

# CFA Quarterly Review

Wikimedia Foundation - Q2 2014

# Agenda

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**Team intro - 5 minutes**

**What we said we would do - 5 minutes**

**What we did - 5 minutes**

**What we learned - 5 minutes**

**Metrics and callouts - 5 minutes**

**What's next - 5 minutes**

**Asks - 5 minutes**

# Team and staffing numbers slide



Garfield



Amy



Michael



Ellie

*2013*

*2014*

*2015*

Q4

Q1

Q2

Q3

**Q4**

Q1

What we said

## Background:

The role of this team is work on projects for the Foundation that are the responsibility of the Chief of Finance and Administration.

- Garfield works on operational improvements.
- Amy supports the annual plan process, manages the HUB contract and supports the insurance renewal process.
- Michael is team lead on the consolidated financial report and does social media work for Communications.
- Ellie is responsible for Wikimania.

Objective	Impact on Goal	Dependency	ETA
Purchase Order Assessment and implementation.	Standardized process for purchasing at WMF to incorporate the purchase of servers along with all other contract processes. This will replace the CRF system.	Legal, Administration, and all departments using the existing CRF system.	February 2015.
Grants to Individuals - Legal and Tax review - 60 countries	Define our ability to issue grants and travel support to individuals and groups globally. Establish a list of countries we can send money to and those we cannot.	KPMG and C&B (Legal)	12/31/14
Office Wiki Makeover	Provide easier access to information for staff. Staff input on what is needed in Office Wiki. Survey at the end of the project.	CFA,CTCO and Communications.	February 2015
Setup of Long Term Reserve Fund.	Set aside \$6 million in assets to invest on a long term basis including the Jim Pacha legacy gift.	US Trust	11/28/14
Metrics Report Implementation	Report for annual and quarterly metrics for decision making and progress mapping of WMF.	Analytics	12/31/14
Concur Implementation	Electronic expense reports, Tripit support and self travel booking options.	Concur	12/31/14
Safeguard Implementation	Engineer retention by paying in local currency. Improve WMF compliance with employment laws in different countries.	Coordination with HR, Finance and Engineering to implement with individual staff.	12/31/14
Insurance Renewal	Improve and update insurance coverage	AJG	12/31/14
Consolidated Financial Report	Report that will enable us to get a better understanding of how money is spent.	Fellows, Chapters and L&E	March 2015
Hub Contract Improvement	Cost savings based on actual usage of the HUB contract	HUB	12/31/14
Wikmania 2016 Site Selection	Selection of 2016 site and support for Wikimania 2015	Wikimania Jury and Committee	12/31/14

What we did

Objective	Impact on Goal	Dependency	ETA
Purchase Order Assessment and implementation.	Standardized process for purchasing at WMF to incorporate the purchase of servers along with all other contract processes. This will replace the CRF system.	Legal, Administration, and all departments using the existing CRF system.	Moved to Q3 - February 2015
Grants to Individuals - Legal and Tax review - 60 countries	Define our ability to issue grants and travel support to individuals and groups globally. Establish a list of countries we can send money to and those we cannot.	KPMG and C&B (Legal)	Completed
Office Wiki Makeover	Provide easier access to information for staff. Staff input on what is needed in Office Wiki. Survey at the end of the project.	CFA,CTCO and Communications.	Moved to Q3 - February 2015
Setup of Long Term Reserve Fund.	Set aside \$6 million in assets to invest on a long term basis including the Jim Pacha legacy gift.	US Trust	Completed.
Metrics Report Implementation	Report for annual and quarterly metrics for decision making and progress mapping of WMF.	Analytics	Moved to Q3 - January 2015.
Concur Implementation	Electronic expense reports, Tripit support and self travel booking options.	Concur	Moved to Q4 - May 2015.
Safeguard Implementation	Engineer retention by paying in local currency. Improve WMF compliance with employment laws in different countries.	Coordination with HR, Finance and Engineering to implement with individual staff.	Moved to Q3 - January 2015.
Insurance Renewal	Improve and update insurance coverage	AJG	Completed.
Consolidated Financial Report	Report that will enable us to get a better understanding of how money is spent.	Fellows, Chapters and L&E	March 2015
Hub Contract Improvement	Cost savings based on actual usage of the HUB contract	HUB	Completed.
Wikimania 2016 site selection.	Selection of 2016 site for Wikimania.	Wikimania Jury and Committee	Completed.

## Background:

In addition to core priorities in the CFA Quarterly goals, the CFA team is responsible for a group of key deliverables as outlined in the prior slide.

What we learned

# What we learned:

We have implemented the use of Asana to help manage the variety of projects and task that must be tracked and completed by the CFA team. This has helped in coordination among the CFA team and with other teams.

The number of CFA core projects need to be reduced in light of the other projects and task that must be completed by the CFA and the CFA team.

The CFA team needs to improve coordination with other teams to complete projects in a timely manner and to meet outcome objectives.

# Metrics and callouts

# Metrics and callouts:

Metrics for the work completed this quarter will vary by project.

On the setup of the Long Term reserve, the objective is to see an increase in the average rate of return over the prior periods, which for December 2013 was 1.46%.

The work on grants to individuals was a pro-active project to prevent creating situations where an individual grantee can be in violation of local regulations or tax laws, so there is no clear metric for this work.

Insurance renewal was completed on schedule, with improvements to coverage, reduction in cost and an overall increase of 6.29% which is primarily due to increases in coverage limits for servers and personal computers.

The review and changes to the Hub contract will save us at least 50% or \$25,000 per year.

The Wikimania 2016 site selection was completed on schedule and we have a proposal, still to be verified, that is estimated to save the Foundation at least \$250,000 in direct Wikimania cost over the cost of Wikimania 2014 and \$94,000 from the estimated cost of Wikimania 2015.

What's next

## Background:

The key focus areas for the third quarter of the fiscal year are to improve productivity and improve reporting and information availability.

The other big project for the quarter is to prepare the 5th floor for occupancy and move into the 5th floor space.

Objective	Impact on Goal	Dependency	ETA	Status
Purchase Order Implementation.	Standardized process for purchasing at WMF to incorporate the purchase of servers along with all other contract processes. This will replace the CRF system.	Legal, Administration, and all departments using the existing CRF system.	February 2015.	In progress. Contract in legal for review for purchase order implementation.
5th Floor Project	Update and prepare 5th floor for occupancy	Trades and furniture order deliveries.	March 2015	In progress.
Office Wiki Makeover	Provide easier access to information for staff. Staff input on what is needed in Office Wiki. Survey at the end of the project. Test and verify one click access to most requested data.	CFA,CTCO and Communications.  (Erik in loop)	February 2015	In progress.
Metrics Report Implementation	Report for annual and quarterly metrics for decision making and progress mapping of WMF.	Analytics	January 2015	In progress.
Safeguard Implementation	Engineer retention by paying in local currency. Improve WMF compliance with employment laws in different countries.	Coordination with HR, Finance and Engineering to implement with individual staff.	January 2015	Contract is still in process and needs Lila's signature. Need to outline process for conversion of staff to Safeguard. Project will be completed by Q4.
Consolidated Financial Report	Report that will enable us to get a better understanding of how money is spent.	Fellows, Chapters and L&E	March 2015	In progress.

# Asks

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Need cooperation from other teams to keep projects moving forward in a timely manner.