Activity Analysis Survey

Understanding the workloads of employees in staff roles
Discussion points for today

1. Why conduct an activity analysis
2. Details about the activity analysis survey
3. What comes next
Contributing factors and a need for understanding

- **Budget planning process / financial constraints**
  - Declining state appropriations
  - More competition for student enrollees
  - Reductions in research grants

- **Must implement new business models and reinvest to be more sustainable and efficient**
  - Easy cost-saving measures have already been made
  - Additional actions are more challenging
  - More research is required before taking any big steps

- **Understand the day-to-day operations and workload management**
  - In detail, quantifiable
  - From the primary source
  - Across all business units
    - including Pres. Choi and leadership systemwide
About the activity analysis survey

- Online survey
  - Completed through Qualtrics
  - During work hours; ~20 minutes to complete
  - Individualized link sent by email

- Respondents allocate work time
  - Among functions, processes and activities
  - In percentages; allocate 100% of time
  - Open budgeted positions included

- All administrative and support roles (i.e., non-faculty staff)
  - Across all UM System business units and auxiliary programs
  - Excludes faculty, student appointments with academic duties and MU Health hospital staff
  - Deep comprehensive look

- 22 staff functions
- 200+ processes
- 2000+ activities
How this data will help

- One step in a larger transformational journey
  - Opportunities to share input following report availability

- Provides leadership a better understanding
  - What drives administrative work at the University
  - Where that work happens
  - From collecting data uniformly across business units

- Informs decision making
  - Based on results from the administrative review process
  - Developing a new operating model
  - Protect and grow the research, education and engagement activities at the core of the University mission
Questions?