Process Improvement Advisory Team (PIAT) Agenda

Date: Thursday, February 27, 2019  
Time: 2:00 – 3:00 p.m.  
Location: Hyer Hall Conference Room 142

1. Introductions.


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| 1 REQ to PO Tracking & Timelines. | **New Purchase Request and Change Order Forms** have been finalized, which include clear definitions of purchasing types and scenarios to help reduce the number of submission errors and confusion around the purchasing process. 

A **Procurement Process training video** was also created as a quick educational resource around purchasing best practices. 

**Purchasing Tests** are also being developed for buyers and approvers to check their knowledge of purchasing best practices.  

Ongoing. |
| 2 Policies & Procedures Education and Transparent Leadership. | **Policy News and Updates webpage**, which includes Policy Status Updates document, News Releases, link to subscribe to the UW System Policy RSS newsfeed, and a list of most recent policies under review and open for comment. 

**Practice Directives and Procedures webpage**, which includes access to finalized Practice Directives on a variety of topics. This project is ongoing. 

**Presenting information about Practice Directives and Procedure project** at onboarding trainings, and other meetings.  

Ongoing. |
| 3 Training Videos. | Animated training videos are created and uploaded to our website on a continuous basis to offer convenient access to a |
variety of different informational topics including compliance-related best practices and other scenarios.

Ongoing.

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<td>Digital On-Campus Swap Shop.</td>
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3. Discussion
   a. PIAT Showcase Overview – Alexandra Stokes.
   c. Workgroups – Organized Through Cabinet.
      i. Transactional Hub.
      No further actions at this time.
      ii. Transactional Hub.
      Google Drive established and monthly meeting series scheduled.
   d. Spikes Cavell Workgroups.
      i. Project Update.
   e. Budget Website and PIAT Ideas Intake Form.