

Project Fast Lane

Improving Travel and Expense



Monthly Project Update
February 2023



University of Massachusetts

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Topics

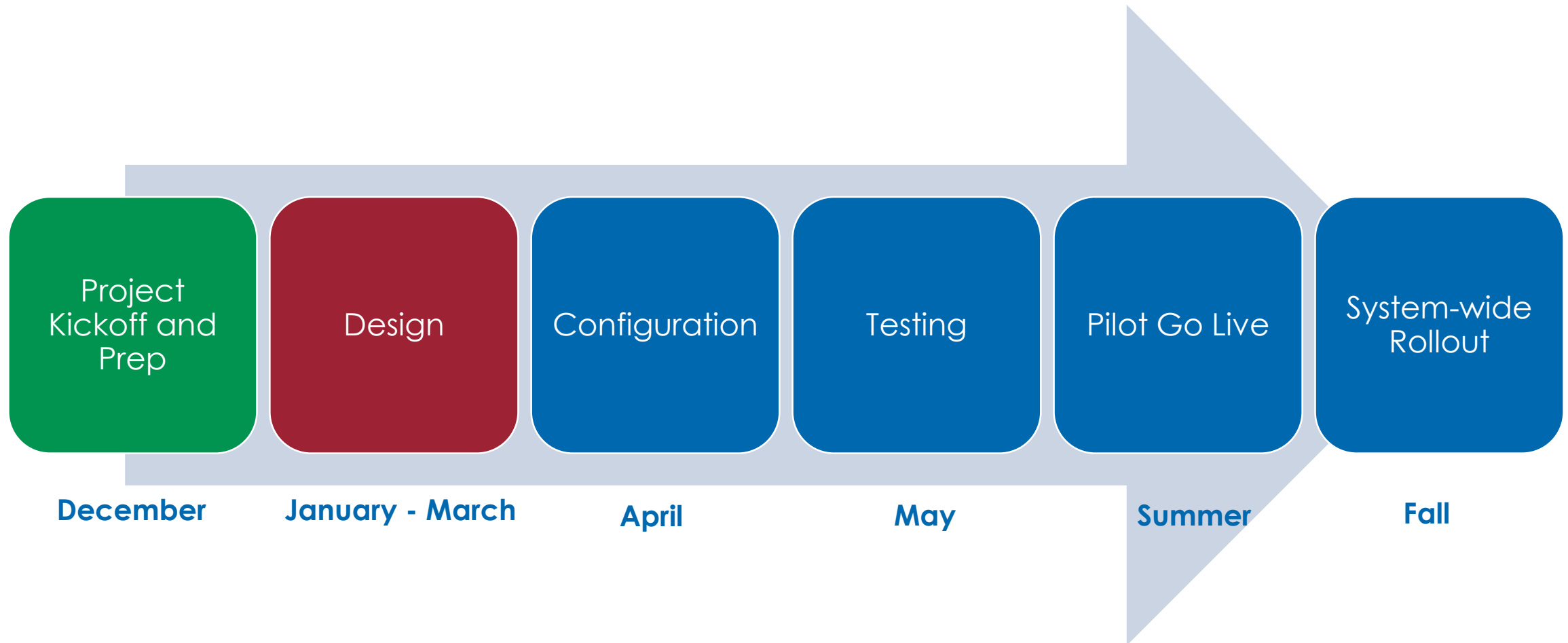
- Overall Project Health
- Updated Timeline
- Campus Focus Groups
- Design Phase
- Product Demos/Videos



January Key Activities

- ✓ Design Phase kicked off
- ✓ UMPO Design sessions completed
- ✓ Campus Design sessions scheduled
- ✓ Campus Focus Groups identified
- ✓ Training Strategy started
- ✓ Campus deployment analysis started

Project Fast Lane Project Phases / Timeline



Campus Focus Groups



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Campus Focus Groups - Overview

- Each campus identified members of their campus to participate in Project Fast Lane Campus Focus Groups
 - Employees who engage in travel and expense and can work with the Project Team to help design and implement our improved travel and expense function
 - Provide input and perspective into the improved future state
- Focus Group members will be incorporated into each phase of the project going forward
 - Design, Configuration validation, testing, pilot, campus go-live

Amherst		Boston		Chan	
Amy Stout	Provost Office	Chris Giuliani	VCAF	Betteanne MacDonald	DC Commonwealth Med-Ops
Angelie Peterson	Humanities and Fine Arts	Danielle Blanchard	Athletics	Kim Bucciaglia	Analytics CoE & Systems Suppt
Audrey Sullivan	UMDI	Dave Marsters	Athletics	Lisa Barry	Chancellor
Bill Kilbride	College of Nursing	Jamie Tull	McCormack Graduate School	Rachel Criggar	DC Commonwealth Med-Ops
Colleen Wetzel	Humanities and Fine Arts	Jeanette Castonguay	SEAS (Advising)	Tara Nevins	Financial Services
Denise Storm	Controller's Office	Justin Comeau	Emergency Management		
Donna Berg	Communication	Louise Putnam	College of Liberal Arts		
Ellie Kurth	Research & engagement	Maureen Title	CNHS – Dean's Office		
Frank Sousa	Controller's Office	Michael Todorsky	Enrollment Management		
Hannah Clemente	School of Public Health	Regine Paul	Centers & Institutes		
Heather Lacey	IPO	Sharon DeLeskey	Controller		
Josh Burton	Enrollment Mgmt Ops	Shirley T. Williams	Provost - Central Business Unit		
Katy Maher	CICS	Suzanne O'Neil	Provost - Central Business Unit		
Lucas Iain	College of Education	Yvonne Vaillancourt	Nantucket Program - UMB		
Margaret Curtiss	Student Affairs				
Michael Fahey	CNS				
Patty Roper	AFIT				
Ray Rex	Controller's Office				
Sarina Poy	UWW				
Severine Beltramo	Advancement				
Sue Lorow	University Relations				
TBD	Athletics				
Yasmin Balk	Communication				

Dartmouth		Lowell		UMPO	
Christine Fox	Fisheries Oceanography	Acia Adams-Heath	Research	Kelly Fucci	UITS
Jason Loete	Visual & Performing Arts	Alice daSilva	FAHSS	Amy Thompson	Operations
Jean M Schlesinger	Administration Operation	Cher Hugus	IT	Jillian Warren	UPST
Lisa Tavares	University Advancement	Christina Stone	Athletics	Lucas Carter	Operations
Natasha Ostrowski	Admissions Law School	Denise Hoey	University Relations	Olivia Watson	Risk Management
Susan Silva	SMAST	Erin Caples	Engineering		
		Fern MacKinnon	Study Abroad		
		Gary Nolan	Facilities		
		Jackie Buckley	VC F&O		
		Keith Vallincourt	GPS		
		Keri Belodeau	Admin Svcs		
		Liz Cole/Laura O'Neil	Kennedy College of Science		
		Maria Figueroa	HR		
		Mary Mendes	Facilities		
		Michelle Quinno	Education		
		Patty Donald	Manning School		
		Sara Akashian	Research		
		Sarah Rine	Student Activities		
		Shelly Thrasher	UMLPD		

Design Phase Update



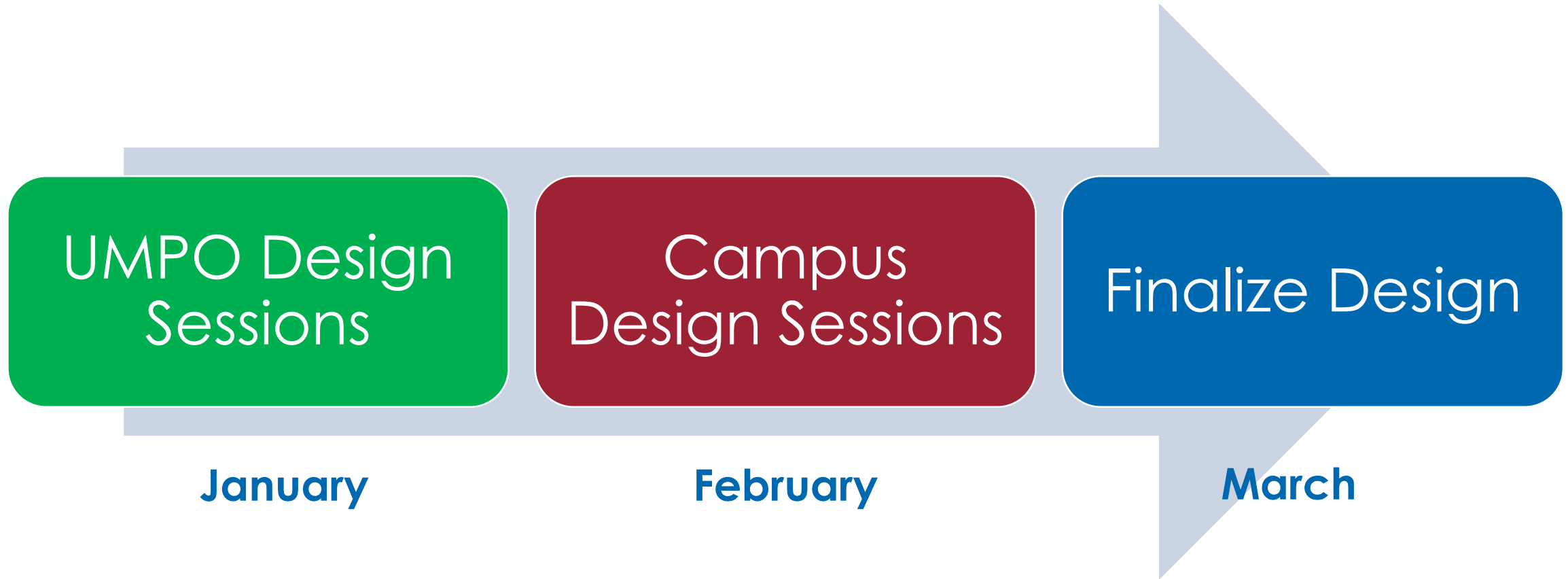
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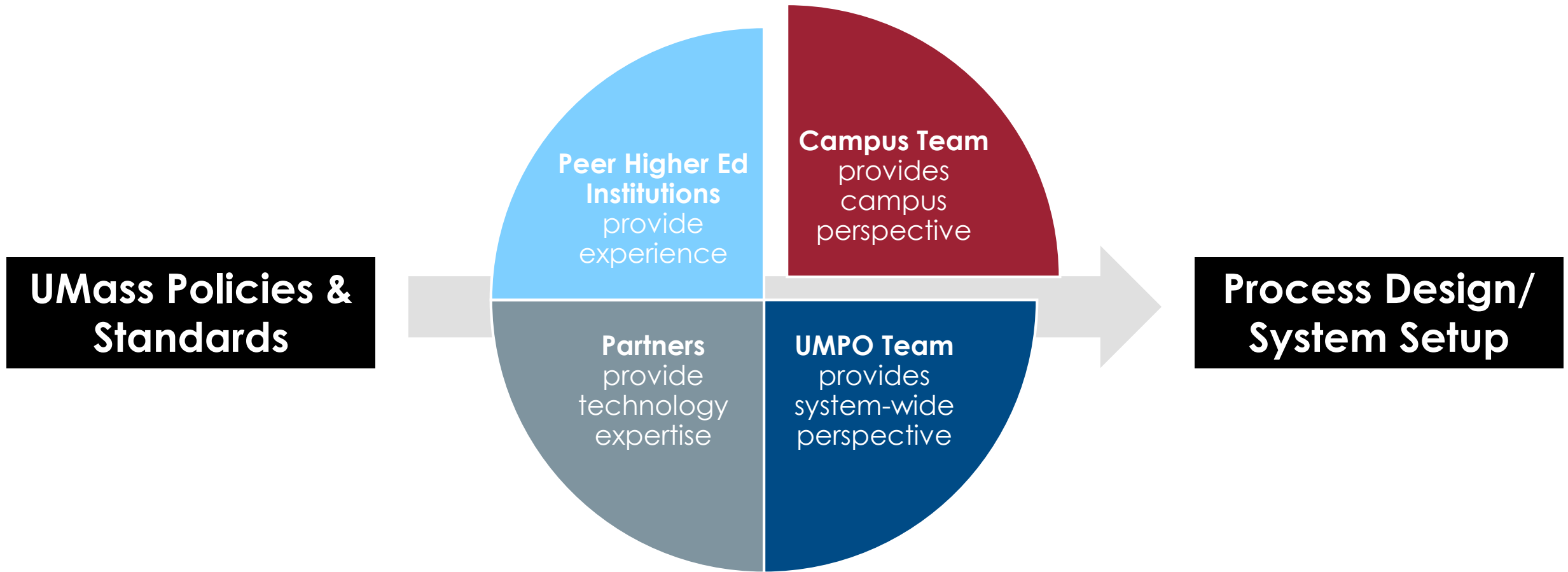
Campus Design Sessions - Overview

- Purpose is for each campus to provide input and feedback into the Future State Design. Input gathered will be reviewed and incorporated into final design
- 2 design sessions are being held per campus:
 - Travel Booking to Expense Reports (2/13-2/24)
 - Pre-Travel Authorization and Travel Registry (2/27-3/10)
- UMPO Core Team will use scenarios to describe the Future State processes using screenshots and examples
- UMPO Core Team will capture all input, feedback, decisions & questions to be incorporated into final design

Project Fast Lane Design Phase Timeline



Comprehensive Design Approach



Session Schedule – Session # 1

- Each session will include the core UMPO team and representatives from our partners.

Campus	Day and Time
Dartmouth	2/14 9:30-11am
Boston	2/17 9-10:30m
Chan Medical	2/22 10-11:30am
Amherst	2/23 10:30-12pm
Lowell	2/24 9-10:30am
UMPO	TBD

Short Demo Videos



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Getting Familiar with Concur

[Concur Travel and Expense Overview Demo](#)

[Concur Expense Overview Demo](#)

[Concur Expense Self-Guided Demo](#)

Project Fast Lane Website

www.umassp.edu/projectfastlane



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