F&A Mission, Guiding Principles, Goals and Strategic Directions

Pages 3 through 7

Major projects Finance & Administration is currently engaged in

Pages 8 through 27
Finance & Administration serves to support, fulfill and advance the mission of Stony Brook University by innovatively, prudently and collaboratively delivering financial and administrative services to the University community and constituents.

By leveraging our operational expertise and fostering a supportive yet practical framework, Finance & Administration will deliver dynamic high-quality services, timely and responsive solutions and judicious guidance in order to enable reliable outcomes that are rooted in transparency, accountability and stewardship.
Understand needs, develop forward-thinking solutions, and embody a culture that strives to continuously be better in each and everything we do.

Maintain an ethos that supports collaborative work to build better experiences, solve problems and deliver improvements.

Create a positive and productive environment where everyone brings themselves, as they are, to do their best work. Embrace new ideas, creative solutions and unique viewpoints for inclusive problem solving and decision making.

Be honest, dedicated and accountable for our wins and also for our losses. Establish trust by delivering guidance, instruction and decisions with transparency and clarity.

Embody innovation and pursue ongoing growth as visionary leaders in order to implement smart solutions and best practices.
FINANCE & ADMINISTRATION

GOALS

1. Listen, understand and balance the University’s dynamic needs. Match resources with priorities through a supportive operational model.

2. Operate in ways that promote transparency, sustainability, professionalism, stewardship and leadership.

3. Provide an economic, operating and technological framework where each unit can achieve its goals.

4. Ensure processes and systems provide meaningful data to units in order to empower informed, localized decision-making.

5. Treat all constituents with respect, civility and professionalism. Demonstrate ethical and financial integrity driven by a desire to improve customer satisfaction.
IT IS OUR HOPE that the 1,100+ employees within F&A will earnestly endeavor to utilize these strategic directions as navigational beacons to guide, direct and depend upon when making individual decisions in their work.

This overarching plan is supplemented with individual plans developed by each unit within F&A that incorporates their own unique strategies, tactics, measurable goals and operational metrics in support of their own area, as well as the University’s mission and strategic endeavors both now and in the future.
1. Protect and enhance the University’s assets, including financial, administrative, technological, and human capital.

   Goals Addressed: 1, 2, 3

2. Achieve financial value for the University by collaborating and providing actionable data that allows partners to make sound financial decisions.

   Goals Addressed: 2, 4, 5

3. Create operational frameworks that support individual unit decision making. Remain nimble and adaptive as priorities and resources change.

   Goals Addressed: 1, 2, 3, 4

4. Use technology to improve services, systems and processes that are used by units to support strategies and objectives.

   Goals Addressed: 3, 4, 5

5. Establish and maintain an environment with fluid processes that lead to efficient management and request fulfillment. Deliver excellent service, provide value and lend operational support.

   Goals Addressed: 1, 2, 3, 4, 5

6. Acknowledge the skills and experiences that each of us bring to the workplace and promote a learning-oriented culture that supports and elevates our talented F&A teammates through opportunities for career development.

   Goals Addressed: 2, 5

7. Keep sustainability at the forefront of decision making by increasing awareness and adoption of sustainable practices in daily business operations and technological infrastructures.

   Goals Addressed: 2, 3
Key projects and strategic initiatives from each of the areas which serve Finance & Administration.
Enterprise Resource Planning (ERP) Implementation
Project Manager: Heather McLaughlin
Estimated Completion: Multi-Year

**IMPACTED F&A AREAS:** Budget, Financial Planning & Analysis, DoIT, Enterprise Risk Management, Finance, Human Resource Services
**STATUS:** Pre-Implementation Work

**SCOPE:**
Implement a new cloud-based Enterprise Resource Planning (ERP) system to support BFP&A, Finance and HR areas.

Modules to be implemented include Enterprise Data Management (EDM), Enterprise Performance Management (EPM), Finance and Human Capital Management (HCM).

Read more at stonybrook.edu/WolfieONE

**RISKS:**
- 80/20 rule for configuration vs out of the box functionality
- Available resources
- Other special/internal competing projects assigned to project staff
- Agreement on Milestones and payment deliverables needed

**STATUS:**
- Workstream Team kickoff took place on January 16th
- Distributed campus-wide email announcement of the project
- Continuing to refine the project timeline

**PLANNED ACTIVITIES:**
- Planning for a Town Hall in March where interested community members can come to learn more about the project
- Close the Planning phase with an agreed upon Scope document and an effort based Project Plan and timeline
- Start Design Phase activity
SCOPE:
Current platform will stop being supported in November 2023. This means no more community-based updates like bug fixes, new features, or security updates. This project will focus on upgrading to the next supported version of the platform.

This is not a content redesign.

RISKS:
- Project resources are assigned to multiple projects; should another project get extended, the completion of this project could surpass the planned implementation

STATUS:
- Team building out content in new Platform
- Engaging various content contributing teams to start reviewing/updating material on the new platform

PLANNED ACTIVITIES:
- Website build continues
- Project plan published
**SCOPE:**
The new Time and Attendance Reporting System offers State and RF employees a modern, paperless approach to time reporting, benefiting all employees. Other enhancements include:
- Modern interface for time reporting activities
- Real-time visibility to accruals and time off balances
- Ability and empowerment for faculty and staff to report their own time
- Built-in compliance to rules, regulations and accrual policies

**RISKS:**
- If any resources (functional or technical) are out for an extended period, it could impact the project timeline
- If the vendor does not secure an Integration Specialist in a timely manner, it may push the remaining project tasks out past their current due dates
- If more timeclocks are required over the current amount procured (25), the project team will have to put in a change request for more funding to purchase additional clocks

**STATUS:**
- Working with the Change Management team on strategy and process for change management throughout the project
- Liaising with CPDC on setting up new timeclocks
- Finalizing CRT and integration meetings/ configurations

**PLANNED ACTIVITIES:**
- Prepare next campus-wide communication
- Continue discussing timeclock placements and maintenance
- Continue communicating timeclock usage to union representatives
- Continue scheduling and conducting solution development workshops
- Develop testing and training strategies

**IMPACTED F&A AREAS:** Human Resource Services, DoIT

**STATUS:** Active
SCOPE:
Collaborative campus initiative aimed at enhancing the employee experience and positioning the University for future success through expanded HR services, enhanced systems, and delivery of HR services across the campus.

STATUS:
- Central HR is adding an employee engagement unit to its office to work with departments and managers/supervisors on ways to encourage teamwork and collaboration. The office will also work to develop best practices for employee recognition, appreciation, and engagement in a manner that is meaningful, inclusive, collaborative and aligned with the University’s strategic goals.
- We will be posting for the Culture & Engagement Coordinator shortly to begin working on these efforts.

RISKS:
- Need for additional resources to support training and engagement programming

PLANNED ACTIVITIES:
- We are excited to announce that preparations are underway for the launch of ‘The Stony Roadshow,’ a dynamic communication plan designed to promote transparency, engagement, and the HR Now transformation. Get ready to embark on an interactive journey where you can expect informative sessions, engaging activities, and opportunities to connect with HR Now initiatives firsthand.
- For more information on new and ongoing HR Now enhancements and to keep up-to-date on their progress, visit the HR Now Implementation Dashboard.
**SCOPE:**
Purchase and implement a construction project management software that will be used by Campus Planning, Design & Construction. Currently, six separate systems are used to track CPDC projects; all historical data will be merged and aggregated into one new software platform.

**STATUS:**
- Vendor has been selected
- All reference documents have been submitted to procurement

**RISKS:**
- n/a

**IMPACTED F&A AREAS:** Facilities & Services, DoIT

**STATUS:**
- Active

**Construction Project Management System**
Project Manager: Jim Gonzalez
Estimated Completion: TBA

**PLANNED ACTIVITIES:**
- Vendor kickoff
**SCOPE:**
Upgrade all campus irrigation controllers to smart-enabled controllers with remote programming access. The use of smart-enabled controllers will allow for greater control over watering schedules. For example, new units will monitor the weather for rain and not activate when rain is expected. This will lead to an overall reduction of water use on campus.

**RISKS:**
- n/a

**STATUS:**
- Irrigation Controller installations began in Fall 2022
- 21 controllers fully installed and added to management platform
- 36 controllers installed and awaiting network connection
- 16 controllers awaiting installation

**IMPACTED F&A AREAS:** Facilities & Services

**STATUS:** Active

**PLANNED ACTIVITIES:**
- Programming of watering schedules continues
- Schedule installation of 16 irrigation controllers (underway)
- Schedule network installations for 36 locations (underway)
## SCOPE:
Replace existing fluorescent 2’ x 2’ fixtures with LED fixtures to enhance lighting in Humanities. Replace existing metal halide exterior fixtures with LED fixtures to enhance outdoor lighting around Nobel Hall.

## STATUS:
- Completed the fixture upgrade at Humanities. Replaced 170 fluorescent fixtures in Humanities with 107 LED 2x2 fixtures with advanced controls. We expect a $4,000 incentive from PSEG. The project will save the University $4,700 and 36,000 kWh annually. The ROI without the incentive is 5.5 years and 4.6 years with the incentive.
- Currently scheduling fixture replacement timeline for Nobel Hall

## RISKS:
- n/a

## IMPACTED F&A AREAS:
Facilities & Services

## STATUS:
Active

## PLANNED ACTIVITIES:
- Replace 57 exterior fixtures around Nobel Hall
**SCOPE:**
Energy Management and the Division of Information Technology, Enterprise Applications, and Integrations departments are working on implementing a data collection server that will serve as a “warehouse” for data from multiple BMS/EMS systems campus-wide. This will enable the team to make more informed decisions on where to focus resources to improve efficiency.

**RISKS:**
- Lack of human capital to implement on time
- Funding for continued annual cost of approximately $30K

**STATUS:**
- The Schneider Electric energy management system is 20% integrated
- Building management systems at West Side Dining and the Campus Rec Center are currently being integrated
- Next step is to integrate the remainder of the Schneider energy management system

**IMPACTED F&A AREAS:** Facilities & Services, DoIT

**STATUS:** Active

**PLANNED ACTIVITIES:**
- Pull datapoints in from WSD Carrier system (completed)
- Pull datapoints in from Rec Center Trane system
- Pull datapoints in from Siemens BMS once upgraded to Desigo
- Pull datapoints in from JCI BMS once upgraded
- Pull datapoints in from West and East Plants
- Pull datapoints from Class schedule system 25Live
- Pull datapoints from WiFi
- Upgrade all Modbus maps in the ION system then pull datapoints (work in progress)
- Create informative dashboards for both the HVAC and EM teams

**OSI PI Data Server**
Project Manager: Tom Lanzilotta
Estimated Completion: TBA
SCOPE:
The kitchen exhaust hoods at WSD were fitted with new sensors and controllers to enable ramping up and down the exhaust fans to match the intensity of the cooking below them. When cooking is active, heat and smoke are detected which in turn, ramps up the exhaust. When no cooking is detected, the fans are set to a minimum. This conserves a large amount of electrical and thermal energy.

RISKS:
- n/a

STATUS:
- The equipment has been installed and is operational

PLANNED ACTIVITIES:
- Networking to install data drops (complete)
- Carrier to link the hood controller into the Building Management System (BMS) (on hold)
- Enable schedule setbacks to conserve energy in conjunction with SBU Energy Management (pending)
### BMS Setback During the Holidays and Student Breaks

**Project Manager:** Tom Lanzilotta  
**Estimated Completion:** Ongoing

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<th>IMPACTED F&amp;A AREAS:</th>
<th>Facilities &amp; Services</th>
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<td>The energy management team works with building managers to adjust building occupancy schedules to conserve energy during holidays and student breaks.</td>
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| - Thanksgiving break – saved over $10k in energy due to adjusting schedules  
- Christmas/New Year – schedules have been modified |

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| - Calculate energy savings for the Christmas/New Year break  
- Implement schedules for MLK |
**SCOPE:**
The SBU-OEM Emergency Operations Center is a central location for managing all campus emergencies. With an increase in the campus population, and the complexity of our operations, there is a need for an updated integrated software system to streamline the monitoring of day-to-day campus operations the coordination of emergency operations.
A web-based platform used to manage planning, response, and recovery will assist in the development and execution of master Emergency Operations Plan and Continuity of Operations Plans, while also improving communications and workflow during activations.

**RISKS:**
- Lack of common virtual collaborative meeting place inhibits critical communication related to campus emergencies
- Current business continuity plan building tool is antiquated and lacking elements that are important for a comprehensive emergency and continuity plan

**STATUS:**
- Hazard Vulnerability Assessment (HVA)/Business Continuity (BC)/Continuity of Operations (COOP): Minor modifications pending, module ready pending rollout plan

**PLANNED ACTIVITIES:**
- Targeting the incident management module implementation and final revisions to Business Continuity (BC)/Continuity of Operations (COOP) and a project plan for divisions to review by 2/14

**IMPACTED F&A AREAS:** Enterprise Risk Management
**STATUS:** Active
**SCOPE:**
The SMS is a new software database solution that is designed to manage risk, ensure safety and compliance, and improve efficiency for laboratory and research safety, hazardous materials management, worker safety programs, fire safety and emergency response, and will facilitate regulatory required training, inspections and compliance activities.

**RISKS:**
- Funding for Annual Fees: The initial SMS contract will be paid out of Research funds that were rolled over from previous years. A source of additional funding in the amount of $100K is needed for annual fees.
- Staffing: EH&S will require an additional Lab Safety Specialist (requested in FY 22/23) to support implementation of Chemical Inventories
- Departments will likely request support for chemical inventory management

**STATUS:**
- SMS System: The system is operational
- Laboratory Registration: The Laboratory Registration module is operational.
- Learning Management System (LMS): The LMS is operational.
- Environmental Compliance - All Underground storage tanks and Aboveground storage tanks have been included in the equipment list.
- Radiation Safety: Currently tracking 23 licenses and 99 internal issued permits.
- Hazardous Waste: Currently using the system to perform Main Accumulation Areas (MAA) weekly inspections.
- Chemical Inventory Management: Over 23,460 chemicals and Chemical Abstract System (CAS) numbers (chemical ID#’s) are uploaded. Continuing with testing and developing process and guidance documents for performing chemical inventories.
- Equipment: The equipment module is tracking the location and details for 3,800 pieces of equipment, including fuel storage tanks, fume hoods, lasers, x-ray equipment, and radiation detection equipment. This facilitates tracking for required inspections.
- Assessments: The assessment module is being used for conducting required inspections in laboratories and on equipment.

**IMPACTED F&A AREAS:** Enterprise Risk Management

**PROJECT MANAGER:** Gary Kaczmarczyk and Steven Wong

**ESTIMATED COMPLETION:** Fall 2023

**PLANNED ACTIVITIES:**
- SMS System: Discussion started to develop Building Manager and Director of Labs user group access levels based on building location or department.
- Safety Training: Complete integration of historical data from Blackboard/PeopleSoft into the Learning Management System (LMS).
- Chemical Inventory Management: Salute is working on an overhaul to this module including some tweaks that we requested. Complete development and Beta Testing. Q1 2024
- Radiation Safety Module: Working with Salute on full development of the system to track RAM inventories.
- Fire Safety: Working with Salute to use the assessment module for tracking OFPC inspection items. Q1 2024. Also, develop and implement Fire Extinguisher inventory and assessments. Q2 2024
- Environmental: Develop and implement tank inventory and inspections. Q1 2024
- Incident Reporting: Plan framework for incident reporting module. Q1 2024
SCOPE:
Implement a new parking and enforcement system to replace end-of-life systems and support new initiatives. Components include:
- Permit Software: Allows permits to be allocated in a variety of options by classification of customers. Current software has limitations regarding the types of permits that can be allocated.
- Enforcement Software/Hardware- Seamlessly integrates a customer’s information for online payments. Allows for online appeals. Provides enforcement the opportunity to issue one-time warning citations for individuals that have never had a citation.
- Mobile/Fixed License Plate Recognition (LPR) - Uses license plates to verify payment for parking through permit, meter, reservation or mobile payments (eliminates physical hangtags). Increases compliance with parking regulations; thereby ensuring adequate parking for all customers.

RISKS:
- Implementation dependent on other areas that may have large projects occurring at the same time
- Delayed implementation can impact any changes to current parking operations
- Budget

IMPACTED F&A AREAS: Enterprise Risk Management
STATUS: Active

STATUS:
- Scheduled Weekly Implementation Meetings
- Implementation in Process

PLANNED ACTIVITIES:
- On schedule for May 18 completion

Parking Management System (AIMS)
Project Manager: Kendra Violet and Donna Skidmore
Estimated Completion: May 2024
SCOPE:
Enhance existing functionality within the Wolfmart System to improve operational efficiencies and support cost savings. Leverage new functionality from Jaggaer regular release upgrades as they become available.

STATUS:
- The 2023-24 Enhancement Plan has been finalized and identifies 28 projects. 14 Projects (50%) are completed or nearing completion.
- Projects recently finished or nearing completion include:
  - New process for integrating Information Security and Electronic Information Technology Accessibility Reviews in WolfMart, effective January 18, 2024.
  - New functionality for reverting WolfMart workflow on Requisitions, Purchase Orders, and Vouchers.
  - New forms for supporting RF Funded Tuition Payments and Critic Teacher Stipends.

RISKS:
- System integration issues to Oracle / SUNY diverting resources from enhancement plan efforts
- SBU staff resource constraints to test and implement enhancements (same resources manage daily help desk issues and testing)
- SUNY staff resource constraints to support enhancement plans
- Staff support requirements for the new ERP system implementation

IMPACTED F&A AREAS: Finance
STATUS: Active

PLANNED ACTIVITIES:
- Jaggaer will be updated to version 24.1 on Monday, March 18, 2024. This update will be available in the test environment on Monday, February 19, 2024.
- Upcoming identified in the 2023-24 Enhancement Plan:
  - Contracts+ Enhancements (Workflow, Contract Library, and e-Signature)
  - Contract (AC-340) Integration in Wolfmart
  - Integration of Utility Payments into Wolfmart
SCOPE:
Develop a Procurement Help Center using the Team Dynamix Software. The Help Center will serve as a centralized online helpdesk that will include resources needed to better support the needs of our community.

The Help Center will include a structured ticketing system, designed to guide users' Procurement help requests in an efficient, intuitive manner, addressing a broad spectrum of user needs. The Help Center will also be expanded to provide assistance from the Travel & Cards team for users' Concur-related requests and concerns.

Additionally, the Help Center will include a Knowledge Base, where users can find resources as well as articles of information about Procurement, its processes, procedures, and policies.

RISKS:
- SBU staff resource constraints to test and implement ticketing system (same resources manage daily help desk issues and testing).
- User resistance to submitting requests using a more structured process, occurring because there is not a full understanding of how new process will streamline / add efficiencies.

STATUS:
The first form (New Supplier Request Process) has been identified and is underway. Updates include:
- Form development is complete
- Workflow development has been completed pending testing
- A desktop for system administrators has been created.
- Procurement Vendor File team has been briefed about the new process and demos have been completed.

PLANNED ACTIVITIES:
- Test tickets will be submitted the first week of February using the new form, to allow staff the opportunity to familiarize themselves with the system.
- A meeting will be scheduled to get Procurement Vendor File team’s feedback.
- Subsequent to this discussion, a separate meeting will be scheduled with the Sourcing leadership team to brief and train them on the new process and allow for their feedback, questions, and concerns.
- New form is anticipated to be ready in April 2024.
- Lessons learned from the development of the New Supplier Process will be applied to future SysOps TD process developments.

IMPACTED F&A AREAS: Finance
STATUS: Active
**SCOPE:**
- Replace existing invoice scanning system with the Jaggaer Digital Capture Solution to ensure continuity of critical accounts payable operations while implementing new opportunities for system efficiencies and cost savings.
- Digital Capture is built upon the ABBYY scanning system and is fully integrated with Jaggaer for seamless integration of scanning and importing of invoices into Jaggaer.

**RISKS:**
- This is a new product for Jaggaer (Jaggaer recently acquired this solution from ABBYY) so may have learning curve for vendor that may cause delays.
- SBU Staff Resources have multiple other projects and priorities, so resources may be constrained.
- Delays in Digital Capture implementation may result in additional one-time costs for continuing current vendor solution or additional manual work for staff.

**IMPACTED F&A AREAS:** Finance
**STATUS:** Active

**PLANNED ACTIVITIES:**
- A Project Plan with detailed timeline has been developed to provide a roadmap of project activities. Key dates include:
  - 1/8/2024-2/23/2024: Configuration of Digital Capture tenant and invoice settings, as well as conduction of user training and pre-training of Supplier invoice layouts
  - 2/26/2024-3/29/2024: Support testing and providing testing feedback to Jaggaer
  - 4/1/2024-4/12/2024: Migration to Production, as well as communication of go-live date to Suppliers
- Project is anticipated to complete in April 2024.

**STATUS:**
- Bimonthly project team meetings have been established.
- Test invoices from high-volume vendors have been provided to the consultants for review.
- Staff training has been scheduled.
- Access to ABBYY Software is being setup for project team.
### SCOPE:
Integrate Concur at Stony Brook University, Stony Brook Hospital and LISVH for all employee travel-related expense transactions and reservations.

### STATUS:
- AI auditing tool has been implemented
- Registry” policy regarding non-SBU funded travel, in partnership with Enterprise Risk Management, has been implemented
- SBF/Concur: Policy “validation phase” has commenced, launch date TBD

### RISKS:
- Compliance, adoption and enforceability of program with SB travelers

### PLANNED ACTIVITIES:
- RF Non-Travel reimbursements coming to Concur; date TBD

### IMPACTED F&A AREAS:
Finance

### STATUS:
Active
### SCOPE:
Increase cost savings realized during purchasing process (e.g. costs reduction, costs avoidance and rebates).
This includes savings achieved through sourcing events (RFP, RFQ, IFB, etc.), re-negotiation of contract pricing as well as terms and conditions, administrative and operational process improvements, and technology enhancements such as automation.

### STATUS:
- Cost savings activity for FY-2023/24 kicked off on July 1, 2023
- Projected FY2023/24 Quarterly Costs Savings run rate:
  - July 1, 2023, to September 30, 2023 - $2.5MM
  - October 1, 2023, to December 31, 2023 - $5.0 MM
  - January 1, 2024, to March 30, 2024 - $7.5 MM
  - April 1, 2024, to June 30, 2024 - $10.0 MM
- Achieved Quarterly Costs Savings run rate (actual):
  - July 1, 2023, to September 30, 2023 - $2,528,049.21
  - October 1, 2023 to December 31, 2023 - $4,981,669.30

### RISKS:
- Ineffective collaboration with internal and external stakeholders resulting in missed costs savings targets
- Stakeholders not procuring off of the WolfMart catalogs for best pricing

### PLANNED ACTIVITIES:
- Created and rolled out new streamlined version of the Savings Tracker in June 2023
- Met with entire Sourcing team and provided an overview of the importance of costs savings, the different types of costs savings and the announcement of the new savings tracker in June 2023
- Review and validate costs savings on a monthly basis
- Report on Quarterly Costs Savings run rate

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**IMPACTED F&A AREAS:** Finance  
**STATUS:** Active
SCOPE:
- The FY 23/24 Budget Cycle is underway. The next Mid-Year Template review is scheduled for the end of February.
- The annual Budget to Actuals workstream is in progress. BFP&A and Accounting are collaborating to accurately report FY 22/23 Actuals vs. FY 23/24 Budget to be published on the University BFP&A website in January 2024.
- The ERP implementation project is underway and the BFP&A team is currently evaluating the scope of work and engaging with Deloitte partners.
- Stony Brook University has engaged Huron to support the progression of a New Economic Model. The project is estimated to run for 15-weeks with internal leadership provided by Jed Shivers and Provost Carl Lejuez.

RISKS:
- n/a

STATUS:

- Prioritized Funding for Unbudgeted Initiatives (PFUI): PFUI is designated one-time fiscal funding that will be used for emergency, time sensitive requests only. The next scheduled Quarterly PFUI meeting is scheduled in January 2024. Please have all PFUI requests submitted by January 19, 2024. Learn about eligibility and guidelines for FY 2023/24 on the Policies and Forms page of the BFP&A website.


STATUS: Active

PLANNED ACTIVITIES:
- FY 24/25 Budget planning in development; CBM is scheduled to open on January 15, 2024 and will close on March 15, 2024.
- Monthly VPC meetings have been scheduled through 2024 to increase cross-communication between BFP&A and the VP Areas.
Additional Project-Related Resources

- **Budget Financial Planning & Analysis**: PFUI Information
- **Division of Information Technology**: Enterprise Project Management website
- **Facilities & Services**: Active Construction Projects
- **Human Resource Services**: HR Now website
- **Procurement**: Concur website