

Colorado State University  
Vice President for Information Technology  
Workflow Developer Proposal

## Background

- Information Systems has been charged to complete a review of manual paper processes to identify processes that can be optimized through an automated workflow.
- A pilot is underway with the “Faculty AP Out of Cycle Pay Request” Process.
- Staffing constraints have limited IS’ ability to progress more than minimally with this initiative, due to the plethora of systems implemented by IS recently: u.achieve, transferology.com, u.direct, Ellucian mobile, Event Management System, Courseleaf Curriculum and Catalog system, EAB SSC, and EAB Grades First.

## Current Status

- An initial list of 25 manual paper forms and processes has been identified.
- Additional discovery is underway with Human Resources and Business and Financial Services.
- Quali e-Doc-Lite has been selected as the tool to provide the digital forms and workflow.
- The pilot is ready to be put into production.
- Information Systems is working with the Advisory Committee for Administrative Applications (ACAdA) to prioritize manual processes for automation, as the highest priority for base, recurring funds, as this will provide electronic efficiencies to all units on campus.

## Issues

- The pilot has been conducted as time has allowed for development resources.
- The number of manual paper processes is likely to at least double.
- To make meaningful progress in automating these manual processes, an additional developer resource is needed for implementation and sustaining.

## Recommendation

- Provide funding for a developer to analyze and develop automation for the manual processes as prioritized by ACAdA. This effort to automate and streamline these processes will provide vastly improve services to the University community and be responsive to multiple requests from campus for this activity.
  - **Projected cost for this solution would be a base salary of \$90K plus \$25K benefits.**