Finance & Administration

October 2017 check-in

WIKIMEDIA
FOUNDATION

Cross-team Outcomes

TEAM WORK MAKES THE DREAM WORK

Plan and Implement Office Move to One Montgomery

WIKIMEDIA
F O U N D A T I O N

Movin' out

WIKIMEDIA
FOUNDATION

Oct 2017   Cross Team   N/A

GOAL: Plan and implement Office Move to One Montgomery

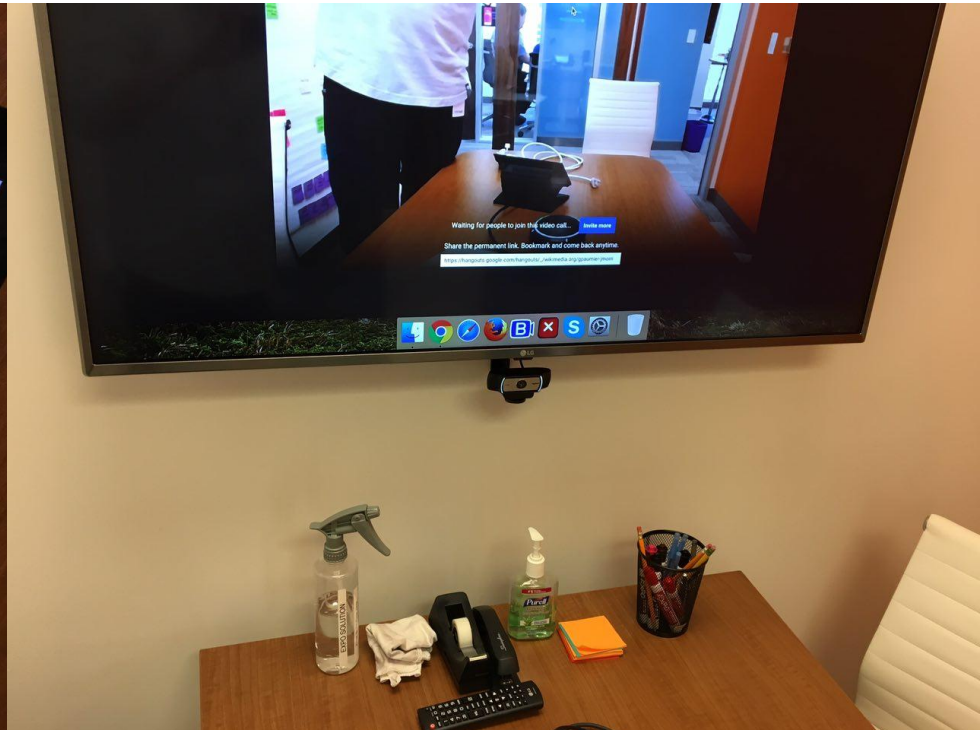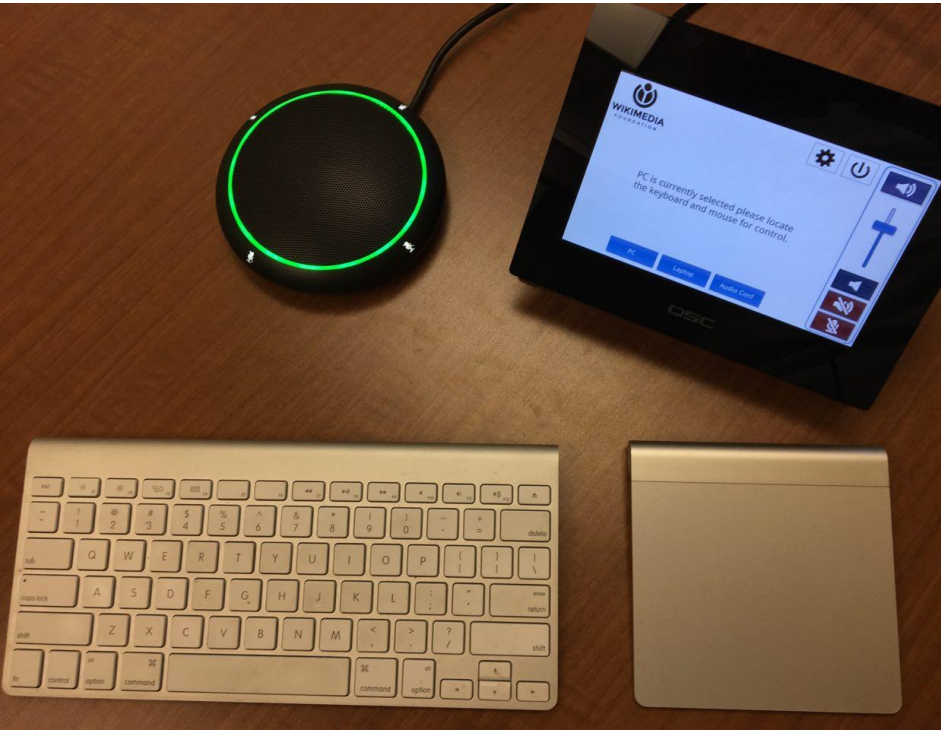| What is your objective?	Who are you working with?	What impact / deliverables are you expecting?
To ensure an efficient, on time and on budget move for Foundation office, services and staff from 149 New Montgomery to One Montgomery by October 1, 2017	**LAST QUARTER**	
	Admin Team and Move Coordinator - Staff Lead Vendor Relationships: Architect, Property Managers	• Manage project budget and represent Wikimedia Foundation with vendors • Plan for contingencies inherent in any construction delays • Implement and deliver service transitions for productive office • Prepare 149 New Montgomery for clean exit by 10/2/17 • Manage vendor relationships for new building
	NEXT QUARTER	
	Admin Team and Move Coordinator - Staff Lead Vendor Relationships: Architect, Property Managers	• Manage construction punch list, and Day 2 budget & items • Post Move adjustments, neighborhoods and AV system • Revise office systems to align with new building procedures and rules • Closure with former Landlord for return of deposit

STATUS Objective completed.

Movin'
in

WIKIMEDIA
FOUNDATION

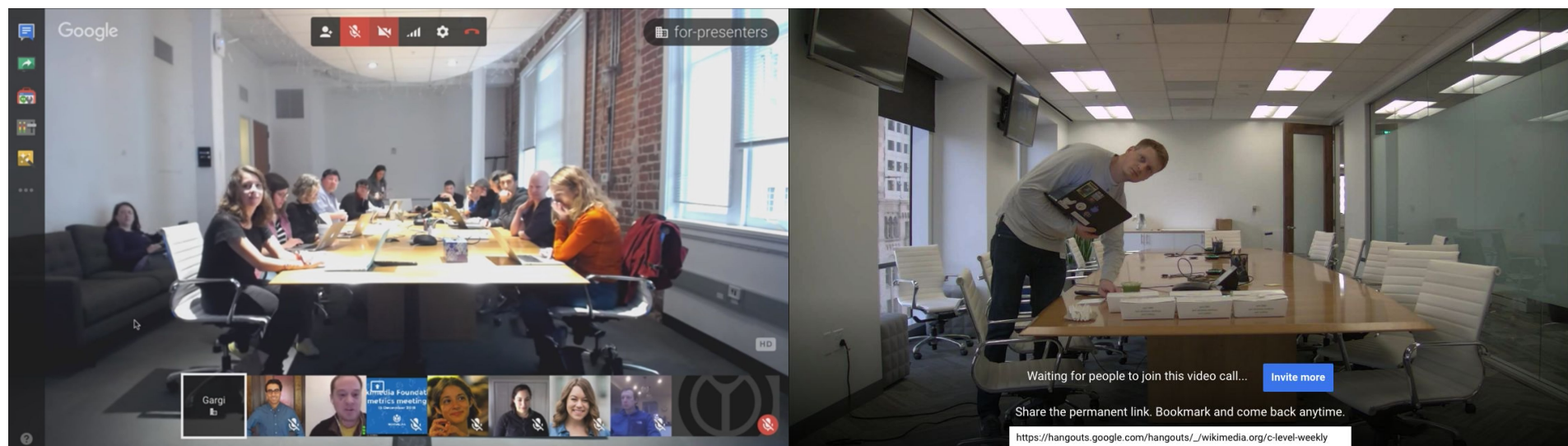## GOAL: AV move and improvement to 1 Montgomery

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
Deliver a high quality, easy to use, and scalable AV conferencing solution for the new office.	**LAST QUARTER**	
	Finance, OIT, Administration, and Facilities	● Manage vendor relationship and any potential change orders throughout the AV install and system commission. Vendor and OIT will provide staff with training for the new conference room AV system. OIT will provide "how-to" and FAQ documentation on Office Wiki.
	NEXT QUARTER	
	Finance, OIT, Administration, and Facilities	● Manage completion of Chip Deubner Lounge, continue to hold regular conference room trainings, continue to improve Office Wiki documentation, manage any fine-tuning maintenance that may need to occur. Determine new Lounge event workflow.

Status: In Progress

Conference room hardware

Camera quality in Gargi

Before

After

Chip Deubner Lounge

Huddle spaces

## GOAL: Network/Systems to 1 Montgomery

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
Successfully transfer Systems and Network to 1 Montgomery	**LAST QUARTER**	
	Finance, OIT and Facilities, Construction Team	● Maintain vendor relations during the transition period to ensure networking/systems services are seamless. ● Establish safeguards should any unforeseen factors come up.
	NEXT QUARTER	

	OIT + Vendor	● Improve monitoring practices; overall network design
		● Leverage additional functionalities from new system
		      Data Gathering
		      Improve Security

Server Room Update

Before
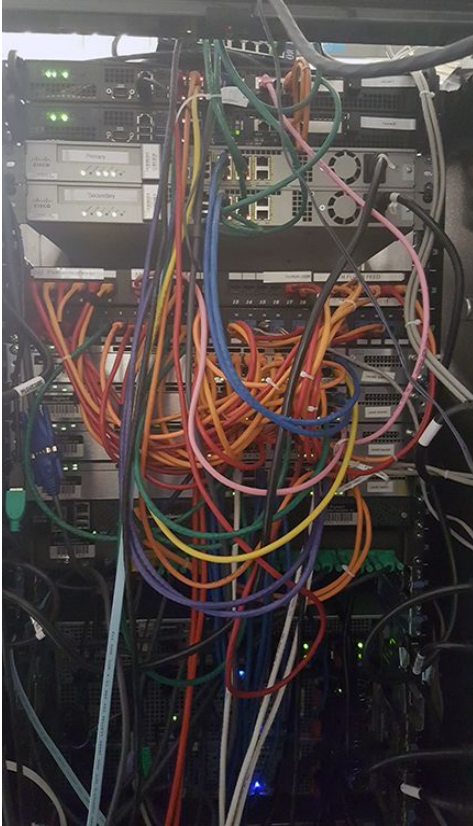
After
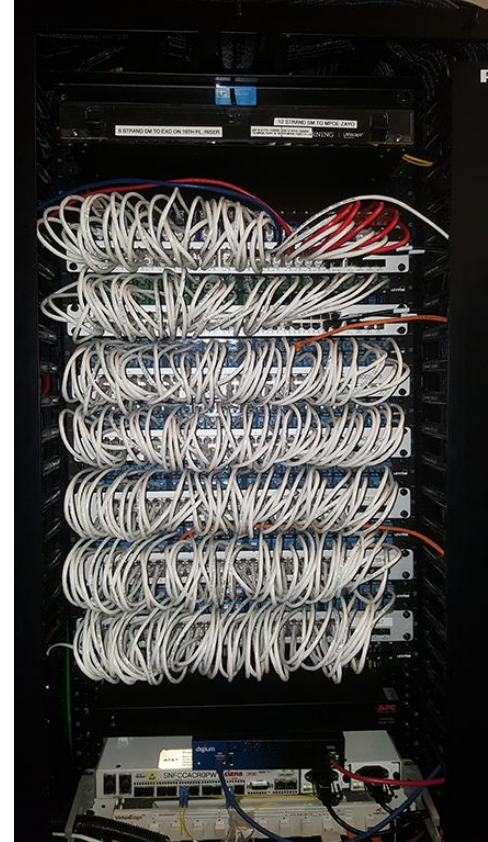
WIKIMEDIA
FOUNDATION

Business and Accounting Operations

WIKIMEDIA
FOUNDATION

Oct 2017
Cross Team
N/A
GOAL: Improve Business and Accounting Operations

What is your objective?	Who are you working with?	What impact / deliverables are you expecting?
The Finance and Administration Teams will work together to improve the effectiveness and efficiency of the business and accounting operation services to each other, budget owners, leadership and teams.	**LAST QUARTER**	
	Accounting, Procurement, Consultants, Office Administration	• Assessed gaps and recommendation from consultants and built into the operational improvement process • Gained Admin team assessment for improvements on the front end operation services which will be incorporated into the improvement process • Evolved Travel offsite request/booking from a "self service" to "full service" process
	NEXT QUARTER	
	Accounting, Procurement, Office Administration, Legal, Vendors	• Continue to refine practices for managing events, contracts, travel and expenses as related to team collaborations and general administrative services • Revise documentation & improve communication on workflow activities • Confirm clear expectations within each team, and to budget owners re: support roles as business operations professionals • Listen to pain points for increased partnership and integrate Admin feedback

Business and Accounting Operations Workflow - Building Scalable Operations And Smart Controls
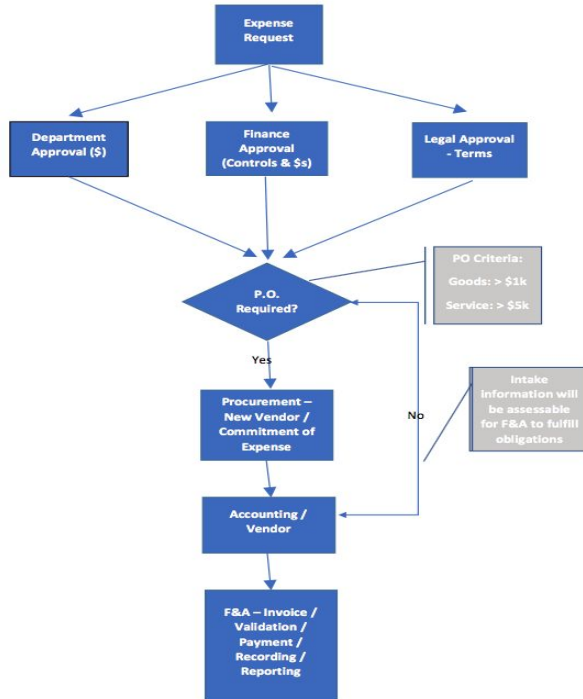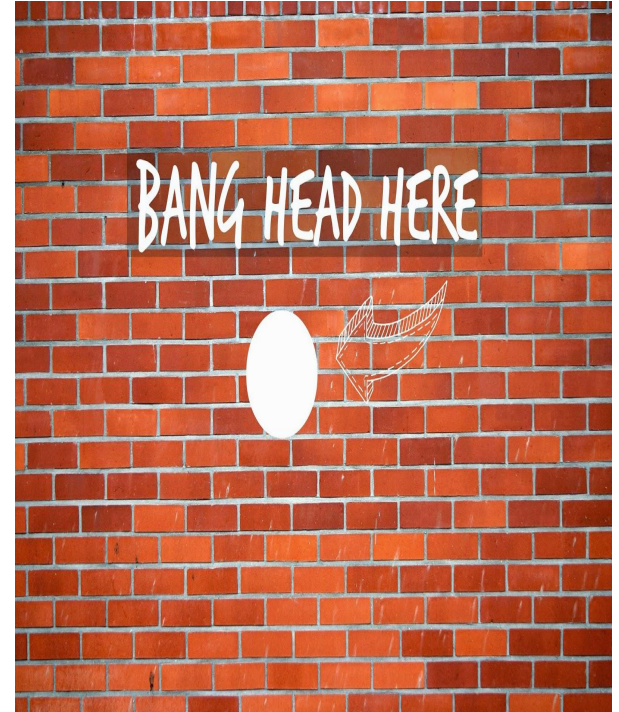
#THIS

How do we streamline the Workflow?

- How do I engage a vendor?
- What do I need for a PO?
- How do I book Travel?
- How does my vendor get paid?

#AVOID THIS

BANG HEAD HERE

WIKIMEDIA
FOUNDATION

Oct 2017   Finance

GOAL: Create an automated "Procure to Pay" Workflow for Expense/Spending Needs

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
To create an end to end Expense/Spending Request Workflow that is User Friendly, Automated, Controlled and Scalable.	**LAST QUARTER**	

	Legal
	Finance
	External Vendors
		• Implemented the "Purchasing" module within our Financial System
		   ○ Creation of Expense Workflow
		   ○ Integration to other financial modules (AP, GL, etc.)
		   ○ Creation of PO form
		• Upload of financial obligation from "active" service contracts

	NEXT QUARTER	
	Legal Finance External Vendors Cross functional Expense Requesters	Completion of a Plan for the P2P Phase II Project (Front End and inclusive of: • User Friendly features - Single point entry + status tracking for expense requests • Enhanced Financial Controls ○ Improved automation and ease of use • Multiple Workflows available • Piloting Self Help Service Workflows opportunities (Event driven)

STATUS: OBJECTIVE IN PROGRESS

#Process Goals

- Summarized Busn. Terms of Contract
- Exhibits Negotiation Points (i.e. - payment terms, pricing, etc.)
- Promotes automated workflow - e-invoices over paper invoices
- "At a Glance" Collaboration between Wikimedia Foundation & Vendor

CHECK IN

1st Quarter

TEAM/DEPT

Travel

SCORECARD

Travel Volume

Travel Requests: 190

Tickets issued: 261

Total Ticket Spend: $202,293

International tickets: 78% of total volume
Domestic tickets: 22% of total volume

Hotel nights booked: 307
Hotel Spend: $63,349
Avg hotel night cost: $206

- Developed and refined full service group off site process

- 5 Community Conferences ticketed

- 8 Global Team Off sites planned/ticketed

CHECK IN
Oct 2017

TEAM/DEPT
Finance

PROGRAM
Annual Plan Process Improvement

GOAL: Annual Plan Process Improvement

What is your objective?	Who are you working with?	What impact / deliverables are you expecting?
(1) Budget managers have expanded and refined tools. Budget managers are able to more effectively manage resources toward outcomes throughout the implementation of the AP. **(2)** There is an improved process for identifying, planning, and implementing CD programs. **(3)** A process for multi-year planning and budgeting is piloted during the 2017-18 Annual Plan based on the outcomes of the Movement Strategy.	**LAST QUARTER** With C-levels and new AP Steering Committee	**We operationalized our 2016-17 Annual Plan** ● We adapted our system and process infrastructure to ensure that we can track our Cross-Departmental activities against the plan. ● We trained admins and budget managers to use these adapted systems and processes. **We facilitated pre-planning for 2018-19 Annual Plan** ● We **reflected** on success and challenges of previous Annual Plan, collecting feedback from other organizations in the Foundation. ● We identified the **designers** of the 2018-19 AP process, a broader group of Foundation leaders and voices. Facilitated proposed timeline, roles and responsibilities, and requirements. ● We began to draft the **requirements** for information, decisions, and planning in advance of kicking off the process in January.
	NEXT QUARTER With C-levels, AP Steering Committee, and Board	● We will fully describe and fill each requirement prior to kick-off ● We will build appropriate linkages between MS Phase 2 and AP 2017-18 ● We will work with Board/ED/C-levels to facilitate the setting of strategic priorities for AP and points of collaboration ● We will develop the tools and structures to understand the multi-year impact of our Annual Plan

STATUS: OBJECTIVE IN PROGRESS

Community
F&A Programs

WIKIMEDIA
FOUNDATION

Oct 2017   Finance
Community Finance
GOAL: Community Finance

What is your objective?	Who are you working with?		What impact / deliverables are you expecting?

(1) The Community Resource Team can make informed and effective grant making decisions with an understanding of the financial implication. **(2)** Affiliates who are encountering financial barriers, receive targeted support. **(3)** The community has a framework for understanding the financial needs of affiliates with different attributes.	**LAST QUARTER**		• **We expanded our ability to provide resources globally.**
			  ○ By facilitating retroactive grants to one community member
			  ○ By working with Legal to identify a grant making pathway to our chapter in Bangladesh
			  ○ On-going investigation
			• **We provided technical expertise and tools to support our affiliates' development of financial capacity**
			  ○ By redesigning a financial tool for FDC grantees
			• **We provided technical expertise to the Foundation team addressing an affiliate with organizational challenges.** We provided advice on solutions for continued funding, addressing gaps in records, and supporting the chapter's leadership transition.

	With Community Resources (CR), Legal, FDC, Audit Committee, and grantees		
	NEXT QUARTER		• We will codifying a model for addressing regulatory challenges in grant making so that we can further expand our grant making globally • We will facilitate our ability to plan for alternative grant funding cycles, and create the plan to transition us to a new cycle, if needed. • We will ensure that our understanding of the Foundation and an affiliate's financial position is complete so that our decisions are informed by accurate information.
	CR, Legal, FDC, outside experts.		

STATUS OBJECTIVE IN PROGRESS

Oct 2017   OIT/CE/Finance

GOAL: Depreciated Laptop Donations

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
To extend Wikimedia Foundation resources to our volunteer community by donating depreciated machines, not fully functional for Foundation work, but fully functional for Wikipedia Projects	**LAST QUARTER**	
	OIT + CE + Finance	- Refined process for reporting - Finalized "wipe" process for laptops - Identified needs - Consistent inventory for all parties (CE/OIT/Finance) - Hardware (adapter/bags) - Streamline Deployment Process - Maintain Data for Reporting
	NEXT QUARTER	
	OIT + CE	- Continue to accumulate data for reporting processes - Continue to communicate cross-team to improve process - Continue to let community members know

STATUS: COMPLETED (PROJECT IS ONGOING)

Information on META available for the Community

Content page   Discussion

Read   Edit   View history | Search Meta |

WIKIMEDIA
META-WIKI

Main page
Wikimedia News
Translations
Recent changes
Random page
Help
Babel

Community

Wikimedia Forum
Mailing lists
Requests
Babylon
Reports
Research
Planet Wikimedia

Beyond the Web

Meet Wikimedians
Events
Movement affiliates

Hardware donation program

Translate this page

Other languages: العربية ▪ • български ⊞ • বাংলা ▪ • Ελληνικά ⊞ • **English** ⊞ • magyar ▪ • मैथिली ▪ • português do Brasil ▪ • 中文 ▪

Abstract   [edit]

This page describes a hardware donation program by the Wikimedia Foundation, with instructions on how to apply.

Contents [show]

About the program   [edit]

In the course of its office operation, the Wikimedia Foundation regularly depreciates hardware assets and is interested in donating the hardware, still in good condition and usable for another few years, to its volunteer communities to help with mission-aligned work.

The donated hardware is provided with a fresh installation of Ubuntu Linux, and a universal power adapter, to ensure it is usable by the recipient.

Below are a set of distribution criteria and process for this program's pilot year. This is new, and things may change as we figure things out.

The IT and Finance related processes are internal, and not documented here. This page describes **who** can receive donated hardware, and **how**.

Approximate number of available laptops as of June 2017:

20

Next likely distributions of laptops:

Wikimania 2017 (Montréal); CEE Conference 2017 (Warsaw)

Donated Laptop: Community Member story

Aliva Sahoo (photo by Chinmayi Mishra), a Wikipedian in the Odia language (spoken in eastern India), using her new laptop, donated through our program.

On September 16, with the donated laptop she received, she completed her #100wikidays personal challenge (writing one new article a day, every day no matter what, for 100 days straight).

Finance

WIKIMEDIA
FOUNDATION

CHECK IN
Oct 2017

TEAM/DEPT
Finance

PROGRAM
Internal Financial Mgmt Process

GOAL: Internal Financial Management Process

What is your objective?	Who are you working with?	What impact / deliverables are you expecting?
(1) Budget managers and stakeholders receive accurate and timely financial data throughout the year. **(2)** The Foundation has an accurate and dynamic forecast of the end-of-year financial position that incorporates all recent financial data. **(3)** The Foundation can accurately budget and track spending.	**LAST QUARTER** With budget managers & C-Team to provide budget to actual updates, and to check in for any upcoming changes with financial impacts. With Procurement to monitor/control new/recurring services indicated within our current Annual Plan With all budget managers to created additional modules and training videos on accounting tool to facilitate a better budget management process	- We facilitated the ability of departments operationalize their spending plans and monitor their financial results against those plans - We monitored and repurposed resources to promptly resolve current and future resource challenges - We continually reviewed and adjusted our macro-level plan in response to new information, new opportunities, and new needs - We provided clarity on financial status and enabled effective resources management & utilization
	NEXT QUARTER Create a cross departmental program cost allocation tracking system Continue with objectives indicated above.	- We will collaborate with Accounting and Talent & Culture to track and understand personnel allocation cost on cross departmental programs. - We will continue to provide guidance and support to budget owners and ensure clear execution of the planning and spending in this fiscal year

STATUS: OBJECTIVE IN PROGRESS

GOAL: Completion of Annual Financial Audit

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
To complete FY 16-17 financial Audit and obtain a clean audit report and opinion from Auditors	**LAST QUARTER**	
	Finance, Legal and Talent & Culture.	• A clean audit opinion from auditors without significant deficiencies and material weaknesses and no significant adjustments. • The audit report and results were presented, discussed and approved by the Audit Committee and signed off by the auditors. There were no issues with the accounting of our financial records
	NEXT QUARTER	
	Communications	• Communicate to key audiences (Internal Management, Board, Communities, Public) that our financial processes are sufficiently designed and carried out and that our financials are prepared in accordance with accepted accounting principles. • Finalize Audit Report FAQ

STATUS: OBJECTIVE COMPLETED

OIT October 2017 Check In

WIKIMEDIA

FOUNDATION

GOAL: Basic Communication + Security Trainings during OnBoarding

What is your objective / workflow?	Who are you working with?	What impact / deliverables are you expecting?
Provide basic training on our communication and security tools for recently OnBoarded Staff	**LAST QUARTER**	
	OIT + Security + Legal	• After the move - we will continue training and establish biannual Brown Bags for up to date security practices • Create a work environment of Best Security Practices
	NEXT QUARTER	
	OIT + Security	• Update current materials • Expand on training for phishing emails (in alignment with Security annual plan)

STATUS: OBJECTIVE IN PROGRESS

CHECK IN
October 2017

TEAM/DEPT
OIT/F&A

SCORECARD
Tickets

CREATED	Q1 2017-2018		Q4 2016-2017			
	Ticket for Current Qtr	% of ticket for this quarter	Ticket for Prev Qtr	% of ticket for prev quarter		Type of Tickets compare to Prev Qtr (Increase/Decrease)
Support	153	42%	156	37%		-2%
A/V	32	9%	54	13%		-41%
Google	66	18%	104	24%		-37%
Systems	32	9%	40	9%		-20%
Security	48	13%	33	8%		45%
On/Off Boarding	35	10%	39	9%		-10%
Tickets created	366	100%	426	100%		-14%