**UC Santa Barbara UCPa**

**Future State Process Design (FSPD) Development**

Future States Process Design development is the method for preparing strategies to align campus business processes impacted by UCPa with services offered by the UCPa Center and the functionality of the UCPa system.

### Process Description

1) **Review Source Documents:** The Program Management Office (PMO) compiles existing process documents from UCOP, UCLA, and other Deployment Group 1 campuses.

   **Contributors:** The PMO

2) **Analyze:** The Business Alignment Team and PMO analyze existing process documents to determine if they apply to UCSB local processes. For processes relevant to campus, different documents need to be drafted based on the type of process being described.

   - **Centralized,** campus-wide processes performed at the campus central Human Resources, Academic Personnel, Benefits, and Payroll offices require a Process Guide that describes the new process in detail.
   - **Decentralized** processes performed in departments on campus require a Process Guide & an At-a-Glance overview document.
   - **Outsourced** processes are processes that will be handled by the UCPa Center, and they require an Executive Summary document.

   **Contributors:** The Business Alignment Team includes PMO analysts and Subject Matter Experts from the central Human Resources (HR), Academic Personnel (AP), Benefits, and Payroll offices; PMO

3) **Assess:** The Future States Process Design (FSPD) Group works with the PMO and Organizational Readiness Specialist to identify key changes in departments/organizational units and potential barriers to successful implementation, endorse processes, and draft the necessary documents.

   **Contributors:** FSPD Group: Departmental Subject Matter Experts in the areas of HR, AP, and Payroll; PMO; Organizational Readiness Specialist

4) **Explain/Advise:** Strategic Advisory Committee (SAC) reviews decentralized processes, determines who will be impacted by the changes within their areas of responsibility, how, and what is needed to prepare their areas for the change.

   **Contributors:** Strategic Advisory Committee: Directors and Assistant Deans from across campus; PMO; Organizational Readiness Specialist

5) **Review:** The PMO reviews and revises all deliverable documents, including process documentation and guides, change impact assessments, and change readiness recommendations.

   **Contributors:** PMO; Organizational Readiness Specialist

6) **Review/Approval:** The Steering Committee evaluates and provides feedback on all deliverables, processes, and change impacts. The Steering Committee votes to approve all processes. Organizational Readiness Specialist informs Steering Committee on change impacts.

   **Contributors:** The Steering Committee includes Jim Corkill, Cindy Doherty, Yaheya Quazi, and Cynthia Seneriz; PMO; Organizational Readiness Specialist

7) **Final Approval:** The Steering Committee presents FSPDs and change impacts to Sponsors for final sign-off and approval for all FSPDs. Organizational Readiness Specialist informs Sponsors on change impacts and change readiness needs.

   **Contributors:** Sponsors include David Marshall, Marc Fisher, Chuck Haines, and Matthew Hall; Steering Committee; Organizational Readiness Specialist

8) **Announce:** The Steering Committee announces new processes to the campus. Organizational Readiness Specialist assists in training and managing employee readiness.

   **Contributors:** Steering Committee

### Key:

- FSPD development progress
- Change impact assessment progress