Division of Finance
ADAPT '25 Initiative Timeline
Prepared 10/11/24

	FY25				FY26	
	Q1 ending 9/30/24	**Q2** ending 12/31/24	**Q3** ending 3/31/25	**Q4** ending 6/30/25	**Q1** ending 9/30/25	**Q2** ending 12/31/25
PROCURE-TO-PAY SYSTEM IMPLEMENTATION						

Unimarket
  Pre-Implementation:
    Project Team Assembled
    Supplier Adoption
	✔	✔				

Unimarket
  Pre-Implementation:
    Project Team Assembled
    Supplier Adoption Continues
		✔				

Unimarket
  Pre-Implementation:
    Supplier Adoption Continues
    Business Process Analyses
			✔	✔		

Unimarket
  Implementation & Integration:
    System Configuration Begins
			✔			

Unimarket
  Implementation & Integration:
    System Configuration Ends
    Functional Testing
			✔	✔		

Unimarket
  Implementation & Integration:
    Training
    Soft Go-Live
			✔	✔		

Unimarket
  Implementation & Integration:
    Training
    Full Go-Live
				✔	✔	

TRAVEL MANAGEMENT SERVICES						
Shorts Travel Management - Athletics **Implementation Begins**	✔					

Shorts Travel Management - Athletics
  Training
  Implement Online Booking Tool
  Full Launch
		✔				

Collegiate Travel Partners - Non-Athletics **Scope of Work Finalized**		✔				

Collegiate Travel Partners - Non-Athletics
  System Configuration
  Training
  Soft Launch
		✔				

Collegiate Travel Partners - Non-Athletics
  Training
  Full Launch
			✔			

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POLICIES AND PROCEDURES						
Credit Card		✓				
Travel & Employee Business Expenses		✓	✓			
Procurement (Includes Contracts & Bidding)		✓	✓	✓		
Fiduciary Responsibility				✓		
Employee Versus Independent Contractor			✓	✓		
Finance Document Retention				✓	✓	
WEBSITES						
ADAPT '25 (new)		✓				
Office of the CFO		✓				
Purchasing		✓	✓			
Accounts Payable		✓	✓			
Bursar		✓				
Payroll			✓			
Budget			✓			
Financial Systems			✓			
General Accounting			✓	✓		
Grant Accounting			✓	✓		