

Finance/Administration/OIT

FY 2016-17 Q 1 Goals

Q1 - Finance / Jaime

Goal	Measurement of success	ETA	Dependency	Status
Annual Plan Retrospective Survey WMF to gain insights, feedback and recommendations to improve the Annual Plan Process	-Survey and Focus Group Completion - Reported shared with C-levels and Staff	Q1	TPG	Drafting Retrospective Plan
Fiscal 2015 - 2016 Audit	Clean audit opinion Audit Committee approval	Q1	Staff Support, as requested by Finance and Auditors	
Create Discrete, Programmatic Budget and Reporting	Formulate potential alternatives to share with Staff, FDC and Audit Committee	Q1		

Q1 - Admin / Lynette

FY 2016-17 Q1 Goals	Success metric	By:	Dependencies
Develop and refine two final tracks for our office space: best option for 'staying' at 149 New Montgomery and best options for 'leaving' office space. (Incremental goal for Core Annual objective)	Meets developed requirements for our next office space, provides sufficient data to make informed final decision for our office location.	9/30	Continued contract with VITAL and decision makers time/priority Green
Finalize dates, budget owner, content planning owner and approach for All hands.	Approval and sign-off of dates, approach and planning for content.	9/30	LL given support and budget to meet goals of event.
Compile data for organization wide travel; cost, and devise definition legend for types of events (Incremental goals for Strategic Annual Objective)	Deliver visual that illustrates volume, time of year, and type of travel being serviced within the organization and volunteers	9/30	visual design support is obtained

Q1 - Office IT

Goal	Measurement of success	ETA	Dependency	Status
Enhance Security of OIT systems	Resolved issues identified in Security Audit	July 2016/Ongoing	Completion of mitigation tasks outlined in Security Audit	Currently working on implementing VPN with 2FA
Training and Adoption of WMF tools and services (1password; IRC; Laptop Security; A/V, Security Training based on Audit)	Staff empowerment	Ongoing/ End of August	Scheduling time with end users	In progress
Maintain and improve conference room and large event AV experience	Ticket feedback on general audio and video quality and ease of use	Ongoing	Feedback from users	In progress
Improve OIT's asset management tracking and monitoring procedures	Investigate asset management solutions and initiate a RFP for 3-4 vendors (focus on cost and deployment requirements)	End of September	Feedback from users; compatibility with other teams	COMPLETED