

F&A

Finance OIT Administration

January - March 2017, Q3 check-in



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F&A Overview - Creating Change through Cross Departmental Collaboration

- **Community Finance:** Enable grant-making decisions, support for affiliates - facilitate a better understanding of the financial needs of affiliates - FDC and Site Visits
- **Accounting and administrative operations:** Improve the efficiency and effectiveness of our recurring support business workflows of F&A teams, Finance, OIT & Administration - Form 990, Procurement, Security, Onboarding, Asset Management, Travel
- **Internal Financial and Budgetary Resourcing and Management:** Outcome focused, systematic and timely data provided to budget managers and the Board
- **Annual Plan Process:** Enable a process for identifying, planning, and implementing programmatic and non-programmatic work - cross departmental programs, and moving to multi-year planning.
- **Our Collaborating “Workspace”:** Planning for 1 Montgomery, A/V Plan and All-Hands





FINANCE

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GOAL: Community Finance - To support and build our community's financial capacity.

What is your objective?	Who are you working with?	What impact / deliverables are you expecting?
<p>We support and partner with the Funds Dissemination Committee and the Community Resources team to enable their objectives by providing or securing ongoing finance expertise and improved financial reporting.</p>	<p>LAST QUARTER</p>	
	<ul style="list-style-type: none"> - With Community Resources(CR) and the FDC on improving budgeting resources and other financial guidelines for the APG (on-going) - With affiliates attending Learning Days who are interested in financial training and capacity development. - With CR, Legal and accountants on identifying solutions to sending grant funds to 4 countries with regulatory constraints. 	<ul style="list-style-type: none"> - Development of APG budgeting resources and guidelines was temporarily put on hold while WMF Annual Planning process was being completed. - Deliver Budgeting and Expense Tracking training session directly to affiliates and WikiCon17 Learning Days. The training focused on 2 models of program based budgeting and was aimed at User Groups in the early stages of budget development. - Communicated objectives and blockers to accountants international grant making team. Face to face meeting with two of the affiliates were held at WikiCon17.
	<p>NEXT QUARTER</p>	
	<p>Community Resources team + affiliates with a focus on those participating in the Simple and Full Process APG grants</p>	<ul style="list-style-type: none"> - Collect input from chapters on budgeting needs and challenges. Develop draft APG budget guidelines and budget template. - Identify on-going requirements and process for sending funds to affiliates in the 3 identified nations.

GOAL: Completion of Form 990 - Tax Returns

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
To complete Form 990 and obtain Audit Committee approval by the end of Q3 and file with the IRS in Q4.	LAST QUARTER	
	<ul style="list-style-type: none"> - Work with Legal, HR and Communications Depts to review the 1st draft of Form 990 - Work with accountants to finalize and file Form 990 - Work with Legal, Advancement and Communications Depts 	<ul style="list-style-type: none"> -Completed Form 990, meeting all IRS and auditor compliance requirements and approval by Audit Committee. -Presented an overview of the Form 990 to the Board of Trustees -With accountants, gained BoT Audit Committee's approval
	NEXT QUARTER	
	<ul style="list-style-type: none"> -Comms, Legal and Advancement 	<ul style="list-style-type: none"> -Share the Final Form 990 with Board of Trustees. - Final Form 990 and related FAQ for publishing - Be in compliance with the IRS regulations - -File with IRS and publish on WMF's website along with FAQ.

STATUS: OBJECTIVE IN PROGRESS

GOAL: Annual Plan Process ImprovementProgrammatic
Planning

What is your objective?	Who are you working with?	What impact are you expecting?
<p>To improve the Annual Plan process by implementing required guidelines/tools/templates. Further refine collection of budget information by establishing close communication with budget owners on Annual Plan status.</p>	<p>LAST QUARTER ?</p> <ul style="list-style-type: none"> • Set overall Annual Plan Process • Establish Tools/Templates: Work to create the tools/templates. • Establish Annual Plan Guidelines 	<p>To provide standardized tools/templates and guidelines to assist budget managers with the organization of their resources request and also to provide clarity and promote consistency of resources allocation associated with compensation, travel, staff education, and etc.</p>
	<p>NEXT QUARTER</p> <ul style="list-style-type: none"> • Finalize Annual Plan process by working closely with all budget owners • Provide succinct and concise answer to all community questions • Start an Annual Plan retrospective for reflection on this entire process 	<ul style="list-style-type: none"> - Ensure expectations are set and understandings are clarified on the Annual Plan to all budget owners - Provide/increased transparency to the community as to Foundation's spending plan

STATUS: OBJECTIVE IN PROGRESS

GOAL: Expense Workflow - To formalize and create tools to capture expense details in the “Procure to Pay” workflows

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
To expand on the “Contracted Services” workflow to incorporate spend details and approvals in line with our Expense Authorization / Sub-Delegation Matrix	LAST QUARTER	
	<ul style="list-style-type: none"> - Legal Team (Attorneys, CobbleStone Administrators - internal & external - Finance Team - Admin. Team - Budget Managers - Vendor 	Targeted: <ul style="list-style-type: none"> - Expense Approvals (per updated Q2 Matrix) - New Vendor On-boarding earlier - Expense Summary of Business Terms - Commitment terms to Billed Invoices
	NEXT QUARTER	
	<ul style="list-style-type: none"> - Legal Team - Intacct vendor - F &A teams - Technology Operations 	Q4-17 GOALS: Leverage Contracted Service tool to put project based and recurring service spend via PO module.



OIT

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FY 16-17 Q3 OIT/F&A

GOAL: Training on Communication and Security Tools

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
Provide incremental training on our communication and security tools to recently onboarded and current staff.	LAST QUARTER	
	Worked with both OnBoards and Individual Teams on Communication and Security Tools	Solidified an incremental schedule for OnBoards. Delivered a General Brown Bag for Security Device Training
	NEXT QUARTER	
	To have up to date Security Training resources available both on Office Wiki and Mindflash	To have the resources readily available. To have entire staff aware of Device Security Best Practices

STATUS: OBJECTIVE IN PROGRESS

FY 16-17 Q3 OIT/F&A

GOAL: Migrate Assets to Oomnitza (Asset Management)

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
Improve asset management tracking and monitoring procedures to create a better workflow.	LAST QUARTER	
	Finance, OIT, and Oomnitza	Oomnitza held training for key operators of the tool Created workflows that involve thresholds, notification, and updates (ex: email notification to Julianne when an asset status changes from Assigned to Lost/Stolen)
	NEXT QUARTER	
	Finance and OIT	Continue to use Oomnitza to track assets, and software to keep our improvements inline.

Completed

GOAL: Enhance production quality of large scale meeting streams

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
Continue to improve the AV experience of large scale meetings for remote staff and community members.	LAST QUARTER	
	Communications and WikiTech community	Standardize “branding” of large meeting live streams. Document stream workflow on Office Wiki and WikiTech. Re-calibrate audio preset design in the Lounge to reduce unwanted audio artifacts (feedback, chirping, echo) from broadcasts. Stream video in 1080p, rather than the previous 720p.
	NEXT QUARTER	
	OIT	Evaluate current wireless microphone solution and determine if a higher quality wireless system would improve fidelity. Translate Office Wiki documentation for the WikiTech community.

STATUS: OBJECTIVE IN PROGRESS

GOAL: Network/Systems to 1 Montgomery

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
Transfer, improve and streamline current systems/network to 1 Montgomery with little to no disruption	LAST QUARTER	
	Finance, OIT, Facilities	Assess current overall network/systems services to confirm scalability for our move to 1 Montgomery. Research network/systems vendors that will provide current services at 1 Montgomery (I.S.P., etc.)
	NEXT QUARTER	
	Finance, OIT and Facilities	Select Systems/Network Vendor to install servers and network at 1 Montgomery.

STATUS: OBJECTIVE IN PROGRESS

GOAL: A/V move and improvement to 1 Montgomery

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
<p>Deliver a high quality, straightforward, and scalable AV system for the new office.</p>	<p>LAST QUARTER</p>	
	<p>Finance, Administration, OIT, Facilities</p>	<p>Research and identify a scalable, networked AV conferencing solution that allows for high quality video and audio conferencing.</p>
	<p>NEXT QUARTER</p>	
	<p>Finance, Administration, OIT, Facilities</p>	<p>Select AV vendor to build and install the AV system. Work with architects to ensure the appropriate infrastructure is in place. Socialize new system to staff with demos and and a Brown Bag. Identify and select vendor to migrate Chip Deubner Lounge AV system to the new office.</p>

STATUS: OBJECTIVE IN PROGRESS

Administration

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GOAL: Outline 1 Montgomery project plan for internal and external teams; meet critical deadlines for design drawings.

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
Phase I Shepherd new lease agreement, Implement design, program, outline timeline for internal and external teams, outline budget in conjunction with Annual planning.	LAST QUARTER	
	Lease Team Program team Phase I - Design Architects Accounting	Phase I: Coordinate lease negotiation and execute lease agreement with desired contractual liabilities between LL and WMF. Meet and build relationship with building architects and LL project manager. Set up facilities, OIT and accounting team for project. Facilitate internal program team for design elements of space. Develop schedule for occupancy.
	NEXT QUARTER	
	OIT team Program team Phase II - Engagement Architects Construction Team	Phase II: Facilitate pre-construction relationships and pricing exercise. Oversee timely delivery of construction drawing. Transition program team from design to engagement. Facilitate communication and engagement activities to support change, expectations, and communication of move. Facilitate planning for tenant responsibilities (OIT services, furniture, security). Participate as owners representative on construction project. Plan for project and budget contingencies.

GOAL: Deliver and post survey results. Outline plan for resourcing All Hands 2018 during Annual Plan process.

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
Deliver and post All Hands 2017 survey results. Outline plan for resourcing All hands 2018 during Annual Plan process.	LAST QUARTER	
	2017 All Hands Planning Team	Developed survey, received feedback and posted results. Overall, All hands 2017 was a success. Leadership and continuity team met and outlined plan and recommendation for All Hands 2018, including dates of event
	NEXT QUARTER	
	2017 All Hands Planning Team	Present recommendation for All Hands planning to ED and C-team. Approval for SOW for contractor support, announce dates, secure venue, and facilitate continuity team to hand-off and develop programming of All Hands 2018.

GOAL: Create Discrete, Programmatic Budgeting and Reporting

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
To implement a process to allow the WMF the ability to create programmatic budgeting and reporting.	LAST QUARTER	
	<ul style="list-style-type: none"> - With consultant, RSM, to finalize and deploy programmatic framework for planning and budgeting - With all departments to identify and then facilitate planning and budgeting for departmental and cross-departmental programs - Supported TPG to lead Collab Jam to facilitate interdepartmental planning 	<ul style="list-style-type: none"> - Produced a framework to assist budget managers with their process in planning their resources and collaboration with other departments for key cross functional programs (e.g. Structured Data, Anti-Harassment & New Readers). - Produced reference documentation and templates to assist budget managers to implement cross- departmental program planning - Deployed collaborative tool, Adaptive, to budget for departmental and cross-departmental programs
	NEXT QUARTER	
	<ul style="list-style-type: none"> - Work with wider community to refine cross-departmental programs and reporting structures - Work with RSM to finalize reporting processes 	<ul style="list-style-type: none"> - Reporting framework and processes for cross-departmental programs will be completed

STATUS: OBJECTIVE IN PROGRESS