Organization of Interest - Process Map of Organization Change System Interactions

This process map displays the organizational change process, particularly for the creation of new units and re-orgs, as it relates to system changes. It may take up to one week for org changes in the OOI application to be reflected across all systems. Additionally, depending on the desire of the unit and payroll dates, it may take anywhere from 2-4 weeks for account/KFS and/or HR changes to be reflected.

1. **Office of Planning & Budgets is contacted**
   - Unit, with assistance from OPB &/or the Org Planning, decides if they are ready to proceed. This often includes an in-person meeting.

2. **Start and end of process**
   - Ready

3. **Decision Point**
   - Action plan is created (for re-orgs and splitting units) this includes a timeline with responsibilities.
   - Unit receives and reviews security reports (HR, Finance, Access Management, Space Inventory)

4. **Is prep work complete?**
   - Yes
   - No

5. **Changes are made in the OOI application**
   - Changes are communicated to the Unit & Org Planning Group

6. **Start and end of process**
   - D03 is updated
   - The Student Information System (SIS) is updated

7. **Start and end of process**
   - Unit, with assistance from OPB &/or the Org Planning, decides if they are ready to proceed. This often includes an in-person meeting.

8. **Activity or task that changes, adds, or creates**
   - Task is primarily the responsibility of the unit requesting the change.
   - Task is primarily the responsibility of the Planning Group (often with significant support from the unit).

9. **Legend**
   - Automatic system interactions.

10. **Start and end of process**
    - MSUEDW is updated
    - EP Cognos is updated
    - Cognos BI reports are updated

11. **Start and end of process**
    - System changes are complete

12. **Start and end of process**
    - Unit & HR work together to ensure any people, positions, & postings are in their proper place

13. **Start and end of process**
    - System changes are complete

14. **Start and end of process**
    - Facilities Planning & Space Management updates Spartan Space/FAMIS

15. **Start and end of process**
    - Unit submits space org changes to Facilities Planning & Space Management

16. **Start and end of process**
    - Unit completes changes to security reports & sends to Access Management

17. **Start and end of process**
    - Unit creates new accounts or moves pre-existing accounts

18. **Start and end of process**
    - HR/SAP accepts changes

19. **Start and end of process**
    - Finance/KFS accepts changes

20. **Start and end of process**
    - Unit receives and reviews security reports (HR, Finance, Access Management, Space Inventory)