

PROCURE TO PAY – Cross-Functional Team

Project Charter

Team Sponsor(s)	Team Lead	Type of Team	Kickoff Date	Target End Date
Rich Goward, Bryant Enge, Satish Nath, Jane Braaten	Christine Moody	Standing	March 8, 2012	Ongoing
Project Purpose				
	Improve citywide procure to pay system, business processes and identify efficiencies where possible.			
Project Definition				
	A cross functional team from OMF will examine the OMF procure-to-pay processes in order to 1) gain efficiencies, 2) make more effective use of SAP, and 3) create documented procedures and instructions in support of a consistent understanding and approach.			
Decision making / Scope of Authority				
	The Project Team has Level 3 decision-making authority. In the event of a dispute, the team lead will take the dispute to the project team sponsors for resolution; in the event of a further dispute, the Chief Financial Officer will be the final decision-maker.			
Goals and Deliverables				
	The goal is to map the procure-to-pay business process; identify industry trends that can be implemented in our environment, reduce work-a rounds and poor business practices, and optimize the use of SAP.			
	The project team will also be responsible for appropriately and timely communicating business processes or functionality changes resulting from this team's efforts to end-users.			
Project timeline				
	This will be an ongoing project addressing procure-to-pay issues as they may require continued improvement.			
Customers				
	Primary customers will be OMF depending on the solution; efficiencies may be rolled out citywide.			
Cross-functionality of team				
	Procurement Accounting EBS Business Operations			
Team members				
	Christine Moody, Barbara Gibson Jane Kingston, John Maloney Phillip Marchbanks, Anne Hawley Jane Braaten, Aaron Beck, Sharon Wolf.			