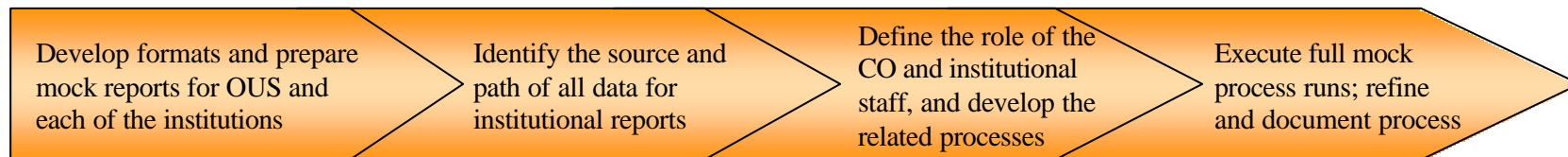




# OUS Managerial Reporting Implementation

## Phase 1: Establishing the Reporting Process



- |                      |  |   |  |   |
|----------------------|--|---|--|---|
| <b>Key Steps:</b>    | <ul style="list-style-type: none"> <li>• Consider prioritization of recommended content items developed during the Fiscal Accountability Framework (FAF) project</li> <li>• Leverage report samples accumulated during the FAF project in developing formats for the Operations Summary and other high-priority reports for OUS and the institutions</li> <li>• Clearly define categories to be included in reports to ensure consistency across OUS</li> <li>• Populate mock reports with OUS FY 2002 financial data from Banner/Hyperion, including mock financial performance estimates</li> <li>• Review mock reports with institutional/ Chancellor's Office (CO) leadership and refine formats as necessary</li> </ul> | <ul style="list-style-type: none"> <li>• Identify appropriate institutional personnel to produce financial data and perform initial review</li> <li>• Develop and document the review process at the institutional level, including appropriate thresholds for variance analysis, and the process for preparing variance explanations</li> <li>• Further refine the report submission process envisioned during the FAF project, including the identification of institutional and CO contact points, and opportunities to leverage technology</li> <li>• Execute mock process runs at each institution, including the preparation, review and submission of reports</li> </ul> | <ul style="list-style-type: none"> <li>• Clarify the role of the CO with respect to preparation, review, and consolidation of institutional reports</li> <li>• Identify the appropriate CO resources to perform the necessary processes, and estimate required dedication</li> <li>• Document the process by which the CO will request and obtain information from the institutions</li> <li>• Develop technology solution(s) to facilitate the consolidation process</li> <li>• Execute mock process runs at the CO level, including the receipt and review of institutional reports, and the preparation, review and distribution of System reports</li> </ul> | <ul style="list-style-type: none"> <li>• Execute full managerial reporting process, including the preparation and submission of institutional reports, the receipt and review of institutional reports by the CO, and the preparation and submission of System-wide reports</li> <li>• Review and refine the process as necessary</li> <li>• Document the revised process, as well as the roles and responsibilities of the institutions and CO within it</li> <li>• Develop the structure and timeline for Implementation Phase 2, including the establishment of financial performance estimates and additional managerial reports as recommended during the FAF project</li> </ul> |
| <b>Deliverables:</b> | <ul style="list-style-type: none"> <li>• Preliminary formats for high-priority managerial reports</li> </ul>   | <ul style="list-style-type: none"> <li>• Detailed process map for institutional reporting</li> </ul>  | <ul style="list-style-type: none"> <li>• Detailed process maps for System reporting</li> </ul>   | <ul style="list-style-type: none"> <li>• A functional, early-stage managerial reporting process</li> </ul>  |