

Team: Budget Process and Consolidation

Date:

Action Plan Summary

Key Assumptions					
<ul style="list-style-type: none"> - Budgeting is an enabler for other functions - Buy in from upper management is needed to achieve effective budgeting. 					
Team Goals		Key Success Indicators			
<ul style="list-style-type: none"> - Improvement of annual and quarterly operating plans through elimination of manual entries (M,M) - Improve accuracy of financial records (more edits closer to source)(M,L) - Improve operating plan formulation and funds dispersement process through giving people in organizations access to data (H,H) 		<ul style="list-style-type: none"> - X% FTE reduction due to greater efficiency of the process - X% fewer errors in and revisions of financial records - FTE and cost savings of X% for the process 			
Process/Function	FTE's	Role In Goal Achievement			
Budgeting	3.5/2	<ul style="list-style-type: none"> - These FTEs will help design and implement operation plan formulation and dispersement process - These FTEs will improve the annual and quarterly operation plans (eliminate data entry) 			
Planning	.75/. 75				
Analysis	.75/. 25	<ul style="list-style-type: none"> - These FTEs will insure the accuracy of financial records - These FTEs will help improve, implement, and use a new operating plan formulation and dispersement process 			
Monitoring	.75/.25				
Reporting	.5/1.50				
Internal Communications	.25/0				
External Communications	.50/. 25				
Total	7/5				
Key Actions		Impact	Start	Complete	Responsibility

CFO Organization

Team Action Plan

For annual and quarterly reports eliminate manual data entry and create modeling capability for allocation	Improved program fund management and FTE savings	1/01/01	04/01/01	Lintz
Reevaluate FTE requests for Annual and quarterly report improvements and hire requisite FTEs	Improved reports and program fund management	04/01/01	04/07/01	Lintz
Implement additional edits closer to source of errors on financial reports.	Improved accuracy of financial records and FTE savings	01/01/01	03/01/01	Lintz
Reevaluate FTE requests for financial records improvements and hire requisite FTEs	More accurate financial records	03/01/01	03/07/01	Lintz
Produce plan to improve reporting system	Clear guidelines on what is needed and advisable for the new reporting system	01/01/01	02/01/01	Lintz
Reevaluate FTE requests based on reporting system plan	Makes sure FTEs don't become obsolete once reporting system is in place	02/01/01	02/15/01	Lintz
Implement plan for new reporting system	More efficiency and accuracy in reporting	03/01/01	05/01/01	Lintz
Hire X FTEs to help operate new reporting system	Easier response to inquiries and report requests	05/01/01	05/01/01	Lintz
Create plan for budgeting and planning application	Clear guidelines on what is needed before development starts	01/01/01	02/01/01	Lintz
Reevaluate FTE requirements with new system	Makes sure that FTEs don't become obsolete with new system in place.	02/01/01	02/15/01	Lintz
Contract to implement planning and budgeting application	Allows application to be designed and implemented with minimal disruption to current operations	02/15/01	06/01/01	Lintz
Hire X FTEs for planning and budgeting system	Budgeting and planning system runs smoothly with FTEs allocated	05/01/01	06/01/01	Lintz

Function/Activity Detail

Process/Function	FTE's	Description of Key Work Activities
Budgeting		
Develop Budget Allocation	.25/0	
Operate SFA Planning and Budget Process	3.25/2	
Planning		
Prepare annual and quarterly operating plans	.75/.75	
Analysis		
Manage contract funds commitment process	.75/.25	
Monitoring		
Ensure accuracy of financial reporting	.5/.25	
Monitor and track FTE usage	.25/0	
Reporting		
Publish reports and analysis	.5/1.5	
Internal Communications		
Advise Sr. officers on fund allocation & spending rate information	.25/0	
External Communications		
Communicating with third parties	.5/.25	
Total	7/5	