Process Improvement Advisory Team (PIAT) Agenda

Date: Thursday, May 7, 2020  
Time: 2:00 – 3:00 p.m.  
Location: WebEx Meeting

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 |

Contact the Quality Assurance Improvement Manager with any questions, concerns, and/or feedback via telephone at (262) 472-1772 or email at stokesa@uww.edu
3. Discussion
      i. Web resources update.
   b. BP Logix Update.
   c. PIAT Ideas Intake Form – Project Time.