invoicing for Taylor Distribution Group (VWR MWBE Reseller) and McMaster-Carr.
   - New forms for supporting RF Funded Tuition Payments and Critic Teacher Stipends.
- Wolfmart was updated to Version 23.3 on 11.6.23. The upgrade occurred without disruption & improved system performance and the shopping experience.

RISKS:
- System integration issues to Oracle / SUNY diverting resources from enhancement plan efforts
- SBU staff resource constraints to test and implement enhancements (same resources manage daily help desk issues and testing)
- SUNY staff resource constraints to support enhancement plans
- Staff support requirements for the new ERP system implementation

PLANNED ACTIVITIES:
- Jaggaer will be updated to version 24.1 on Monday, March 18, 2024. This update will be available in the test environment on Monday, February 19th.
- Upcoming identified in the 2023-24 Enhancement Plan:
   - Contract (AC-340) Integration in Wolfmart
   - Contracts+ Enhancements (Workflow, Contract Library, and e-Signature)
   - Integration of Utility Payments into Wolfmart

Project Manager: Allison Parrish

Estimated Completion: June 2024

IMPACTED F&A AREAS: Finance
STATUS: 🟢 Active

SCOPE:
Develop a Procurement Help Center using the Team Dynamix Software. The Help Center will serve as a centralized online helpdesk that will include resources needed to better support the needs of our community.

The Help Center will include a structured ticketing system to guide users with submitting requests in an efficient manner. Such requests include, but are not limited to: 1) Adding/Updating Suppliers in Wolfmart, 2) Obtaining / Modification of System Access, 3) Helpdesk Tickets for getting assistance from Procurement. The System will also include a Knowledge Base center where users can find articles of information about Procurement, its processes, procedures, etc.

STATUS:
- The catalog of services offered through the Help Center has been identified and initial landing pages created.
- The first form (New Supplier Request Process) has been identified and is underway. Updates include:
    - The form development is mostly complete with review and final tweaks and revisions are needed.
    - Workflow development has been completed pending testing and user acceptance.
    - A dashboard for internal management of the system has been drafted and is in progress of being created.

RISKS:
-SBU staff resource constraints to test and implement ticketing system (same resources manage daily help desk issues and testing).
- User resistance to submitting requests using a more structured process, occurring because there is not a full understanding of how new process will streamline / add efficiencies.

PLANNED ACTIVITIES:
- Once the Vendor File desktop functionality & aesthetic have been finalized, the following will take place:
    - Meeting with Vendor File team to thoroughly explain Team Dynamix and the New Supplier process
    - Meeting with Vendor File team to demo the desktop and its functionality
    - Meeting with Vendor File team to demo the lifecycle of a New Supplier Request ticket, showing them exactly what needs to be done on their end at each step of the process
    - Test tickets will be submitted to allow the Vendor File team practice using the VF desktop, as well as practice what they need to do to tickets as they go through workflow.

Digital Capture

Project Manager: Sean Dermody
Estimated Completion: April 2024

IMPACTED F&A AREAS: Finance
STATUS: ● Active

SCOPE:
- Replace existing invoice scanning system with the Jaggaer Digital Capture Solution to ensure continuity of critical accounts payable operations while implementing new opportunities for system efficiencies and cost savings.
- Digital Capture is built upon the ABBYY scanning system and is fully integrated with Jaggaer for seamless integration of scanning and importing of invoices into Jaggaer.

STATUS:
- Contracts have been signed for implementation of the Digital Capture Solution, as well as the software licensing agreement.
- The Project Team, consisting of critical internal stakeholders, is in the process of being formed.

RISKS:
- This is a new product for Jaggaer (Jaggaer recently acquired this solution from ABBYY) so may have learning curve for vendor that may cause delays.
- SBU Staff Resources have multiple other projects and priorities, so resources may be constrained.
- Delays in Digital Capture implementation may result in additional one-time costs for continuing current vendor solution or additional manual work for staff.

PLANNED ACTIVITIES:
- The Project Kickoff, which will include representatives from Procurement, DoIT, and the Jaggaer and ABBYY Consultant Teams, is in the process of being scheduled.
- A Project Plan with detailed timeline will be developed to provide a roadmap of project activities.
- Project is anticipated to complete in April 2024.

Procurement Website Refresh

Project Manager: Carmen Gonzalez

Estimated Completion: March 2024

IMPACTED F&A AREAS: Finance

STATUS: ● Active

SCOPE:
Launched in summer 2022 to consolidate and refresh the multiple Procurement websites to improve customer experience. Websites in scope include Procurement, Central Receiving, Property Control, Mail Services, WolfMart, Travel & Card Programs.

STATUS:
- All Procurement sites have been updated!
  - The Central Services website is complete (consolidated Mail Services, Property Control and Central Receiving)
  - The Procurement website is complete
  - The Travel website is complete

RISKS:
- Must ensure ongoing updates to keep information accurate

PLANNED ACTIVITIES:
- Keep at least one student employed on a continuous basis to support the websites

Concur Travel and Expense Implementation

Project Manager: Gerardina Paduano

Estimated Completion: TBA

IMPACTED F&A AREAS: Finance
STATUS: ● Active

SCOPE:
Integrate Concur at Stony Brook University, Stony Brook Hospital and LISVH for all employee travel-related expense transactions and reservations.

STATUS:
- AI auditing tool has been implemented
- Registry" policy regarding non-SBU funded travel, in partnership with Enterprise Risk Management, has been implemented

RISKS:
- Compliance, adoption and enforceability of program with SB travelers

PLANNED ACTIVITIES:
- RF Non-Travel reimbursements coming to Concur; date TBD
- SBF/Concur: Policy "testing phase" has commenced

Procurement University Savings

Project Manager: Frank Bowden
Estimated Completion: June 2024

IMPACTED F&A AREAS: Finance
STATUS: 🟢 Active

SCOPE:
Increase cost savings realized during purchasing process (e.g. costs reduction, costs avoidance and rebates).

This includes savings achieved through sourcing events (RFP, RFQ, IFB, etc.), re-negotiation of contract pricing as well as terms and conditions, administrative and operational process improvements, and technology enhancements such as automation.

STATUS:
- Cost savings activity for FY-2023/24 kicked off on July 1, 2023
- Projected FY2023/24 Quarterly Costs Savings run rate:
    - July 1, 2023, to September 30, 2023 - $2.5MM
    - October 1, 2023, to December 31, 2023 - $5.0 MM
    - January 1, 2024, to March 30, 2024 - $7.5 MM
    - April 1, 2024, to June 30, 2024 - $10.0 MM
- Achieved Quarterly Costs Savings run rate (actual):
    - July 1, 2023, to September 30, 2023 - $2,528,049.21

RISKS:
- Ineffective collaboration with internal and external stakeholders resulting in missed costs savings targets
- Stakeholders not procuring off of the WolfMart catalogs for best pricing

PLANNED ACTIVITIES:
- Created and rolled out new streamlined version of the Savings Tracker in June 2023
- Met with entire Souring team and provided an overview of the importance of costs savings, the different types of costs savings and the announcement of the new savings tracker in June 2023
- Review and validate costs savings on a monthly basis
- Report on Quarterly Costs Savings run rate

FY23/24 Annual Budget Planning Cycle

Project Manager: Budget, Financial Planning & Analysis

Estimated Completion: September 1, 2023

IMPACTED F&A AREAS: BFP&A, DoIT, Enterprise Risk Management, Facilities & Services, Finance, Human Resource Services
STATUS: ● Active

SCOPE:
- The FY 23/24 Budget Cycle is underway. The next Mid-Year Template review is scheduled for the end of February.
- The annual Budget to Actuals workstream is in progress. BFP&A and Accounting are collaborating to accurately report FY 22/23 Actuals vs. FY 23/24 Budget to be published on the University BFP&A website in January 2024.
- The ERP implementation project is underway and the BFP&A team is currently evaluating the scope of work and engaging with Deloitte partners.
- Stony Brook University has engaged Huron to support the progression of a New Economic Model. The project is estimated to run for 15-weeks with internal leadership provided by Jed Shivers and Provost Carl Lejuez.

STATUS:
-Prioritized Funding for Unbudgeted Initiatives (PFUI): PFUI is designated one-time fiscal funding that will be used for emergency, time sensitive requests only. The next scheduled Quarterly PFUI meeting is scheduled in January 2024. Please have all PFUI requests submitted by January 19, 2024. Learn about eligibility and guidelines for FY 2023/24 on the Policies and Forms page of the BFP&A website.

RISKS:
- n/a

PLANNED ACTIVITIES:
-FY 24/25 Budget planning in development; CBM is scheduled to open on January 15, 2024 and will close on March 15, 2023.
-Monthly VPC meetings have been scheduled through 2024 to increase cross-communication between BFP&A and the VP Areas.

Additional Project-Related Resources

- **Budget Financial Planning & Analysis**: PFUI Information

- **Division of Information Technology**: Enterprise Project Management website

- **Facilities & Services:** Active Construction Projects

- **Human Resource Services**: HR Now website

- **Procurement**: Concur website