UCSD Business Contracts
Revitalization Plan
Steps

• **Hire Additional Resources**
  – 1 career, and 2 limited term positions; 1 limited term replaces a 5-year temporary staff member funded by BFS funds. (Net + is 1)

• **Increase efficiencies by focusing on process standardization and improvement**
  – Map all current processes
  – Standardize process for similar transaction types
  – Eliminate redundancies/optimize process

• **Implement transaction/contract tracking system** (e.g. Footprints)
  – Single repository for all transactions
  – Status tracking/forwarding mechanism
  – Dashboard/Metrics

• **Attach average processing time to primary transaction types in order to estimate and advertise standard TAT (Turn Around Time)**
  – Use this data in conjunction with volume to estimate required resources

• **By consulting with sponsoring departments and campus leadership, assess appropriate levels of allowable risk**
  – Increased risk tolerance = faster processing time

• **Develop “Subject Matter Experts” specific to schools/departments with highest transactional volume**
  – Health Sciences, Engineering (SOE/SDSCC/CALIT) and Oceanographic units
  – Consider shared or full funding of these resources by sponsoring departments

• **Determine which contracts truly belong within the realm of Business Contracts**
  – Determine role of Business Contracts in relation to OCGA and other Contracts related groups on campus and distribute workload accordingly