

Activity Analysis Survey

Understanding the workloads of employees in staff roles



University of Missouri System

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Discussion points for today



Why conduct an activity analysis



Details about the activity analysis survey



What comes next



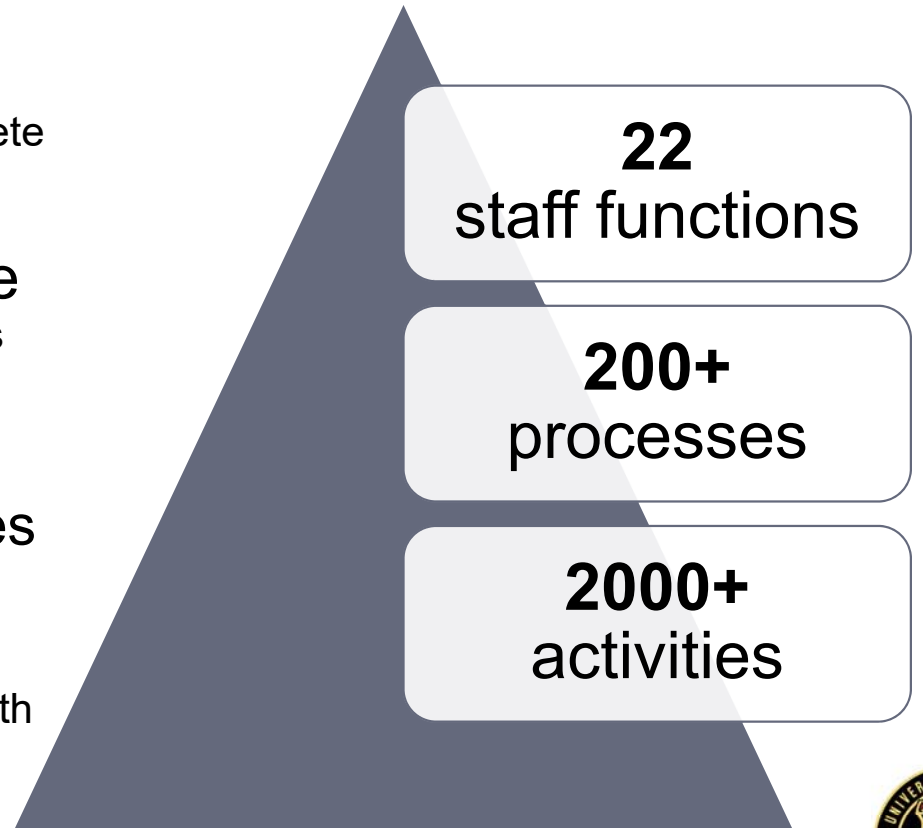
Contributing factors and a need for understanding

- 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



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?

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