Chief Administrative Officer Update

Todd M. Tolbert, CAO

CAO Office Background

- **Responsibilities:**
  - Understand, link and align organizational needs with operational, business and financial requirements and realities.
  - Orchestrate the development of operational plans and direct the implementation of actions toward achieving organization goals.
  - Implement business process and systemic initiatives designed to enhance individual and organizational knowledge and performance.
  - Establish processes and monitor progress toward achieving operational and financial goals

- **Current Work:**
  - Business Process Review Mitigation – 13 Projects underway resulting from Cohn Reznick Review
  - Budgeting & Forecasting – Devising new processes, Developed requirements for B&F System, Working closely with Sandy to deliver a better, more transparent process
  - Leading or Participating in several System / Data Reviews and Remediation Projects – Including AMS, Website, Grants / Fellowships
  - Strategic Leader for Information Technology Team and the Three Year Technology Improvement Plan project

Business Process Remediation Update

- **13 Projects recommended by Cohn Reznick BPR which are being worked on by a cross-organization team, managed by the CAO office.**

- **Eight of thirteen projects were started, two of thirteen have been prioritized for mid- to end of 2016 starts, and three are still in discovery phase and need some inputs from other projects.**

- **Three projects are completed as of this meeting.**

- **Overall goals are to streamline activities, provide for better transparency (financial and progress) and continue to strengthen the the organization through solid and predictable process.**

The Internet Society

Three Year Technology Improvement Plan (TYTIP)

- **TYTIP was approved by the BoT in November 2014 for the 2015 – 2017 Fiscal Years.**

- **2015 was the year to plan, get foundational work in place and identify key areas to progress.**

- **We have kicked off major initiatives in 2016; including a review of our AMS system, the Website Redesign with Strategic Communications, planning of an Intranet system and planning for InterCommunity 2016, to name a few.**

- **As envisioned in 2014, some of the TYTIP funds will facilitate technology spending in support of the Business Process projects (such as the Budgeting and Forecasting tool) and other business intelligence needs in 2016 and 2017.**

Questions? and Thank You