

BUDGET DIVISION WEB SERVICES

Internet development under the Office of the Senior Vice President for Finance and Administration was organized to facilitate development of a web presence for the various operating units and to provide a focal point for units to apply web technologies and services to better fulfill their job functions. The overall goal is to utilize the web to better conduct campus operations of all units.

The purpose of this program is to assist managers in meeting units' responsibilities. Among the many benefits of the web, some basic advantages include: ease of access to information, immediate dissemination of information, and variety of formats for display of information and reduction of operating costs. Additionally, utilizing services of the web enable units to better meet user needs by communicating more efficiently and effectively.

Key tenets of the program are:

- Utilize existing web technologies to enhance service.
- Leverage web technologies for all operating units.
- Utilize the creativity and flexibility of web technologies.
- Maintain a common look and feel that defines professionalism and purpose of the Senior Vice President.
- Provide infrastructure that is consistent and state-of-the-art.
- Introduce new services for feasibility of use by units.
- Implement new services as requested/desired.
- Maintain liaisons within operating units and university-level concerns.

Summary of Major Accomplishments for FY 2010:

- Development was completed on an electronic EPA Audit questionnaire for the Environmental Safety Division. The questionnaire will gather departmental information for environmental compliance. Included with the creation of this electronic questionnaire is a maintenance and reporting tool to review, process and archive collected data.
- An application was completed for the Office of Security and Emergency Preparedness. The Event/Presentation Tracking application was developed to maintain all event/presentations that the Office of Security & Emergency Preparedness is responsible for. All details of the presentation are stored including title, date, presenter(s), location, total number of attendees, length of time of the presentation, brochures, listserv contacts and other materials. The information is used to produce yearly auditing reports.
- Development was completed for Contracts and Grants on a Grants Administrator online search tool. This tool allows users to search by department or agency for their Grants Administrator contact.

Summary FY 2011 Goals:

- Development is set to begin on a web-based Directory Assistance system to replace the current outdated system. The university community depends on Directory Assistance for fast and accurate contact information for faculty, staff and students.
- Development will begin on a web-based Digital Imaging Search Tool for the Accounts Payable, Payroll and Procurement Offices. This tool will allow office users to search and retrieve previously scanned and archived documents for viewing.
- The Office of Security & Emergency Preparedness is responsible for the campus AED program oversight and record keeping of the University of Georgia's Automatic Electronic Defibrillator (AED) program. Development will begin on a web-based application to track specific aspects of the AED program relating to the AED Policy. This database application will provide the oversight committee with the following information:
 - Review of departmental requests for AED purchase.
 - Assist in providing recommendations for AED placement.
 - Maintain documentation of all AED units, locations and AED Site Coordinators.
 - Provide annual inspections of AED units, paperwork and verify that each AED location maintains an AED Site Coordinator.
 - Coordination with UGA Procurement regarding AED vendor selection.
 - Maintain a map of campus AED locations and provide AED locations to the local EMS provider and the UGA Police Department.
 - Review of each use of an AED incident to ensure that appropriate response policies and procedures were followed, with a report sent to the AED Oversight Committee.
 - Ensure that the AED vendor is notified after an AED is used in order to assist with the download of information, check the unit and to replenish supplies.
 - Maintenance of records pertaining to the AED policy and UGA AED Oversight Committee
 - Updating of all AED policy, forms and resource information for users.
 - Coordination of the annual AED Oversight Committee meetings.
 - Collection and record-keeping duties associated with AED registration information, user training documentation and Post-Incident Report forms.

WEB AND IT SERVICES ORGANIZATION CHART

