

On Monday, January 7, Laura sent a message announcing the creation of a new BI division that will report to me and explaining how the new BI division will evolve over time. I wanted to give you a few details about the transition plan and make some announcements about some initial staff reporting changes and opportunities.

We see the transition occurring in roughly three stages.

- First, we will focus on solidifying the M-Reports team. With M-Reports going into production last week, it's important for us to establish this team now.
- Second, we will move the Data Administration/Data Delivery (DA/DD) group reporting line from Mike Loviska to me in March. Until then, DA/DD will continue to report to Mike via Peggy Bennett. This allows us to focus on the transition items for M-Reports first and reduces impact to DA/DD in the short term. Peggy will continue to lead DA/DD both before and following the transition. I will be working with Mike and Peggy to transition DA/DD to the BI division.
- Third, we will begin to define the mission, vision, goals and organizational structure for the new BI division. The resulting BI division will not be a simple merger of the DA/DD and M-Reports teams. The expectation is we will have this defined by July 1.

So, let's move back to the first step in the transition. We have decided the initial size for the M-Reports team will be 9 FTE. After defining the necessary team structure needed to support M-Reports and talking to the individuals who have been working full-time or near full-time on the team for quite a while and to their current managers, we have identified the initial staff for this team:

- Holly Nielsen, Assistant Director
- Tom Amerman, Application Development Manager
- Erin Kassa, Application Developer
- Jeff Wixon, Application Developer
- Mike Lawson, Application Developer
- Michael Sheppard, Application Developer
- Ruby Nugent, ERP Business Systems Analyst (50%; Ruby has a 50% appointment)

We have three openings on the M-Reports team:

- ERP Business Systems Analyst
- ERP Business Systems Analyst (50% appointment)
- Application Developer

Transition details for the other teams the new M-Reports members are leaving are being worked out on an individual basis. This may create some opportunities for MAIS staff on other teams as we make these moves.

Many other individuals are contributing to the M-Reports team in a variety of ways (e.g., supporting the infrastructure, user interface design, content development) and they will continue to contribute to M-Reports as appropriate.

The progress of our BI projects and the creation of a BI division are tangible evidence of our progress on this critical initiative. Please join me in welcoming the new BI division into MAIS. If you have any questions, please contact me.

Thank you,

John