

# Quarterly Reporting

## *CFA*

Q3 - 2015

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.	Legal, Administration, and all departments using the existing CRF system.	March 2015.	In progress. Delay in project, will be added to Q4 goals as it will not be completed in Q3.
5th Floor Project	Update and prepare 5th floor for occupancy	Trades and furniture order deliveries.	March 2015	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. Test and verify one click access to most requested data.	CFA,CTCO and Communications.	February 2015	Will be completed by April 30.
Metrics Report Implementation	Report for annual and quarterly metrics for decision making and progress mapping of WMF.	Analytics	January 2015	Project assigned to Terry with support from Garfield.

# CFA- *Department*

Quarterly Objectives  
Success

5th Floor project was completed by the end of March. The project was completed on time due to good front end planning by Lynette, good vendor management and keeping all tasks on time for completion.

# CFA - *Department*

Quarterly Objectives  
Miss

**Purchase Order Implementation** was delayed to Q4. Project failed to move forward as planned due to a limitation in the software which was not identified in the planning process. Software was unable to give us segmented approvals by department and dollar value. New software solution (Concur) was identified for this project and we are resuming implementation in Q4. Lesson learned is to verify twice, all key requirements to ensure software is able to implement current process or we are comfortable with the needed changes to our process.

**Office Wiki Project** was delayed to Q4. Is schedule to be completed by April 30, 2015. Delay in project due to extra time taken for review by other departments. Need to build into project plan additional time for review by other departments. Also delayed due to policies on the Office Wiki which protect user privacy.