



People Database (A²P)

November 15th, 2018



Agenda



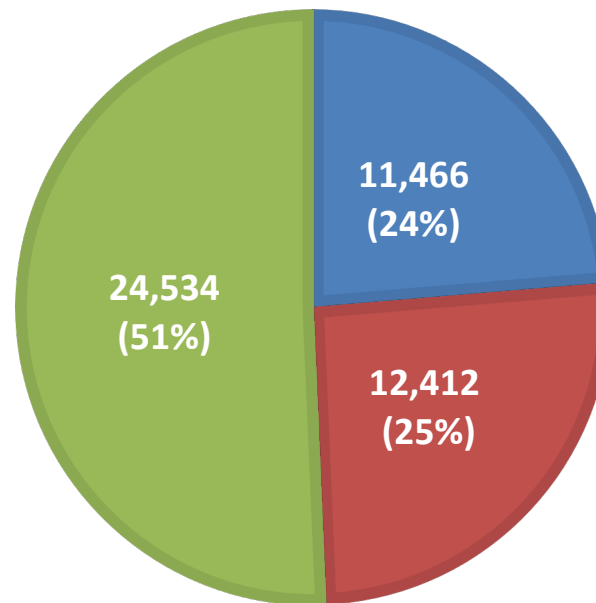
- Project Overview
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Problem Statement



MIT POPULATION - FALL 2017

■ Students ■ Faculty/Staff ■ Affiliates



The Institute has limited process and system capabilities in place to support the affiliate workforce which makes up **51%** of the MIT population. As a result there is inconsistency in onboarding and off boarding affiliates with multiple processes and systems handling this population on an exception basis.



Problem Statement



Area	Affiliate Count
Sponsored Affiliates (School of Science)	905
Sponsored Affiliates (School of Engineering)	2,355
Sponsored Affiliates (School of Architecture)	362
Sponsored Affiliates (SHASS):	372
Sponsored Affiliates (Sloan):	523
Sponsored Affiliates (Whitaker):	34
Sponsored Affiliates (Provost, Other Areas):	2,054
Sponsored Affiliates (EVPT):	1,989
Sponsored Affiliates (Chancellor):	942
Sponsored Affiliates (President's Office):	70
Affiliates (Former Student):	8,051
Affiliates (Former Staff):	2,462
Affiliates (Former Faculty):	2,623
Affiliates (Former Lincoln):	557
Affiliates (Infrastructure):	800
Affiliates (Other):	435
Total	24,534

Because of the limited process and system capabilities it takes a tremendous amount of effort and guesswork to answer basic questions like:

- How many affiliates does MIT have?
- Where are the affiliates located?
- What type of work does the affiliate perform?
- What department does the affiliate belong to?



Proposed Approach

In order to close the process and system gaps, reduce the effort and eliminate the guesswork surrounding the affiliate and contingent workforce population a project is being proposed with the goal of defining affiliates and the contingent workforce at a more granular level and to leverage existing process and systems to create a single system of record ensuring the integration of this population is consistent with faculty, staff and students. The project will aim to:

- Simplify and streamline the capture of data related to affiliates and contingent workers
- Improve the visibility of affiliates and contingent workers to departmental administrators across campus
- Enable consolidated faculty, staff, affiliate and contingent worker reporting for all departments
- Remove the guesswork in answering questions related to the affiliate and contingent worker population



Timeline



Milestone	Estimated End Date	Deliverables
Discovery (Analysis) & System Design	03/31/2019	<ul style="list-style-type: none">• Interview community members on affiliate and contingent workforce processes• Identify impacted processes and systems• Document requirements• Document solution alternatives• Develop prototype• Create a communications plan• Create implementation estimates and schedule• Receive approval on solution approach
Implementation	TBD	<ul style="list-style-type: none">• Timeline to be developed as a deliverable of the Discovery and System Design phase



Structure

Project Role	Project Member(s)	Organization	Responsibilities
Steering Committee	TBD	HR, VPF (Procurement), Registrar, DSL, Academic Areas	<ul style="list-style-type: none"> Review and approve key project decisions Monitor project progress and risks Provide guidance and direction to the project manager and project team Champions change management activities
Subject Matter Experts / Specialists	TBD	IS&T, HR, VPF, DSL, DLC's	<ul style="list-style-type: none"> Contribute to requirements Validate overall design against requirements Participate in development Coordinate and validate inputs from business owners external organizations Participates in testing activities Provides input into change plan (training & communication) and support model Manage aspects of system design, deployment and maintenance that require deep domain expertise beyond the functional design
Project Manager	Doug Walsh	IS&T	<ul style="list-style-type: none"> Directs day-to-day project activities Monitors & mitigates project risks Provides status updates and feedback to Process Owners and Steering Committee Coordinates tasks and deliverables Primary point of contact



Discussion Questions



- What processes does the department follow when sponsoring an affiliate?
- What data is captured for each affiliate?
- What type of roles do the affiliates perform?
- What processes would this impact?
- Are there resources that we can speak with to understand the department processes?