

SFS Operations and Governance Structure

The Shared Financial System (SFS) of the University of Wisconsin System is operated by the UW System Administration's Office of Financial Administration in partnership with the UW-Madison's Division of Information Technology (DoIT) and has a governance structure that represents the interests of all UW System institutions. Click on this link for a diagrammatic representation of the [SFS governance and organization structure](#). The top portion of the diagram (culminating with the SFS Leadership Team) constitutes the **governance** structure and the lower portion of the diagram (beginning with the SFS Managers Group) represents the **operational** structure.

Operations

Responsibility for daily operations and for project planning and execution rests with the **SFS Managers Group**, working with the support of the **SFS Project Management Office** and **Support Teams** organized around the constituent software modules that collectively comprise the Shared Financial System.

Governance

The **SFS Leadership Team** includes additional campus and UW System Administration staff representing the major stakeholder communities. The Leadership Team is charged with review of ongoing operations and projects from a budget, resource, and timeline perspective. The Leadership Team is also responsible for review and approval of significant changes to SFS functionality.

The **SFS Executive Committee** is the oversight body that decides major unresolved issues escalated by the Leadership Team and that represents resource need to the UW System's **Common Systems Review Group**. The four permanent members of the SFS Executive Committee also serve as members of the executive oversight group for the other major common administrative systems and as members of the Common Systems Review Group. Ultimate executive sponsorship responsibility for SFS, along with all the UW System's common administrative systems, rests with the UW System's **Executive Senior Vice President**.

The responsibilities and membership of all of the above named operational and governance groups are listed on the three pages that follow.

SFS Operations and Governance Structure

SFS Executive Committee

Responsibilities:

- Approve long-range strategies.
- Approve major business process changes related to financial administration.
- Review issues that may have a broad implication across the related modules (e.g., Commitment Control, Grants, Projects).
- Review and approve the annual budget.
- Make decisions on unresolved issues escalated by the SFS Leadership Team.
- Represent resource needs and necessary funding to the Common Systems Review Group.

Membership:

- UW System Vice President of Finance, Chair
- UW System CIO
- UW-Madison Vice Chancellor for Administration
- UW-Madison CIO or designee
- Three Chief Business Officers named by the VP of Finance

Ex Officio:

UW System Associate Vice President Financial Administration
UW System Assistant Vice President Administrative Services
UW-Madison Assistant Vice Chancellor Business Services
UW System OLIT Project Director
UW System Director of SFS Operations
UW-Madison DoIT Director of Applications Development

SFS Operations and Governance Structure

SFS Leadership Team

Responsibilities:

- Review ongoing operations and projects' status, budget, resources, timelines, issues, and risks.
- Address and resolve all issues and risks in a timely manner.
- Provide guidance and advice to the SFS Managers Group.
- Review any new functionality or changes to business processes requested by the Managers Group or other stakeholders and provide guidance for the analysis of the associated recommendations.
- Review and approve any significant changes to the functionality of SFS.
- Allocate resources as needed.
- Liaison to Executive Committee.

Membership:

- UW System Associate Vice President Financial Admin., Co-Chair
- UW-Madison DoIT Director of Applications Development, Co-Chair
- UW System Assistant Vice President Administrative Services
- UW System Director of SFS Operations
- UW System Controller
- UW-Madison DoIT Assistant Director of Financial Applications
- UW-Madison Controller
- UW-Madison Director of Research and Sponsored Programs
- UW-Milwaukee Controller
- 2 Controllers named by Vice President of Finance
- 2 Purchasing Directors named by Vice President of Finance

Ex Officio:

UW-Madison DoIT SFS Technical Project Manager
UW System OLIT Project Director
UW System Budget and Planning Director
UW-Madison DoIT Security Officer

SFS Operations and Governance Structure

SFS Managers Group

Responsibilities:

As the senior managers with direct responsibility for SFS production support and for the implementation of changes approved and prioritized through the governance structure, the specific responsibilities of the SFS managers group when working as a collective include:

- Assuring that the functionality of SFS currently in production performs according to customer expectations.
- Monitoring the status of fixes to production problems and the status of development projects.
- Assuring the security of data within SFS.
- Working with the Leadership Team to establish change priorities and ensuring that those priorities are endorsed by the Executive Committee.
- Ensuring that the change management process is consistently followed and that all development work undertaken is either clearly necessary to respond to production demands or else accords with the development priorities appropriately established through the governance process.
- Working through the SFS Project Management Office and Support Teams to analyze the impact, cost, and time required to implement requested changes where the business case has been demonstrated and where the requested change has been endorsed as a priority either by appropriate level of management (for production issues) or by the SFS Leadership Team (for extended functionality).
- Assuring that best management practices are followed in project planning and implementation.
- Developing the SFS operating budget and operating within the approved budget.

Membership:

- UW System Associate Vice President Financial Admin
- UW System Director of SFS Operations
- UW-Madison DoIT Director of Applications Development
- UW-Madison DoIT Assistant Director of Fin. Applications
- UW-Madison DoIT SFS Technical Project Manager

Ex Officio:

UW System OLIT Project Director
UW-Madison DoIT Security Officer

SFS Operations and Governance Structure

SFS Project Management Office

Responsibilities:

Working under the direction of the SFS Managers group and with the insight provided by direct interaction with SFS users, the SFS Project Management Office consists of the line staff and middle managers responsible for SFS production support and for the implementation of changes approved and prioritized through the governance structure. Specific responsibilities of this group working as a collective include:

- Facilitate the coordination of work on production support issues that overlap more than one SFS Support Team's area of responsibility or that falls between defined teams.
- Build a shared understanding regarding the interoperability of the various components of the Shared Financial System (modules, bolts-ons, interfaces, and related functionalities).
- Provide a coordinated source of expertise to advise the SFS Managers Group on the impact of proposed changes to the system and the effort and cost to effectuate those changes.

Membership:

The SFS Project Management Office consists of all the staff within UWSA SFS Operations Team, key members of the DoIT technical staff, and the functional leads for Grants and Travel from UW-Madison.

SFS Operations and Governance Structure

SFS Support Teams

Responsibilities:

- Review and prioritize queued production problems. Most production problems will be handled as they occur. If the problem takes a significant time to resolve or the queue includes more issues than can be resolved immediately, the team will work together to prioritize the issues.
- Communicate prioritizations about problem resolutions to user communities, management, and governance structures.
- Advise change manager regarding submitted change requests.
- Propose changes and submit to change management system.
 - Review security requests and new roles/permission lists.
 - Review, determine, and submit configuration changes to change process.
 - Develop and submit proposals for enhancements.
- Review patch and upgrade documentation; determine the impact of changes.
- Monitor UPK needs and changes.
- Monitor ongoing training needs and issues

Membership:

The following four support teams have been established to encompass particular modules within SFS and associated interfaces, bolt-ons, and related functionality:

- General Ledger, Commitment Control
- Accounts Payable, Purchasing, Travel, Asset Management
- Grants, Contracts, Projects, Accounts Receivable, Billing
- Reporting

Each team has one or more representatives from UWSA's SFS Operations Team, DoIT technical staff, and campus functional staff.