## Integrated Support Services (ISS) Project Framework - Procurement High Level Activities

### Objectives
- **As-Is Assessment**
  - Formalize a detailed facts based assessment of existing business processes

- **To-Be Design**
  - Translate vision into preliminary design of future business processes
  - - validate with stakeholders

- **Detailed Design**
  - Refine and expand blueprint for future business processes

- **Implementation Planning**
  - Develop practical work plans and associated accountabilities to implement envisioned changes

- **Implementation**
  - - Execute operational changes in phased rollout
  - - Capture value outlined in business case

### Project Management - Communications, Status Reporting, Issue & Risk Management and Change Management

### Key Activities
- **With moderate level of detail, use a matrix to lay out current business processes, including process steps, who completes them and the amount of time each takes to complete. This will likely involve interviewing key constituents across campus.**

- **More specifically, Documented, current state processes that includes (but not limited to) roles and responsibilities of the procurement processes:**
  - - Supplier enrollment
  - - Purchase orders
  - - Bidding & RFPs
  - - Invoice to PO Matching
  - - Invoice entry
  - - Imaging
  - - Etc.

- **Consider other aspects of the Procurement function at UWM and how it is currently delivered.**

- **Where possible, collect any existing process maps and any procedure manuals that govern a particular process.**

- **Also, Consider particular bottlenecks or pain points in current processes.**

### Timeline
- **5 months**
- **3 months**
- **4 months**
- **3-6 months**
- **1-12 months**