

Administrative Unit Name: UW INFORMATION TECHNOLOGY

Please complete this Word document and the accompanying Excel workbook (both of which were provided to your unit via email), and submit them to the Office of Planning & Budgeting (OPB) on or before **Friday, November 18**. Please email your materials to [Becka Johnson Poppe](#).

1. In the **“Planned Expenditures”** tab of the Excel workbook, please provide the following information for each functional area of your unit: ¹
 - a) A description of how the functional area **contributes to the University’s missions** (research, service and teaching) and the risks the University would face if this work were no longer funded;² and
 - b) Provide information regarding your unit’s **projected FTEs and planned expenditures for FY17 and FY18**:
 - i) Expenditure estimates should be broken down by:
 - *Fund type*: permanent ABB funds (i.e. GOF and DOF, excluding carryover) and, if applicable, funds derived from self-sustaining efforts, grants and contracts, philanthropy, and other sources.
 - *Expenditure type*: salaries and benefits, goods and services, contractual services, travel, and other.
 - ii) Please describe any assumptions you are making in your response, such as those related to the availability of state or federal funding or projections based on the first complete month of expenditures in FY17, etc. Also, please explain the “other” category, if you put expenses into that column.

For guidance, please see the example posted at the [FY18 Budget Development webpage](#).

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¹ “Functional area” is most easily described as a level of granularity that reflects your unit’s org chart and is reconcilable to your unit’s organization code structure. However, if this results in an unwieldy number of “functional areas” for your unit (i.e. more than 7 or 8), please note this in your materials and provide a more manageable level of granularity. As a general guideline, we anticipate 3-7 functional areas per unit.

² Please refer the following document for more information about the [University’s Sustainable Academic Business Plan \(SABP\) goals and top institutional risks](#).

2. A number of variables (e.g. the outcome of the 2017 legislative session) will heavily influence the availability of funds for FY18 merit increases. Despite these unknowns, planning for compensation increases has no doubt begun already. Units should plan to receive less funding than may be necessary to implement the full average merit increases for GOF- and DOF-funded positions. **Please tell us how your unit plans to deploy existing resources, establish new revenue streams (if applicable), and/or pursue additional efficiencies to support merit increases in FY18. Please respond in 300 words or fewer.**
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UW Information Technology (UW-IT) welcomes the opportunity for continued merit increases for staff. UW-IT is facing a highly competitive market for IT professionals, and our ability to retain and recruit quality staff remains a constant challenge. Merit increases are an important component of our strategy to maintain a stable workforce.

UW-IT faces two challenges in funding merit increase:

- GOF/DOF funded merit at 90% (an estimated annual impact of ~\$150K in FY 18)
- Unfunded merit for the portion of salaries funded by the Technology Recharge Fee (an estimated annual impact of ~\$500K in FY 18)

Based upon a recommendation by the Technology Recharge Fee (TRF) Advisory Committee, we will maintain the TRF rate at its current level, and instead strive to find additional efficiencies in our operations and/or adjust service levels to adapt to the decrease in base funding.

During Winter/Spring FY 2017, the UW-IT Senior Leadership Team will meet to establish a budget for Fiscal Year 2018. We will need to make adjustments to address not only the merit increase shortfall, but also the impact of the implementation of HR/Payroll Modernization on our organization.

3. In spring 2015, Provost Baldasty initiated the **Transforming Administration Program (TAP)**, which encompasses all central administrative units and focuses on fulfilling the need for greater collaboration, clearer priorities, increased accountability, and elimination of unnecessary bureaucracy and redundancies.

Please answer the following questions:

- What are 3-5 new things that your unit is doing this fiscal year to align with the [TAP principles for central administrative units](#) and to create and enhance a culture of service? *Please respond within a 300-word bulleted list and please be specific.*
 - How can your unit collaborate with other units (academic and administrative units outside of your own) to be more effective and reduce costs? *Please respond in 200 words or fewer.*
-

UW Information Technology is actively participating in the following TAP initiatives:

- **HR/Payroll Modernization** – Leading a major initiative to replace the University's 34-year old legacy payroll system with an integrated system to manage human resources and payroll functions. Implementing this new system requires standardization of processes across departments, units and colleges. These streamlined processes, paired with modern technology, will improve the way the University does business.
- **Finance Transformation** – UW-IT and the Office of Planning & Management are partnering to define and implement the Finance enterprise resource planning (ERP) program framework needed to support a successful effort to transform the processes and tools that the UW employs to manage its finances. This includes defining the sourcing strategy, gathering the data to further refine the business case and total cost of ownership, identifying funding options, and initiating pre-transition work.
- **Geographic Information Systems (GIS) Consolidation** – UW-IT's Enterprise Information, Integration & Analytics team is partnering with the Office of Capital Planning & Development to improve the access, quality and value of GIS data.
- **Centralize Servers/Virtualize Servers** – Brad Greer, UW-IT Chief Technology Officer, is leading efforts to help UW meet its climate goals while increasing information technology security and decreasing infrastructure risk by migrating decentralized servers to UW's centrally managed data centers or to external cloud services.
- **Classroom Scheduling** – Phil Reid, Vice Provost for Academic and Student Affairs and UW-IT Deputy CIO, is sponsoring this initiative to expand the capacity of existing learning spaces on the UW Seattle campus by analyzing current request patterns and issues, developing recommendations for governance committee and Provost review, and implementing approved solutions.
- **Public Records Risk Assessment/Process Improvement** – UW-IT is participating in this initiative to identify ways to streamline and improve the way the UW manages public records requests.
- **Administrative Unit Customer Satisfaction Surveys** – UW-IT is participating in this effort to develop an administrative unit customer satisfaction survey.
- **Service Standards for Central Administration** – UW-IT is participating in the effort to develop common expectations and measures for service levels to be used across UW's central administrative units.

UW Information Technology partners with both administrative and academic units to create significant improvements in services and processes to better meet the needs of our customers and stakeholders. Examples include:

- **Procure-to-Pay** – Partnering with Financial Management to increase efficiencies by completing implementation of ARIBA e-procurement to provide one tool for supplier solicitation, contract management, requisitioning, invoicing and receiving of goods and services.
- **Enterprise Document Management System** – Partnering with the Admissions Office, Grant & Contract Accounting, Procurement Services, and Facilities Services to digitize and store electronic business documents and provide enterprise workflow tools to automate business processes.
- **eSignature (DocuSign)** – Launching a new University-wide service to offer UW units the ability to distribute online documents for approval and electronic signatures, or to create online forms for data collection.
- **Undergraduate Admissions Modernization** – Partnering with UW Seattle Admissions to convert the paper-intensive admissions review process to a more efficient, online application review system. The new system, launched for domestic freshman applications in fall 2015, is enabling the University to continue to handle an ever-increasing number of undergraduate applications and better support the UW’s ability to attract and admit high-achieving students.
- **Student Financial Aid Modernization** – Partnering with the Office of Student Financial Aid (OFSA) to develop a paperless process and significantly improve information exchange between students, their parents and the OFSA, enabling the UW to get financial aid offers to students faster.
- **High Performance Computing** – Partnering with the Office of Research and the UW eScience Institute to support world-class research with up-to-date tools and resources—including Hyak, a high performance computing cluster; a high performance research network, supporting fast data transfers within the University and to other research institutions; and cloud computing consulting and resources to help researchers interested in leveraging the public cloud.
- **My Husky Experience** – An initiative to enable students to explore and engage in co-curricular activities such as internships, leadership initiatives, service learning and research.
- **Tableau Software** – Providing the University with the software and training for Tableau, an easy-to-use data visualization tool that helps simplify the meaning of large data sets, promotes understanding and analysis, and communicates important concepts and ideas.
- **Innovators Among Us Series**– UW-IT is partnering with the Office of the Provost, the Center for Teaching and Learning, UW Bothell, UW Libraries, and UW Tacoma to produce the second year of this Web-based series of stories featuring UW faculty sharing their experiences, tips and best practices for innovative teaching and learning with technology. The series encourages a culture of innovation on all three campuses by highlighting faculty innovators, with a new faculty profile introduced every six weeks through 2017. The stories are part of the Trends and Issues in Higher Education series produced by the Office of the Provost.
- **Space Management**- Facilities Services, Capital Planning and Development, and UW-IT have launched a joint program, with the goal of organizing and aligning the initiatives, business processes, information and systems related to facility and space management at the UW.

4. Please describe **your unit's emerging or changing personnel needs**—prompted by changes that either your unit or the institution is facing—and **what your unit will do to meet these needs without creating new FTE positions** (e.g. redeploying FTE among other functional areas). *Please respond in 300 words or fewer.*

At your unit's meeting with the Provost, **please be prepared to discuss your unit's succession planning activities.**

As a result of the implementation of the UW's new HR/Payroll system, Workday, along with the Integrated Service Center, UW-IT will need to realign resources to support this critical initiative.

- Through the stabilization phase of the HR/P Modernization program extending into December 2017, UW-IT will continue to contribute a significant number of internal resources to support the program. This includes technical staff, project managers, and other subject matter experts.
- UW-IT will need to staff/fund six integration engineers to ensure campus/school/department systems will work seamlessly with Workday.
- UW-IT will need to maintain the staffing and operations of the Enterprise Integration Platform that will provide the means to effectively manage the rich and continually changing data streams from the new HR/Payroll system.

UW-IT remains committed to our strategic goals of supporting research computing, advancing new teaching and learning initiatives, and maintaining a resilient infrastructure. Over the next several months, our Portfolio Review Board will be vetting new services and projects to be initiated in FY 2018.

During Winter/Spring FY 2017, the UW-IT Senior Leadership Team will work to craft a budget for Fiscal Year 2018. We will reallocate and adjust resources to support these emerging needs.

5. **Please identify any significant obstacles or challenges** that your unit faces, other than resource constraints. Please plan to discuss these with the Provost. If applicable, please summarize any operational risks that, from your perspective, the UW must work to mitigate over time. *Please respond in 300 words or fewer.*
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The HR/Payroll Modernization program is the largest single administrative initiative ever undertaken at the University, and is one of the University's highest administrative priorities. It is a multi-year initiative to replace the University's 34-year-old legacy payroll system with a modern, integrated system to manage human resources and payroll functions; this is essential to supporting the UW's large and diverse workforce.

Challenges:

- > **Staff resourcing:** UW-IT is redeploying significant resources from other projects in order to ensure the program's success. This places severe constraints on UW-IT's ability to invest in and advance other important IT strategies for the University.
 - > **Change management:** The HR/Payroll Modernization program requires streamlining business processes across the University, which entails substantial changes to the way departments and units do their work. The program is implementing a comprehensive change management effort across the entire University.
 - > **Integrated Service Center:** The University is developing an Integrated Service Center (ISC) that brings together support functions from Academic Personnel, Human Resources (including Benefits), Payroll, and UW Information Technology. The ISC will enable an integrated approach to service delivery and is foundational to the success of the HR/Payroll Modernization program.
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- **Data Security & Privacy** – Data breaches, cyber theft of intellectual property, and malicious hacking remain a significant threat to UW. UW-IT's Office of the Chief Information Security Officer (CISO) continues to lead efforts to mitigate risk by providing services to help UW units analyze and forecast threats to information security. The CISO office also researches applicable information security and privacy laws, provides education on safeguarding institutional information, consults on incident management, and manages policies and strategic solutions for UW's institutional information.
 - **IT Infrastructure** – Resource constraints have led to deferred maintenance on the UW's telecommunications, network, and fiber infrastructure. While UW-IT is managing these areas responsibly, this technical debt is being deferred to a future time.
 - **Competitive Salaries/Market** – UW-IT is facing a highly competitive market for IT professionals, and our ability to retain and recruit quality staff remains a constant challenge. We compete regularly with Microsoft, Amazon F5 Networking, and T-Mobile as well as a host of new start-ups.
 - **Support for Research Computing:** The IT Strategy Board established a significant strategic directive to identify sustainable institutional funding to ensure the computing environment for researchers is a key differentiator for the UW.
 - **Transition of AT&T Funding** – A new sponsorship agreement between UW and AT&T has resulted in approximately \$650K in annual payments being directed from UW-IT to UW Marketing. This funding has supported UW-IT's initiatives to expand WiFi across campus.

6. Please **update the carryover usage plan you submitted as part of last year’s budget development process**. To do so, please complete the **“Updated Carryover Usage Plan” tab** of the Excel workbook. Please note:

- Your worksheet is pre-populated with the carryover usage plan you submitted last year, new estimated carryover totals, and new reserve figures.³
- Please provide updated numbers under "Updated Plan" (Columns H-K).
- If you have new line items, please add rows, as needed.
- For any major updates, please provide a brief description of the change (Column L).

Please note, although cost allocations for the HR/Payroll Modernization Program won’t be available until the new system goes live, units are encouraged to incorporate the original allocations (from the HR/Payroll Cost Allocation plan) into their carryover spending plans. For units that made prepayments, all funds have been held in reserve, and will be applied to your future cost allocations.

If you would like to describe any items from the worksheet in greater detail, please use the space below. For **additional guidance**, please see the example posted at the [FY18 Budget Development webpage](#).

If your unit has a **deficit** instead of a carryover, please confirm that you have an updated deficit mitigation plan in place with OPB. If you do not, please explain why.

UW-IT has a complex financial structure using a number of different revenue sources (GOF/DOF, Technology Recharge Fee, and Self-Sustaining Services) and our “carryover” is captured as the Fund Balance in a UW-IT specific Fund 444. The ending balance in Fund 444 for FY 2016 was \$16,774,953. We designate our fund balance into Restricted and Unrestricted (to include a Reserve).

The Restricted balance of \$7,579,294 are funds reserved for specific uses related to their original source – Self-Sustaining Services, Pacific Northwest Gigapop (PNWGP), as well as Provost allocations supporting CISO, Classroom Support Services, Student Modernization, HR/Payroll Modernization, and HR/Payroll Intersections. Restricted funds are also designated for Equipment Reserve, Inventory Reserve, and Pass-Through budgets (K-20 and PNWGP). Funds are also designated for an annual payment as a match with the Provost to apply against the historical deficit.

We are projecting use of an additional \$3,250,000 of the reserve to support operations in FY 2017.

The remaining unrestricted balance of \$5,946,234 is held in reserve. This represents 8% of our GOF/DOF base and Technology Recharge Fee projected revenue.

³ As a reminder, carryover balances are calculated at the end of each biennium and can only be *estimated* mid-biennium.

7. For FY18, the Provost will be deploying *permanent* Provost Reinvestment Funds (PRF) primarily, if not exclusively, to cover compensation increases. Thus, **units are asked to limit PRF requests to temporary funding needed to address critical compliance and/or high institutional priority needs.**⁴

If your unit has a PRF request that fits within these strict parameters, please describe it in the “**PRF Request**” tab of the Excel workbook. Please also indicate what you are willing to commit as a match for PRF support.

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⁴ Please refer to the University’s [Sustainable Academic Business Plan](#) for more information about top institutional goals.

FY17 & FY18 Planned Expenditures - Administrative Units

Please use the fields below to provide information for **each functional area** of your unit. “Functional area” is most easily described as a level of granularity that reflects your unit’s org chart and is reconcilable to your unit’s organization code structure. However, if this results in an unwieldy number of “functional areas” for your unit (i.e. more than 7 or 8), please provide a more manageable level of granularity. As a general guideline, we anticipate 3-7 functional areas per unit.

For guidance, please see the example posted at the FY18 Budget Development webpage: <http://opb.washington.edu/fy18-unit-budget-development>

BT = Budget Type OC = Object Code

NAME OF AREA: UW Information Technology - Funding Sources		
<i>UW Information Technology (UW-IT) is the central information technology organization for the University of Washington, responsible for strategic planning, oversight, and direction of the UW’s IT infrastructure, resources, and services. UW-IT provides critical technology support to all three campuses, UW medical centers, and research operations around the world. UW-IT partners with the UW community to enable innovation, learning, discovery, and service. UW-IT manages UW central IT infrastructure and services, including administrative systems and information management, networking, telecommunications, data centers, information security and privacy, academic and collaborative applications, computing infrastructure, IT services and strategic sourcing, accessible technology, customer service, and technology business continuity. UW-IT works with the President, Provost, and appropriate governance committees to determine IT strategies, policies, priorities, and resource allocations throughout the institution.</i>		
FISCAL YEAR 2017		
Fund Source - Operating Budget	Projected Revenue (in \$)	UW Information Technology blends a variety of resources to address its operational needs. These include permanent GOF/DOF, temporary GOF/DOF, use of restricted and unrestricted Fund Balance (i.e. carryover), the Technology Recharge Fee, Self-Sustaining Revenue. This revenue is aggregated in a single operating Fund 444. In addition UW-IT receives ~ \$200K in grant funding.
Permanent GOF/DOF	\$ 54,132,353	
Temporary GOF/DOF and Use of Fund Balance	\$ 12,912,100	
Technology Recharge Fee	\$ 20,708,004	
Fee For Service	\$ 28,045,538	
Grants	\$ 200,000	
Gifts	\$ -	
Total	\$ 115,997,995	
FISCAL YEAR 2018		
Fund Source	FTE	These amounts reflect an estimated 4% merit increase. Due to impact of HR/Payroll Modernization, a reduction in AT&T Revenue, and a number of inflationary issues, we will be conducting a thorough budget planning process this winter/spring and rebudget existing resources as necessary.
Permanent GOF/DOF	\$ 55,672,336	
Temporary GOF/DOF and Use of Fund Balance	\$ 12,912,100	
Technology Recharge Fee	\$ 21,297,115	
Fee For Service	\$ 28,843,390	
Grants	\$ 50,000	
Gifts	\$ -	
Total	\$ 118,774,941	

UW Information Technology by Functional Area

Office of the Vice President and CIO provides the technology management support for a large IT organization. Units include: Vice President, Business & Finance, Communications, Human Resources, and Organizational Development. The office also provides Technology Strategy and Compliance Assurance.

Debt Service & Mainframe The University debt finances the purchase of mainframe hardware and licensing to operating the administrative computing systems for the University.

Information Management provides University-wide leadership in the development and management of UW's major administrative business systems including Finance, Human Resources/Payroll (HR/P), Advancement and Facilities. IM is also responsible for UW Enterprise Data Warehouse and business intelligence tools that provide information for decision making.

Computing Infrastructure provides knowledgeable system design and administration, software engineering, and operational support for academic systems, administrative systems, and research computing. This division is responsible for Application Integration Services, Identity and Access Management, Servers and Storage, Service Management & Planning, and Data Centers.

Office of the Chief Information Security Officer (CISO) provides Information Assurance, ensuring coordination of information security and privacy policies across the UW; Security Service - serving as the point of contact for all abuse complaints relating to the University networks, receives all information security incident reports and provides incident response and computer forensic services; and serves as an institutional resource that provides information security consulting for critical or high-risk systems.

Networks & Telecommunications brings together network architecture, engineering, operations, and support teams with responsibilities that span not only UW, but the state K-20 Education Network, the Pacific Northwest Gigapop, Internet2, and other national and international research and education networks. It provides technology evaluation and solutions for voice and data networks, service directions, architecture, design, and optical and Ethernet solutions for long-haul and local networks. This unit is structured to provide system design and support for all aspects of our research university environment. This division is responsible for: Mobile Communications Strategies; Network Design & Architecture; Network Operations Management; Network Strategy & Telecommunications; Planning Facilities, and Research Networks.

Customer Service and Support is responsible for providing information technology consulting and help desk support for voice and data, managed desktops, computer repair, and customer relationship management to departments, faculty, staff, and students. This division also provides 24x7x365 monitoring, reporting, and troubleshooting for a wide variety of systems, applications, and facility- and security-related events.

IT Services & Strategic Sourcing provides project management and service management to support UW-IT projects and services, and tools and infrastructure to support critical business continuity for UW-IT and the University. In addition, ITS develops new and alternative sources that extend beyond traditional service delivery. This division includes: Program Management Office, Research Computing, Technology Business Continuity, Strategic Sourcing, and Enterprise Architecture.

Academic Services researches, assesses, develops, and delivers technologies, learning spaces, classroom support, and services that enhance teaching, research, and learning at the UW, and that support vibrant intellectual communities. Building upon deep engagement with UW faculty, students, and researchers, this division engages with other UW units at the UW and beyond to collaborate on projects, share and integrate resources and services, minimize redundancies, and improve effectiveness. Academic Services also advises and collaborates with UW faculty and departments on ways to use technology to improve learning outcomes and to advance the teaching and learning missions of the University.

UW Information Technology by Functional Area

FISCAL YEAR 2017

Fund Source	FTE	Projected Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
21001 Office of the VP	45	\$ 4,645,455	\$ 1,747,708	\$ 72,250	\$ 41,000	\$ -
21002 Debt Service on Mainframe	0	\$ -	\$ -	\$ -	\$ -	\$ 2,361,878
21003 Information Management	109	\$ 16,781,947	\$ 2,163,877	\$ 181,785	\$ 61,000	\$ 1,454
21004 Computing Infrastructure	82	\$ 12,236,860	\$ 7,085,243	\$ 323,700	\$ 70,800	\$ 1,587,563
21005 Information Security (CISO)	17	\$ 2,594,186	\$ 562,132	\$ 100,000	\$ 21,800	\$ 67,268
21007 Networks & Telecom	90	\$ 12,400,845	\$ 16,003,030	\$ 12,000	\$ 155,900	\$ 1,581,210
21008 Customer Service	62	\$ 7,230,164	\$ 3,675,008	\$ -	\$ 33,300	\$ -
21009 IT Services	23	\$ 3,420,037	\$ 322,475	\$ -	\$ 8,800	\$ 17,192
21010 Academic Services	105	\$ 13,864,138	\$ 3,965,402	\$ 83,000	\$ 176,900	\$ 340,688
Total	532	\$ 73,173,632	\$ 35,524,875	\$ 772,735	\$ 569,500	\$ 5,957,253

FISCAL YEAR 2018

Fund Source	FTE	Planned Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
21001 Office of the VP	45	\$ 4,831,273	\$ 1,747,708	\$ 72,250	\$ 41,000	\$ -
21002 Debt Service on Mainframe	0	\$ -	\$ -	\$ -	\$ -	\$ 2,361,878
21003 Information Management	109	\$ 17,453,225	\$ 2,163,877	\$ 181,785	\$ 61,000	\$ 1,454
21004 Computing Infrastructure	82	\$ 12,726,334	\$ 7,085,243	\$ 323,700	\$ 70,800	\$ 1,587,563
21005 Information Security (CISO)	17	\$ 2,697,953	\$ 562,132	\$ 100,000	\$ 21,800	\$ 67,268
21007 Networks & Telecom	90	\$ 12,746,879	\$ 16,003,030	\$ 12,000	\$ 155,900	\$ 1,581,210
21008 Customer Service	62	\$ 7,519,371	\$ 3,675,008	\$ -	\$ 33,300	\$ -
21009 IT Services	23	\$ 3,556,838	\$ 322,475	\$ -	\$ 8,800	\$ 17,192
21010 Academic Services	105	\$ 14,418,704	\$ 3,965,402	\$ 83,000	\$ 176,900	\$ 340,688
Total	532	\$ 75,950,577	\$ 35,524,875	\$ 772,735	\$ 569,500	\$ 5,957,253

*Other: Equipment Depreciation & Mainframe Debt Service

UW Information Technology by Service Category and Business Service

UW Information Technology (UW-IT) is the central IT organization for the University of Washington, providing critical technology support to all three campuses, UW medical centers and global research operations. UW-IT collaborates with University partners to advance teaching, learning, innovation and discovery at the UW. UW-IT merges its funding sources in to one pool that is then allocated into each discrete functional area based on services. UW-IT employs full cost accounting and distributes its cost to Service Areas.

Budgeted Expense by Service Category	Amount
Administrative Systems	
Enterprise Data and Analytics	4,128,775
Enterprise Information Services	3,826,180
Financial Administrative Systems	3,017,444
HR Payroll Administrative Systems	9,390,931
Student Administrative Systems	8,060,799
University Support Systems	1,365,740
Collaboration	
Email Calendaring and Collaboration	4,226,201
Software Licenses	3,626,984
Enterprise Risk Management	
Accessible Technologies	1,521,728
Business Continuity	635,798
Information Security and Privacy	3,956,950
IT Administration	
IT Administration	711,390
UW-IT Service Desk	2,920,842
IT Infrastructure	
Application Development Platform	2,336,542
Computing and Storage	14,956,625
Data Centers	3,512,849
Data Networks	22,227,976
Identity & Access Management	2,977,935
Regional Networks	4,663,317
Telecommunications	8,324,503
Research	
Research Computing	452,468
Teaching and Learning	
Classroom Technologies	4,943,073
Computer Labs	970,392
Teaching and Learning Tools	3,242,553
Grand Total	115,997,995

Updated Carryover Usage Plan - Administrative Units

Please use this template to provide an update on the carryover usage plan you submitted last year.

INSTRUCTIONS: Please do not change the numbers under "Previous Plan" (Columns C-F). Instead, please provide updated numbers under "Updated Plan" (Columns H-K). If you have new line items, please add rows, as needed. For any updates, please provide a brief description of the change (Column L). See the Word template for notes regarding HR/Payroll cost allocations. For additional guidance, please see the example posted at the FY18 Budget Development webpage: <http://opb.washington.edu/fy18-unit-budget-development>

Unit:	PREVIOUS PLAN (Do Not Update)				Carryover into FY16: \$ 19,609,813	UPDATED PLAN (Please Complete)				Est. Carryover into FY17: \$ 16,774,953 ***
UW Information Technology ¹	Committed Year(s)	# of Years	Annual \$ Amount	Totals	Committed Year(s)	# of Years	Annual \$ Amount	Totals	Explanation of Changes/Updates	
Usage Categories and Descriptions										
Unit's Reserve (10% of permanent ABB budget)										
	FY16	1	\$ 5,574,211	\$ 5,574,211	FY18	1	\$ 5,945,659	\$ 5,945,659	8% of GOF/DOF & TRF Base	
	Total Unit's Reserve:			\$ 5,574,211	Total Unit's Reserve:			\$ 5,945,659		
Central Commitments										
1. Pacific NW Gigapop	FY 16	1	\$ -	\$ -	e.g. FY17- FY19	e.g. 3				
2. Chief Information Security Officer	FY 16, FY 17	2	\$ 803,209	\$ 1,606,418	FY 17	1	\$ 147,567	\$ 147,567		
3. Information Mgmt - HR/P Intersections	FY 16	1	\$ 1,671,853	\$ 1,671,853	FY 17, FY 18	2	\$ 752,516	\$ 1,505,031		
4. Enterprise Document Management System	FY 16	1	\$ 440,830	\$ 440,830	FY 17	1	\$ 1,411,532	\$ 1,411,532		
5. PNDB to EDW Migration	FY 16	1	\$ 475,613	\$ 475,613	FY 17	1	\$ 742,985	\$ 742,985		
6. Student Modernization	FY 16, FY 17	2	\$ 1,170,234	\$ 2,340,468	FY 17	1	\$ 87,020	\$ 87,020		
(MyPlan/Husky Explorer, Curriculum Mgmt, Admissions Mod, & Stud Fin Aid)				\$ -	FY 17, FY 18	2	\$ 1,022,213	\$ 2,044,426		
<i>Add more lines as needed</i>				\$ -				\$ -		
	Total Central Commitments:			\$ 6,535,182	Total Central Commitments:			\$ 5,938,561		
"Spending Plan" Permanent Costs & Other Projects										
A. Perm expenditures funded with temp funds										
Operations Support (see Ques. 6 on narrative)				\$ -	FY 17	1	\$ 3,250,000	\$ 3,250,000		
				\$ -				\$ -		
B. Possible multi-year commitments										
				\$ -				\$ -		
				\$ -				\$ -		
C. Immediate, current year use										
1. Self-Sustaining Services - Restricted Balance (Non-CTE)	FY 16	1	\$ 4,029,764	\$ 4,029,764	FY 17	1	\$ 2,594,462	\$ 2,594,462		
2. Self-Sustaining Services - Restricted Balance - (CTE)	FY 16	1	\$ 1,282,561	\$ 1,282,561	FY 17	1	\$ 1,732,654	\$ 1,732,654		
3. Restricted Balances - (Equip/Invty/Passthrough Accts)	FY 16	1	\$ (2,128,991)	\$ (2,128,991)	FY 17	1	\$ (982,707)	\$ (982,707)		
4. Restricted Balances - Prepaid FY 16 Revenue - TRF, etc	FY 16	1	\$ 1,317,086	\$ 1,317,086	FY 17	1	\$ (4,639,208)	\$ (4,639,208)		
5. Planned Use for FY 16 UW-IT Operations	FY 16	1	\$ 2,500,000	\$ 2,500,000					See A. above	
6. Payment Toward Legacy Deficit	FY 16	1	\$ 500,000	\$ 500,000	FY 17	1	\$ 500,000	\$ 500,000		
7. Restricted Balances - HR/Payroll Replacement Program					FY 17	1	\$ 2,435,532	\$ 2,435,532		
<i>Add more lines as needed</i>				\$ -						
	Total Permanent Costs & Other Projects:			\$ 7,500,420	Total Permanent Costs & Other Projects:			\$ 4,890,733		
	PRIOR PLAN TOTAL: \$ 19,609,813				UPDATED PLAN TOTAL: \$ 16,774,953 **					

¹UW-IT merges its funding sources: including GOF/DOF, Technology Recharge Fee, and Self-Sustaining revenue in BT 10 - Fund 444. These pooled funds are then allocated into discrete functional areas. GOF/DOF carryover is about 7.232% of GOF/DOF and TRF base budget.

* As a reminder, carryover balances are calculated at the end of each biennium and can only be *estimated* mid-biennium.

** Matches Deficit Status report

UW Information Technology Provost Reinvestment Fund Request - Research Consultancy

Please limit Provost Reinvestment Fund (PRF) requests to temporary support for issues of critical compliance and high institutional priority (such as enhancements to the faculty or student experience) and in consultation with faculty, staff and students. Please also indicate what you are willing to commit as a match for PRF support. Repeat the following fields as needed.

One Sentence Explanation:	<i>Research Consultancy for IT Solutions - 3.0 FTE to supplement 2 FTE in UW-IT Research Computing to address the scale of data-driven computing challenges across UW research communities. To transition to a self-sustaining basis supported by impacted grants.</i>				
Requested PRF (per year):	\$ 415,000				
Number of years needed:	2				
Starting In:	FY18				
Unit Match/Contribution:	<i>UW IT will contribute 2.0 FTE and a portion of operations funding.</i>				
Full Explanation of Request:	<i>We propose to create a consultancy service to accelerate scientific research at UW. This consultancy will help researchers reduce 'compute drag', the elements of research computing that impede or obstruct progress in data-driven science, and address two emerging themes. First, cloud computing, together with UW high performance computing, offer capabilities that keep pace with the big data challenge (a deluge in volume, velocity and variety of data) that scientists now confront. Second, we cite cultural shifts toward data science, reproducibility, open data, and trans-domain collaboration. These two themes create the opportunity to adopt new methods, tools, and processing power; but researchers are often ill-equipped to adopt new computational methods without a degree of support and guidance. The personnel proposed here will take on roles of consultants, guides and co-researchers depending on need, with the goal to create open, reproducible solutions that will reduce reinvention. Funding requested here stabilizes the development period for this program, evolving to a self-sustaining model via a combination of research grants and institutional funding. They will also provide community outreach and training and will engage with the student population to enhance the value of a UW degree.</i>				
Connection To Other Units:	<i>This initiative will be carried out in close partnership and collaboration with the eScience Institute, with the goal of tightly coupling UW-IT with eScience and developing a self-sustaining funding model. Their foundational work establishes a successful model for accelerating research through consulting and collaboration that also expands the community of technical solution-builders. We place the value of this collaboration conservatively at \$100M per year. That is: UW research in fields with direct social relevance such as genomics, molecular engineering, water resource management, climate change impacts, epidemiology etcetera represents a substrate from which real-world solutions grow, solutions that are time-critical. The inspiration for the eScience Institute and this proposal is the recognition of common themes across domains: Either resistance to progress from existing computational methods and technologies or obstruction to progress from lack of facility with current computing methods (e.g. machine learning). This commonality implies that solutions are not domain specific; they are data-science and technology-specific. Through this realization the way forward is clear: UW as a world-class research institution must have research computing specialists available as a resource to the community, actively finding and fixing areas of resistance and obstruction.</i>				
FTEs and Expenditures	<i>In the table below, please outline what the TOTAL funds (requested PRF + unit match) would buy. Please add lines as needed.</i>				
Job Title	FTE	Total Yearly Cost	Amt covered by unit	Amt covered by PRF	
<i>Director</i>	1	\$186,300	\$186,300		<i>\$140,000 annual salary and benefits at 32.4%</i>
<i>Data Scientist</i>	1	\$140,000		\$140,000	<i>\$105,700 annual salary and benefits at 32.4%</i>
<i>Data Scientist</i>	1	\$140,000		\$140,000	<i>\$105,700 annual salary and benefits at 32.4%</i>
<i>Research Consultant</i>	1	\$140,000	\$140,000		<i>\$105,700 annual salary and benefits at 32.4%</i>
<i>Software Developer</i>	1	\$110,000		\$110,000	<i>\$83,100 annual salary and benefits at 32.4%</i>
Other Expenditures	n/a	Total Yearly Cost	Amt covered by unit	Amt covered by PRF	
<i>Operations</i>		\$50,000	\$25,000	\$25,000	<i>Travel, workshop/training hosting, cloud computing development platform</i>
TOTAL			\$766,300	\$351,300	\$415,000

UW Information Technology Provost Reinvestment Fund Request - Secure Research Environment

Please limit Provost Reinvestment Fund (PRF) requests to temporary support for issues of critical compliance and high institutional priority (such as enhancements to the faculty or student experience) and in consultation with faculty, staff and students. Please also indicate what you are willing to commit as a match for PRF support. Repeat the following fields as needed.

One Sentence Explanation:	<i>Secure Research Environment - 1.0 FTE staff and operating funds to create a service to accommodate new federal compliance requirements for managing confidential data by research grants. To transition to self-sustaining basis supported by impacted grants.</i>				
Requested PRF (per year):	\$	175,000			
Number of years needed:	2				
Starting In:	FY18				
Unit Match/Contribution:	<i>Oversight and management by UW-IT. This service is not provided as a general service by any other unit at the university. It is only done on an independent, isolated basis by individual grants or departments having to shoulder that unfunded burden. The entire point of this service is to more efficiently deliver a computing environment appropriate to the security requirements to research projects, which has proven to be quite significant, and not currently being built into research grant budgets. And to develop a self-sustaining model to make this service viable, and to provide predictable costs, so that researchers can build this cost into their grant proposals.</i>				
Full Explanation of Request:	<p><i>Establish a service to assist research projects in developing and operating an appropriately secured computing environment, to meet the security requirements for confidential data as mandated by their funding agency .</i></p> <p><i>Increasingly NIH grants are requiring FISMA compliance as a condition of a grant award. Similarly, NIST 800-171 is becoming a compliance requirement for federal grants. In 2016, a group of stakeholders from School of Medicine, UW-IT, and others produced a report, recommending the establishment of a centralized service to assist grant-holders in managing these requirements. Ultimately such a service would be self-sustaining, but a startup investment is required to establish this center. We estimate it will take up to two years to become fully self-sustaining, as it will require some experimentation to determine the best model for how such a service will operate, and to allow time for the costs of this service to be built into grant proposals.</i></p> <p><i>We propose hiring a person to establish and operate such a service, with some funds to establish a developmental computing environment, in which grants can effectively operate and meet FISMA, NIST 800-171 and similar security requirements.</i></p>				
Connection To Other Units:	<p><i>This service is not provided as a general service by any other unit; except on an independent, isolated basis by individual grants. This service will more efficiently deliver a computing environment appropriate to the security requirements of federal grants in a more general, adaptive way.</i></p> <p><i>This center will coordinate closely with the Office of Research, Office of Sponsored Projects, and with the School of Medicine Associate Dean for Research. This center will work with the Office of the UW Chief Information Security Officer and the UW Medicine Compliance Office to implement appropriate security measures to meet federal compliance requirements.</i></p>				
FTEs and Expenditures	<i>In the table below, please outline what the TOTAL funds (requested PRF + unit match) would buy. Please add lines as needed.</i>				
Job Title	FTE	Total Yearly Cost	Amt covered by unit	Amt covered by PRF	
<i>Computer Specialist</i>	<i>1</i>	<i>\$150,000</i>		<i>\$150,000</i>	<i>\$113,300 annual salary and benefits at 32.4%</i>
Other Expenditures		Total Yearly Cost	Amt covered by unit	Amt covered by PRF	
<i>Operations</i>	<i>n/a</i>	<i>\$25,000</i>		<i>\$25,000</i>	<i>Travel, developmental secure computing platform, misc expenses</i>

UW Information Technology Provost Reinvestment Fund Request - Financial Aid Modernization

Please limit Provost Reinvestment Fund (PRF) requests to temporary support for issues of critical compliance and high institutional priority (such as enhancements to the faculty or student experience) and in consultation with faculty, staff and students. Please also indicate what you are willing to commit as a match for PRF support. Repeat the following fields as needed.

One Sentence Explanation:	<i>3 FTE- To supplement existing efforts to modernize the Financial Student Aid process.</i>				
Requested PRF (per year):	\$	403,820			
Number of years needed:		1			
Starting In:		FY 2018			
Unit Match/Contribution:	<i>These funds will supplement existing Provost Funding for the project. UW-IT will provide governance, management, space, and operating expenses to support the supplemental staff.</i>				
Full Explanation of Request:	<p><i>UW-IT is working with Office of Student Financial Aid to support efforts to modernize the OFSA request process by moving to a fully paperless process to significantly improve information exchange between students, their parents and OFSA enabling the UW to get financial aid offers to students faster.</i></p> <p><i>The Provost has allocated funds of \$1.217M in each of FY 2017 and FY 2018 to Enrollment Management/OFSA (including a component to UW-IT) to support these efforts.</i></p> <p><i>UW-IT is requesting additional funding of 3 FTE in FY 2018 to support Phase 2 of the initiative for “Packaging”, a set of processes used to determine or revise the financial aid award offered to a student. The financial aid “package” typically includes several components such as work study, Pell grants, student loans, and scholarships, each governed by different eligibility rules.</i></p>				
Connection To Other Units:	<i>UW-IT is partnering with Enrollment Management/OFSA on this effort.</i>				
FTES and Expenditures	<i>In the table below, please outline what the TOTAL funds (requested PRF + unit match) would buy. Please add lines as needed.</i>				
Job Title	FTE	Total Yearly Cost	Amt covered by unit	Amt covered by PRF	
<i>Project Manager</i>	<i>1</i>	<i>132,400</i>		<i>132,400</i>	<i>(full-time salary of \$100,000, plus 32.4% benefits rate)</i>
<i>Business Analyst</i>	<i>1</i>	<i>119,160</i>		<i>119,160</i>	<i>(full-time salary of \$90,000, plus 32.4% benefits rate)</i>
<i>Developer</i>	<i>1</i>	<i>152,260</i>		<i>152,260</i>	<i>(full-time salary of \$115,000, plus 32.4% benefits rate)</i>
Other Expenditures		Total Yearly Cost	Amt covered by unit	Amt covered by PRF	
<i>Misc Support</i>	n/a		<i>15,000</i>	<i>0</i>	

UW Information Technology Provost Reinvestment Fund Request- Retention Analytics Software

Please limit Provost Reinvestment Fund (PRF) requests to temporary support for issues of critical compliance and high institutional priority (such as enhancements to the faculty or student experience) and in consultation with faculty, staff and students. Please also indicate what you are willing to commit as a match for PRF support. Repeat the following fields as needed.

One Sentence Explanation:	<i>Student Success and Retention Analytics - Software Licensing (Civitas)</i>				
Requested PRF (per year):	\$	250,000			
Number of years needed:		2			
Starting In:		FY 2018			
Unit Match/Contribution:	<i>UW-IT, Academic Services is providing the 1.00 fte resources to implement and provide service to all 3 UW campuses. UW-IT has paid for FY 2016 and FY 2017 licenses, including set-up fees.</i>				
Full Explanation of Request:	<i>UW-IT has funded a pilot program involving the installation and evaluation of Civitas, a predictive analytics platform focused on student success and retention. Using data from the student data base and learning management system (Canvas), students at risk academically are identified so that interventions/support can then be provided. The successful pilot program involved the implementation of an institutional reporting service for all three campuses, and an advisor-facing application at UW Tacoma. UW-IT would like to continue the rollout to additional campus units beyond central administrative units that support students. We are requesting funding for the software licensing for FY 18 and FY 19.</i>				
Connection To Other Units:	<i>UW-IT is leading the institutional effort on student retention analytics. Current partnerships include UW Tacoma and Continuum College (aka UW Educational Outreach).</i>				
FTES and Expenditures	<i>In the table below, please outline what the TOTAL funds (requested PRF + unit match) would buy. Please add lines as needed.</i>				
Job Title	FTE	Total Yearly Cost	Amt covered by unit	Amt covered by PRF	
Service manager	0.5	72,820	72,820	0	(Full-time salary of \$110,000, plus 32.4% benefits rate)
Business Analyst	0.5	59,580	59,580	0	(Full-time salary of \$90,000, plus 32.4% benefits rate)
Total			132,400		
Other Expenditures		Total Yearly Cost	Amt covered by unit	Amt covered by PRF	
<i>Civitas - Software Licensing</i>	n/a	\$250,000	0	\$250,000	Annual License Amount