

Direct Payment Risk Assessment Project
Meeting 1: March 16, 2005, 1:00 – 3:30 p.m.

Agenda

Project Goals:

- To identify and prioritize the steps and transactions in the direct payment process where the University is most vulnerable to errors and/or fraud.
- To recommend standards for and changes to the current direct payment approval process to maintain acceptable levels of risk.
- To streamline and improve the process and reduce redundancy so that overall staff costs are reduced and Accounting Services staff can focus on adding value.

Meeting Aims:

1. Review project structure, goals and expectations
2. Define measures of project success and a process for collecting the data
3. Prioritize the areas of risk associated with the direct payment process

- 1:00 – 1:10 Background information and project charge (*Al Benzschawel & Pennie Maclean*)
- 1:10 – 1:30 Introductions and agenda overview (*Jan Richardson, Team Leader*)
- *Name, unit, and involvement with the direct payment process*
 - Today's agenda
 - Project structure and roles
 - Communication principles and tools
- 1:30 – 1:45 Defining success (*George Watson & Nancy Thayer-Hart, facilitators*)
- *If this project is successful, what will that look like to you?*
 - *Who will benefit from improvement? How will we know?*
 - *How will we quantify the improvement?*
- 1:45 – 2:15 Risk assessment
- Identify types of transactions
 - Determine criteria for prioritizing risk
 - Identify types of risk and prioritize
 - Categorize transactions by level of risk
 - Determine appropriate location and level of review by level of risk
- 2:15 – 2:25 BREAK
- 2:25 – 2:45 {Risk assessment – *continued*}
- 2:45 – 3:10 Data availability
- *What information do we have about the process?*
 - *What additional information do we need to make decisions?*
 - *How will we gather the additional information?*
- 3:10 – 3:30 Wrap-up and next steps; adjourn

Next meeting: April 5, 1:00 pm to 3:30 pm, Room 8411, Social Science Building