UT-Austin
ProCard Project Team Agenda

Project Team: **Date:** **Start/End Time:** **Location:**	ProCard Policy and Process Team March 5, 2019 9 am to 1 pm UTA 7.532 Conference Room
Team Members:	Susie Brown, McCombs School of Business Dorothy Gillette, College of Pharmacy Theresa Kelly, Integrative Biology, College of Natural Science Julie Lake, Jackson School of Geosciences Sandy Jansen, Internal Audit Erica Moreno, Athletics Sara Palacios, Cockrell School of Engineering Cheryl Pyle, Office of Student Affairs Amy Ramirez, College of Fine Arts Andy Spiegel, College of Liberal Arts (Team Leader) Ellis Trinh, Dell Medical School Echo Uribe, Briscoe Center
Staff Resources:	Felix Alvarez, Process Owner Matt Burns, Administrative Support Kendyl Cervenka, Subject Matter Expert Olga Finneran, Communications Ed Horowitz, FIS Natalie Kendrick, Subject Matter Expert Terri Shrode, Subject Matter Expert Alice Gustafson, Project Manager Scott Converse, Consultant
Guests:	Carol Lee, Information Technology Service
Objectives:	

----- AGENDA ----		
TOPICS	**WHO**	**TIME**
1. Welcome back and check-in o CUBO presentation on 2.21.19 o Website is live	Andy, All	5 min
2. Agenda review	Andy	5 min
3. Review of current state information: o Process maps, data summaries, , observations from VOC and WTP, summary of Sep2018 audit actions o Additional insights and questions that still remain exercise	Scott, All	15

4.	Procurement tools and ProCard appropriate usage and purpose exercise	Scott, All	30

5.	ProCard policy and guidelines exercises:
	   ○ Max specs/Min specs activity
	   ○ Risks and interests of University and units activity
	   ○ Gap analysis
	   ○ What would a non-card share world need to look like to get buy-in?
	   ○ What still remains from audit findings
	   ○ What are we ready to recommend
		Scott, All	60

6.	Stretch Break		15

7.	Developing process performance metrics for each ProCard process area:
	   ○ Application and Issuance
	   ○ Usage, documentation, and control
	   ○ Cancellation and termination: accounts and privileges
		Scott, All	30

8.	Root Cause Analysis:
	   Fishbone diagram of process performance drivers
	   5 Why of process performance drivers
	   Root cause listing
		Scott, All	60

9.	Review of completed work items and next steps
	   ○ FAQs
	   ○ Remaining data gathering
	   ○ Socializing the policy 15recommendations and root causes
		Andy	10 min

10.	Close meeting	Andy	5 min

Meeting Notes:

1. Andy opened the meeting by introducing Sandy Jansen as a new member of the committee replacing Cynthia Martin.
2. Andy gave a recap of the CUBO Presentation that was given on 2/21/19. The presentation was well received and there was positive feedback from the CUBO group.
3. Scott Converse facilitated this meeting and Alice joined by phone.
4. The team reviewed the current state information and we participated in an exercise to tease out additional insights and questions that still remained.   Lists were formed for both additional insights and remaining questions.
5. The team engaged in an exercise to come up with a list of appropriate uses and inappropriate uses for the ProCard. We also made a list of all the other procurement methods that are available besides the ProCard.
6. The team then engaged in an exercise to to draft a purpose statement for the ProCard Policy and Guidelines. We came up with three different statements which Andy and Alice will work on to combine into one statement.
7. The team developed a list on "Must Do's" and "Must Do Nots" to be used as guidelines to support the purpose statement.   This exercise needs to be completed during the next meeting.
8. The team began a discussion on "Card Sharing" and this discussion will need to be continued in future meetings.

ACTION ITEMS (from Previous Meeting)	RESPONSIBLE	DEADLINE
Website Go-live	Olga	2.21.19

Website communication on agenda for next meeting	Team	3.5.19
Review and add to Change Management Plan	Team	On-going
Add problem statement to Box	Alice	Asap
Update process maps	Alice	Asap
Summarize data statements	Team	3.1.19
Capture questions and responses for FAQ's	Team	On-going

ACTION ITEMS (from Today's Meeting)	RESPONSIBLE	DEADLINE
Purpose Statement for ProCard Policy and Guidelines	Andy and Alice	3/26/19