Enterprise Finance Reporting Strategy

A simple operational strategy in a complex landscape

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UNIVERSITY *of* WASHINGTON

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11/27/2022	Initial Strategy Approved by the eFRAG Sponsors for UW Academy
12/15/2022	UWM Additions, provided by Ryan Markowski Incorporated
2/7/2024	Post-UWFT Revisions

Context

In the years leading up to Workday Finance go-live, there have been several efforts to develop an Enterprise Financial Reporting Strategy. This iteration of the strategy has utilized those previous efforts as a foundation for the principles and operational plan outlined in this document.

Purpose / Goal

The goal of the reporting strategy is to facilitate, through data reporting pathways, access to data that resides in enterprise systems, such as Workday Finance and the Academy Enterprise Data Warehouse, the Central Finance Data Warehouse and UW Medicine's Data Warehouse, DAWG. The strategy document delivers this goal by ensuring that:

- Reporting initiatives are supported at the strategic, tactical, and operational levels

- Roles and responsibilities between report authoring teams are defined

- Data for reporting is sourced out of established enterprise systems

- Delivered information is searchable, documented, defined, and of high quality

Much of this strategy relies on the established Workday Reporting Guiderails document, which is a stand-alone set of guidelines focusing on a general approach for authoring reports with Workday HRP or Finance data. In a broader context, the purpose of Reporting Strategy is to build a cohesive and complete approach to delivering enterprise reporting.

The strategy is written with deliberate alignment to the following seven principles outlined in the Workday Reporting Guardrails v1 document:

1. Use or extend enterprise assets and best practices

2. Utilize the capabilities of Systems of Record

3. Assess and re-assess needs and alternatives for Data Products

4. Prioritize re-use of Enterprise Data Products over creation of new Data Products

5. Maintain consistent information security across Information Delivery Solutions

6. Make information easy to find and access

7. Make information easy to understand and use

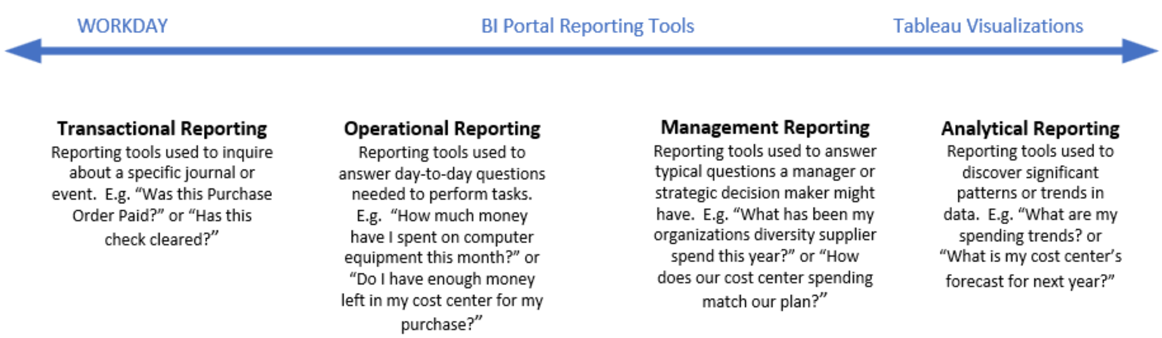
For a graphic summarizing the strategy alignment with these principles, see Appendix A.

Scope

The scope of this strategy is Financial Reporting for the University as a whole. Enterprise in the document title refers to the scope of this strategy as a broad plan covering the entire University Community. Although UW Medicine has their own data warehouse and reporting environment, and many parallel processes to those used within the Academy, they are engaged as part of this strategy and are active participants in the FIN-X Cross Functional Reporting Team in support of the Workday report deployment workflows that Medicine and the Academy share. Departments may engage in their own reporting activities, but any request sent into one of the central offices will go through this process and be subject to the tenants of this strategic framework.

This strategy covers reports that have an enterprise reporting scope (such as a University wide income statement or trial balance) and reports that are specific to a department, although whenever possible, reports will be written to support as broad of an audience as possible.

This strategy addresses the development and delivery of all report types from transactional to analytic reporting tools. What tool is used for the delivery of each report is not cut and dry, but more of a continuum as shown in the proceeding diagram.



Transactional and operational reports are more likely to be delivered in Workday where people are performing daily work, and management and analytic reports are more likely to be built in tools outside of Workday, but there may be exceptions.

Strategy Overview

This document presents an actionable enterprise reporting strategy for UW in the finance domain and is in alignment with the Workday Guardrails 1.0. The strategy is a result of a collaborative effort across UW Academy and UW Medicine.

The strategy is broken into these major sections:

Reporting Community

- UW is a decentralized organization with many enterprise finance reporting stakeholders.
- The reporting strategy maps the roles and responsibilities between Sponsors, Academy and Medicine Central Reporting Teams, Departmental Reporting Teams, and End Users

Triage

Triage is the preliminary assessment of a reporting request to determine priority and the identification of a recommended solution.

- Academy report request triage will be done by the business and their subject matter experts, primarily UW Finance DATAGroup. Request triage will:
    - Provide a consistent customer experience
    - Centralize request intake process
    - Reduce “shopping around” and duplicative work
    - Adhere closely to the Workday Reporting Guardrails
- UW Medicine report requests will be triaged within functional teams in the UWM Accounting & Finance or Supply Chain areas.

Finance Report Requirements and Design

Requirements and Design consists of tool selection, assignment, prototyping and User Acceptance Testing (UAT).

- Tool Selection: Depending on the nature and complexity of the request, an appropriate reporting tool is selected. This choice is based on the capabilities needed to fulfill the request, such as data visualization, report, data cube, as appropriate.
- Assignment: In this stage, the request is assigned to a team member or a group who has the right skills and capacity to develop the report. This ensures efficient use of resources and expertise in report development.
- Prototyping: The report developer assigned the work will build a protype in the development environment
- User Acceptance Testing (UAT): Once there is a working prototype based on the user requirements, the prototype is promoted to the test environment where the users can interact with the prototype and validate that it will meet the business need.

Finance Report Deployment and Delivery

Once reports have passed UAT, they will move through the deployment process, including Quality Assurance (QA) testing, metadata and documentation development, and publishing to production.

- All Academy reports created from Workday Financials or published to the production Enterprise Data Warehouse (EDW) Business Intelligence Servers will be listed in the BI Portal. All metadata, such as business and technical terms and their definitions, will be published in the Knowledge Navigator. Publication of reports and metadata through these tools will:
  - Provide a comprehensive catalog of all financial reports in BI Portal
  - Provide rich and complete report and technical/business metadata for all reports.
  - Document the security requirements to access financial reports
- UW Medicine reports will be accessible in either Workday or in UW Medicine's business intelligence tools, including Tableau, Power BI and Horizon Business Intelligence (HBI). All metadata will be published in the UWM report catalog named Collibra and will include a subset of the listings of the non-Medicine reports included in the BI Portal. Collibra has a data feed from the Academy's Knowledge Navigator tool and includes the Workday metadata and definitions.

Finance Report Security

- Report security will align with the Finance Domain Data Access Framework and the Workday Security Guardrails.
- Rather than applying specific security at the report level, report security will reflect the security of the data objects the reports consume. Reports will be made available to users based on the Security Access and Roles Privilege Matrix.
- Most security roles have broad financial data access within their company. Data security inside those companies will be sparing and applied to columns (an entire data element) rather than rows (a specific line item).
- Further development of security policies will be coordinated with the Finance Data Domain Council.

***Rich report metadata** *includes not only metadata about the report (author, created date, last modified date, data custodian, access security information, report query), but also links between business and technical metadata and the report.*

Reporting Community Roles and Responsibilities

Roles

Sponsors: Finance Data Domain Council (FDDC)

Fin-X: Comprised of central reporting teams, this group's primary focus will be collaboration, streamlining of efforts, and the advancement of reporting tools and techniques in the Finance space across the University.

Central Reporting Teams: UW-IT Reporting and Analytics Team (R&A) BI Team and Workday Reporting teams,UW Finance DATAGroup, Office of Planning and Budgeting (OPB), UWM Accounting/Finance and Supply Chain teams

Departmental Reporting Teams: Any report development team that is not listed under the Central Reporting Teams

End Users: Users of any reporting object (including but not limited to Workday reports, Adaptive reports, cubes, reporting services reports, and dashboards) - anyone in the UW Community who needs financial data to do their jobs within UW Academy, UW Medicine

Responsibilities

Sponsors:

- Approve of the strategy and any revisions
- Ensure that business operations across the organization adhere to the strategy
- Act as an escalation point and resolve disputes within the Fin-X team

Fin-X:

- Own the Strategy Documents
- Communicate with Sponsors and Stakeholders
- Ensure that Operational Teams' outcomes are consistent with the strategy document and Workday Reporting Guardrails
- Conduct cross functional Report Triage (e.g., new reports, updates to existing reports, publishing departmental reports, report consolidation)

Central Reporting Teams:

- Product Management across all delivery platforms of:
  - Academy finance reports is the responsibility of Finance DATAGroup.
  - UWM finance reports are the responsibility of the UWM Finance/Accounting reporting team.
  - UWM supply chain reports are the responsibility of the UWM Supply Chain reporting team.
- Central Reporting teams will collaborate to utilize the reporting strategy and Workday Reporting Guardrails to:
  - Develop reports using Workday, Reporting Services, Analysis Services or Tableau Business Intelligence Tools, Power BI and HBI (UWM) for submission to their respective IT production review and change control processes
  - Ensure that Report Security is in alignment with the FDDC requirements
  - As reports are developed, these teams will ensure all the necessary documentation is completed and accurate metadata about the report has been captured ideally prior releasing reports to the production environment

Academy Departmental Reporting Teams:

- May request access to develop and/or produce WD or BI Portal enterprise reports
  - Developer access is limited to those that already possess developer skillsets and do not require training from UWIT for how to work in specific code base/toolsets or understand UW's data model.
- Will submit report details through the UW Connect Finance Portal's General Finance Help Request (Finance Reporting) before development efforts begin to ensure

deduplication of effort and consistent management of the financial report inventory and will follow established report writing business and training and development requirements established by the R&A Workday Reporting and BI Team teams including:
    - Workday Reporting and Calculated Fields Training
    - Requests are granted appropriate security role to develop reports in Workday or BI Portal
    - Request access to development environments and tools
    - Submit report requirements documentation to reporting triage for review before development efforts begin
    - Submit prototypes adhering to published standards to R&A teams for technical and security review
    - Submit all metadata terms/definitions and documentation for review
- Report development is subject to the central reporting teams' capacity for maintenance overhead necessary to sustain distributed reporting - every report made has a cost to maintain that must be accounted for.
    - The assessment of the costs of reporting tool maintenance will consider additional overhead for complex data transformations and will depend on the reporting tool selection (Tableau, Office Connect, Discovery Boards, Workday Dashboards, Excel Cubes, Workday Worksheets, etc.)

Medicine Departmental Reporting Teams:

- Workday reports: Departmental teams will not develop reports within Workday. Instead, they will work with the central operational shared services reporting teams in accounting/finance and supply chain, who will develop the Workday reports on their behalf.
- Non-Workday reports:
    - Once trained, departmental teams will be given the access to develop reports using the standard UWM reporting tools against the UWM data reporting sources. Access requests will be reviewed and approved by the central operational shared services reporting teams.
    - Their scope will be to develop reports needed in the department(s)/entities they work within. Reporting needs that extend beyond the developer's department/entity should be forwarded to the central operational shared services reporting team.
    - Reporting teams should review the UWM reporting inventory to see if an existing reporting artifact could meet their reporting need before creating a new reporting artifact.
    - Report deployment will follow the central UWM report change control process
    - As reports are developed, these teams will ensure all the necessary documentation is completed and accurate metadata about the report has been captured.

End users:

- Request new reports or changes via the UW Connect Finance Portal
- Actively participate in requirements gathering
- Perform user acceptance testing

To ensure this strategy is successfully implemented, the sponsors, Fin-X, and Central Reporting Teams must be well-versed in this strategy and agree to implement it in their units. Stakeholders must be informed of developments to encourage collaboration and consistency across subject areas.

For a description of workflow between the Reporting Community Roles, see Appendix B.

Triage

Triage consists of these stages of reporting lifecycle: Request intake and prioritization. For Academy, DATAGroup is primarily responsible for triage. All new finance report and report modification requests coming into R&A BI and Workday teams will be routed to DATAGroup for triage. This includes any UWM requests for development by the Academy Central Reporting Teams.

Request Intake: This initial stage involves collecting and logging incoming requests for reports. It typically includes gathering detailed requirements, understanding the purpose of the report, and any specific data elements needed.

Prioritization: After intake, requests are evaluated and prioritized based on various factors such as urgency, impact, resource availability, and alignment with organizational goals. This helps in managing workload and setting realistic timelines.

Triage Goals

- **Simple customer experience**: The process is consistent, obvious, and easy to follow.
- **Include Users**: To ensure a useful reporting product, it is necessary to involve users in the requirements clarification and prioritization process.
- **Prevent Shopping-Around:** Sometimes when a user is looking for a solution, they will ask multiple teams. A shared evaluation process prevents duplicative work and enables consistent customer experience.
- **Enterprise solutions**: To conserve scarce resources, and bring consistency across reporting tools, solutions will be built for broad rather than narrow audiences.

Triage Process

Request Intake

Request Submission

- Most financial reporting requests will be submitted through the UW Connect Finance Portal.
- In leiu of the UW Connect Finance Portal, current intake groups and contact email addresses are:
    - General finance requests
        - DATAGroup: datagrp@uw.edu
    - Adaptive:
        - OPB: budget@uw.edu
    - UW Medicine
        - UWM Accounting/Finance: uwmedreporting@uw.edu
        - UWM Supply Chain: pmmhelp@uw.edu & UW Connect Group TBD

Request Clarification

- Requests and analysis received by the DATAGroup will be documented in Jira for transparency and visibility. Requests and analysis received by the UWM intake teams will be documented following that team's specific processes. See appendix C for the list of request clarification questions.
- Some user requests may not be implemented due to a variety of factors such as duplication of other functionality, limitations to functionality of either the source systems or reporting software, or resource limitations. To support transparency and community engagement, if a request will not be implemented, the requester will be given an explanation as to the reason their request will not be fullfilled.

Prioritization

- Academy: To evaluate relative priority, a rubric was developed. See appendix D for the Report Prioritization Matrix.
- Medicine: Each shared services report development team will work with their operational leaders to prioritize the report development requests received within their respective organizations.
- Development Timeline: Aligning the assignment with the project's timeline and the urgency of the request.

Requirements and Design

Requirements and Design consists of tool selection, assignment, prototyping and User Acceptance Testing (UAT).

Tool Selection

- Data Compatibility: Ensuring the tool can effectively handle the data formats and sources used by the University.
- Functional Requirements: Leveraging the most appropriate out-of-the-box set of features in the current tool set to satisfy functional requirements to deliver data.
- Scalability and Performance: Determining the best tool for the job based on the volume and complexity of data, complexity of business rules, query time.
- Security and Compliance: Ensuring the tool meets the organization's data security standards to protect access to data in WD and outside of WD.

Assignment

- Data Availability: Determining the best source for data to satisfy the requirements.
- Skill Matching: Assigning tasks to team members based on their expertise and experience relevant to the specific requirements of the report
- Availability: Checking the availability of team members to ensure timely completion of the report.

Prototyping and UAT

- Prototyping is the initial development / proof of concept and is done in the development environments once assignment is made and initial requirements are documented.
- Post FT, it was determined that the development teams no longer need to seek approval to begin development in the development environments. This was documented with a decision ticket (UWFT-105227) in JIRA.
- The assigned developer will engage the requesting customer(s) in the UAT process. Once the User has accepted the initial build, the Jira ticket will be updated with the user sign off details as per the requirements of the deployment teams.

Roles and Responsibilities

The execution of the tasks outlined above are the responsibilities of the UWA and UWM central reporting teams.

UW Academy: DATAGroup is responsible for the requirements and design for UW Academy financial reporting. Parts of the process may be delegated to other Central Reporting Teams. Reports sourced out of EDW will be assigned to the DATAGroup/R&A BI Team; reports sourced out of Workday will be assigned to DATAGroup/R&A Workday Reporting team.

UW Medicine: The UWM Supply Chain and Finance reporting teams will be responsible for requirements and design for UWM Finance reporting.

Finance Report Deployment & Delivery - Academy

Report delivery consists of confirmation of the detailed design,QA testing, documentation and promotion to production. Users looking for financial reports can visit the BI Portal to view a catalog of all financial reports available in the Workday ecosystem and reports created outside of Workday from the EDW or other enterprise data sources. The BI Portal will deliver one unified catalog of all financial report metadata so that users can easily search this catalog and be informed what reports are available for them to run in Workday or BI Portal.

Summary

- Once reports have passed UAT, they will move through the deployment process, including Quality Assurance (QA) testing, metadata and documentation development, and publishing to production.
- The BI Portal (biportal.uw.edu) will contain a catalog of all Academy Workday (HR/P and Finance) reports and enable a user to search or browse for "the right tool for the job".
- The BI Portal is the preferred delivery platform for non-Workday reports and whenever possible central reporting teams should use this location over their own reporting platforms.
- The Workday report list in the BI Portal should feature rich report metadata, including report descriptions, security groups that have access, and tags that allow conceptual grouping of reports (e.g., "Absence Reports", "Supplier Reports").
- The BI Portal catalog of reports should contain campus facing Workday reports as well as non-Workday reports built and supported by UW-IT with partner organizations.
- The BI Portal catalog of reports should complement and enhance, not replace, the Workday report search functionality (e.g., Workday Search, and UW Workday "Reports I can Run" report)
- UW Finance DATAGroup, and UW-IT R&A teams (Workday and BI Team) will work together to ensure that all Academy reports (Workday and non-Workday) are included in a complete catalog on BI Portal.
- The BI Portal catalog of Academy reports will provide open access to query the catalog for anyone with a NETID. However, more WD and/or EDW access will be required to access the report's data.

Finance Reporting Environments

With Workday and BI Portal, each system will have a different inventory of reports that a user can access from within that system.

- **Reports created in Workday**
  Most users will use pre-built or delivered Workday reports to meet most daily operational reporting needs. Some users with appropriate permissions will create custom, unit specific reports to meet their departmental needs.
- **Reports created outside of Workday**
  - Beyond Workday reports, Academy and Medicine will require the use of their respective EDWs to deliver:
    - Reports that require cross-domain data (e.g., financial and student, or financial and research administration)
    - high-performance reports that require a lot of underlying data
    - Ad hoc reports and queries
  - Most financial reports in BI Portal will consume data from Workday. In the EDW, this data will be extracted, assembled, and presented in a

meaningful way for departmental use. In a typical use case, a user will visit BI Portal, search a catalog of available reports, select the appropriate report, and run it. The BI Portal will have additional metadata for each report to provide context, including definitions, security information, technical metadata, and report interpretation.

- **Adaptive Planning**
  Adaptive report triage and development will be handled by the Office of Planning and Budgeting.

Benefits of Using the BI Portal for both Workday and Non-Workday Reports

- **Single access point:** Provide a single, consolidated catalog of report metadata in the BI Portal. The users will have the ability to search or browse the consolidated list of reports in one user interface.

- **Mitigating Risk:** Workday's limitation to provide deep links to Workday reports will require users to log-in to Workday, search, and run it in Workday (if they have access). Because of Workday security model, users only have access to those reports that they are authorized to run. As a result, they might not know what other useful reports are available within Workday. The BI portal solves this problem by bringing visibility to the entire Workday reporting catalog and provides information on how a user can gain access to a specific report.

Report Delivery Roles and Responsibilities

There are several teams involved in ensuring the produced reports are delivered in either Workday or BI Portal.

- UWIT R&A Workday Reporting – operates within the Workday environment only.
  - Building and maintenance of financial reports
  - Ensures the appropriate security model for all reports and data access control
  - Manages the catalog of delivered and custom reports
  - Ensures that Workday report metadata fields are complete and accurate
  - For reports containing UWM data, coordinate with the UWM central shared services reporting teams to test and approve that aspect of the report.
- UW-IT R&A BI Team – operates outside of Workday environment only
  - Build and maintains financial reports
  - Ensures the appropriate security model for all reports and data access control
  - Delivers a full catalog of Workday (delivered and custom) and non-Workday reports on BI Portal
  - Provides a complete and "rich metadata" for all financial reports on BI Portal
  - For reports containing UWM data, coordinate with the UWM central shared services reporting teams to test and approve that aspect of the report.
- UW Finance DATAGroup – works with both R&A teams to deliver reports in Workday and BI Portal
  - Work as the initial and primary liaison with the users
  - Provides documentation and metadata information for BI Portal
  - For reports containing UWM data, coordinate with the UWM central shared services reporting teams to test and approve that aspect of the report.

Finance Report Delivery – UW Medicine

Users looking for financial reports can use Collibra to view a catalog of UWM financial reports available in the Workday ecosystem and finance reports created outside of Workday using the DAWG or other enterprise data sources. Collibra will deliver one unified catalog of all UWM financial report metadata so that users can easily search this tool and be informed what reports are available for them to run in Workday or from within other reporting environments. The Collibra catalog of UWM finance reports should complement and enhance, not replace, the Workday report search functionality. Central Operational and Departmental reporting teams will work together to ensure that all UWM financial reports (Workday and non-Workday) are included in Collibra and that the metadata for these is completed.

Finance Reporting Environments

Workday and UWM's other reporting tools will each have a different inventory of reports that a user can access from within that system.

Reports created in Workday

Workday's report inventory will consist of reports using only financial and HR/payroll data stored in Workday. Most users will use pre-built or delivered Workday reports to meet their daily operational reporting needs. UWM central operational reporting teams will create custom reports to meet needs not met by the pre-build reports. Workday's limitation to provide deep links to Workday reports will require users to log-in to Workday, search, and run it in Workday (if they have access). Because of Workday security model, users only have access to those reports that they are authorized to run. Collibra will allow visibility to the entire Workday reporting catalog and provides information on how a user can gain access to a specific report. UWM specific Workday reports will have UWM in the report name. Reports that are shared between UWM and the Academy will be tagged with a UWM designation, so that developers know that they need to collaborate and reach consensus between Academy and UWM needs before implementing report changes.

Once reports have been built and user acceptance testing is complete in the test environment, the Jira ticket will be updated requesting UW-IT R&A Workday Reporting team go through the validation process and move the report into production.

Reports created outside of Workday

Beyond Workday reports, UW Medicine will require the use of their data warehouse to deliver:

- Reports that require cross-domain data (e.g., financial and clinical)
- Reports that require legacy and current data (e.g. data from both Workday and current general ledger systems)
- high-performance reports that require a lot of underlying data
- Ad hoc reports and queries
- All financial reports will present data from Workday. In the data warehouse, this data will be extracted, assembled, and presented in a meaningful way for ease of reporting. In a typical

use case, a user will search a catalog of available reports, select the appropriate report and go to the reporting tool in which the report was built and run it.

- Reports developed outside of Workday will follow the UWM release process to deploy the requests into production.

Finance Report Security

Report Security
Report security will align with the Finance Domain Data Access Framework and the Workday Security Guardrails. Rather than applying specific security at the report level, report security will reflect the security of the data objects the reports consume. Reports will be made available to users based on the Security Access and Roles Privilege Matrix, which will be updated to reflect changes coming from the Finance Data Domain Council's security framework.

General Overview of Data Security
Most security roles have broad financial data access within their company. Data security inside those companies will be sparing and applied to columns (an entire data element) rather than rows (a specific line item).

The non-Workday reports published through the BI portal will have security aligned with the data security in the EDW. This will differ from Workday security implementation, but both security models will adhere to the principles of broad financial access for reporting.

Further development of security policies will be coordinated with the Finance Data Domain Council.

Appendix A – Strategy Matrix

UW Academy Financial Reporting Strategy Matrix

	Requests	Requirements	Triage	Development	Deployment	Maintenance
Objectives	• Business units set priority	• Requirements will be thoroughly documented, estimate size of project, and ensure work is not duplicative	• Triage will review requirements determine priority & delivery toolset	• Develop Accurate performant data products that can be used by a broad audience	• Data products deployed with rich metadata • Security established • New releases, and changes announced	• Reassess catalogs often for Redundancy or low usage. Retire or combine solutions when possible. • Enhancements/bug-fixes
People	• DATAGroup • UW Medicine • OPB	• DATAGroup • UW Medicine • OPB	• DATAGroup	• DATAGroup • R&A BI and Workday teams • OPB	• R&A BI and Workday teams	• R&A BI and Workday teams • DATAGroup (Consulting)
Process	• UW Connect Finance Portal (routed to DATAGroup)	• Assess if solution already exists • Document requirements with requester	• Prioritize • Select delivery tool • Assignment	• Develop Prototype • Testing	• Performance Testing • Security assignment • Deploy to Production	• Review usage stats • Review user feedback • Watch for issues
Tech / Tools	• Service Now / UW Connect	• Jira	• Requirements Template • Prioritization Matrix • Tool Selection Flow	• Workday tools • Tableau / Power BI • Reporting Services (SSRS) • Analysis Services (SSAS)	• Load testing tools • Tableau • Workday tools • SSRS, SSAS	• Usage Stats reporting • Request logs • Regular review of published tools
Guardrails		• Assess and re-assess needs and alternatives for Data Products	• Prioritize re-use of Enterprise Data Products over creation of new Data Products	• Make information easy to understand and use • Ensure high data quality	• Maintain consistent information security across Information Delivery Solutions • Make information easy to find and access	• Assess and re-assess needs and alternatives for Data Products

Appendix B – Finance Reporting Request Flow

Academy Finance Reporting Flow: Reports built by Central Reporting Teams

Intake

Requests for Central reporting teams to author or change reports could be received by:

- Shared Environments
- Contact to R&A BI and Workday teams
- Contact to DATAGroup

New reports and changes will be routed to DATAGroup for Requirements & Design.

Requests for help will be routed to appropriate Operation & Maintenance teams (R&A BI and Workday)

Requirements & Design

For all new reports / major changes, working with UW units, DATAGroup, utilizing FIN-X as needed will:

- Prioritize Requests
- Compare request to existing reports
- Apply Reporting Guardrails to select a platform

Per report, DATAGroup will provide and may delegate to R&A BI and Workday teams:

- Requirements gathering
- Prototyping development
- UAT

Implementation & Release

R&A BI and Workday teams, for their platforms:

- Confirm detailed design
- Implement reports based on prototypes
- QA: Test reports & peer review
- Release reports to production
- Document technical design of reports and related items (e.g., calc fields)

Operation & Maintenance

R&A BI and Workday teams, for their platforms:

- Resolve requests for help
- Update reports in response to WD version updates or other platform changes
- Monitor report performance

Ongoing: Campus outreach about finance reporting (DATAGroup working with other teams central reporting teams and business units)

UWM Accounting/Finance & Supply Chain Reporting Flow

Intake

Requests for UWM reporting teams to author or change reports will be received by:

- UWM Accounting & Finance
- UWM Supply Chain Informatics

Each team will triage the request within their respective group as they come in.

Requirements & Design

Each reporting team will work with their operational leaders to prioritize the requests and with Fin-X to ensure deduplication of efforts and reporting tools.

For all new reports and edits to existing reports, each reporting team will:

- Compare requests to existing reports
- Apply Reporting Guardrails to select a platform
- Gather requirements
- Develop prototypes

Implementation & Release

Each UWM reporting team will:

- Complete detailed designs
- Develop/configure reports based on designs
- Test reports
- Document technical design of reports and related items (e.g., calc fields)
- Work with the UW-IT Workday Reporting Team to deploy reports in Workday.
- Deploy reports developed using UWM technologies and data warehouses, following UMW deployment practices and guidelines

Operation & Maintenance

UWM reporting teams, for their respective areas, will:

- Resolve requests for help / minor changes
- Update reports in response to WD version updates or other platform changes
- Monitor report performance

Appendix C – Report Request Clarification Questions

These request clarification questions should be asked by the intake group. Not all questions have to be answered; the goal is to get information for the triage team to evaluate the request.

Intake Clarification Questions

1. Does something like it already exist?
   A. Is there an existing report that could be modified/enhanced in the BI Portal or Workday inventory ? Does something exist as a specific solution that could be generalized for an enterprise audience (e.g., in OPB or DATAGroup inventory)
   B. Is there an open request in any triage team's backlog?
2. Report Purpose:
   A. Is it (primarily) a report for human consumption? Or is it a data dump to load into an external system (system integration)?
   B. Is it for analysis, required for compliance, an operational need?
   C. Does the need require current, near real time data, or is snapshotted data okay?
   D. Does the report require specific formatting (e.g., mandated PDF format)
3. Schedule/recurrence:
   A. Is this something that happens daily, monthly, 2 times per year?
   B. If less than daily, what is the next occurrence?
4. What data is in this report?
   A. Does all the data exist in the system of record (e.g., Workday), or in the EDW?
   B. Does it require integrating data from an external source?
   C. Does it include any data from UWM systems?
5. Audience
   A. Who needs the report? If it's human users, is it a general need (e.g., all HR Admin, all Deans of Schools/Colleges), or specific (a single department)?
   B. Is the report for presentation to an executive/governing body (e.g., BOR)?
6. Security:
   A. Related to the audience, who "needs access to do their work"?
   B. Do the access requirements align with the Workday security model, and existing security groups? (e.g., require "constrained" access/span of control)
   C. Do the access requirements align with the Enterprise Data Warehouse security model?
7. Other Considerations
   A. Does the report output need to be in a fixed data format/layout? (e.g., W-2, check, statement of benefit coverage)
   B. What are the required fields, filter, filter prompts and other supporting details (proposed report name, requestor, business owner).

Appendix D – Report Prioritization Matrix

Compliance Impact		Description
Federal and/or State regulatory rules that the university is required to align with. Policy or data governance restrictions at the University level.	0	No Compliance Impact
	1	University Policy Impact Only
	2	Moderate Indirect/Direct State or Federal Impact
	3	Significant Direct State or Federal Impact

Financial and/or Payroll Impact		Description
Payroll, tax, or financial reporting issues.	0	No Impact
	1	Low, Indirect Impact
	2	Moderate, Indirect or Direct Impact
	3	Significant, Direct Impact

Population Impact		Description
How widely this impacts university population.	0	No Impact
	1	Low, Only Impacts small number of units or employees
	2	Moderate, Impacts at least of third of all units or employees
	3	Significant, Impacts majority of units or employees

Level of effort		Description
Level of effort required to implement by the reporting and/or security team - cross-functional support	1	Easy, little investigation into report fields needed and simple population filter logic, institutional definitions exist, and no technical challenges anticipated
	2	Moderate, requires some investigation into report field or filters creation but institutional definitions exist, and technical depth has been explored in the past
	3	Significant, requires new intuitional definitions or business logic clarification and/or technically challenging with Workday configuration

Dependencies		Description
UWFT/HRP remediation, configuration changes, process changes, communications, training	1	Moderate to significant dependencies identified
	2	Few dependencies identified
	3	No dependencies blocking the solution

Hours Estimation Score		Description
Use these for the level of effort category. Also include security, metadata, documentation, communications	0	Little, Under 8
	1	Low, 8 to 30
	2	Moderate, 30 to 80 hours
	3	High, 80+ hours

Risk if not Implemented		Description
Not fixing issues will create issues for campus and reporting teams	0	Little to no risk if a solution is not implemented.
	1	Some risk. Risk is managed by minor manual review or workarounds.
	2	Risks identified. Risk is managed by major manual review or workarounds.
	3	High risk. Risk is managed by high manual review or workarounds. Increased risk of generating negative PR.