Cost Containment Identification Process

Purpose:
To identify, collect and report all cost savings and cost containment initiatives at the University.

Usage:
Cost containment data is used for internal communications, media and public relations, donors, state reporting and more.

Process:
In general, each division is responsible for identifying cost containment efforts in their area and entering those actions and any associated savings into this common database through the web interface. When a unit determines that a cost containment or cost savings action has taken place, they should have their unit financial personnel estimate the amount of the savings and enter the item into the database. If the change does not have an identifiable cost savings, it too should be entered into the database at a zero amount. Cost containment actions such as service improvements or operational changes that create efficiencies would fall into this category.

Criteria for Cost Containment / Savings Items:
While the primary objective is to identify actions that lead to either permanent or one-time savings, we also want to capture service improvements or actions that help contain future costs. In many instances, savings produced by these actions are absorbed by other priorities in the department, unit or division. However, the action or initiative should still be reported. Listed below are the categories that will be used to identify cost containment/savings activities. Categories are separated into those for departmental use and those for central administrative use.

General Department Categories:

• Re-organizations - Any re-organization effort that includes position eliminations, reduction in hours or labor costs, operating expenses etc., should be included in this category.

• Process re-engineering - Any re-engineering initiative that reduces expenses should be included in this category. Examples include processes or system implementations that reduce compensation and/or other operating expenses. Also included here would be service improvements and other actions that help hold down or contain future costs, but where the action cannot be quantified with a savings figure.
• Outsourcing / Partnerships - Any outsourcing initiatives or partnership activities that lead to an identifiable reduction in costs to the University should be included in this category.

Central Administrative Categories:

• Utilities/Energy Conservation Initiatives
• Employment and Benefit Initiatives
• Technology/Telecommunications initiatives

Other:

• Any cost containment or savings action that doesn’t fit into an existing category.

Timing:
Departments should submit their cost containment items as soon as they are aware of them.

Database Fields:

Unit (School, College or Department)
Initiative Name
Detailed Description of Initiative
Category (Selection)
Permanent or One-Time (Selection)
Estimated Savings or Reduction of Future Costs Amount
Month / Year Action initiated
Contact Person Name
Contact Person E-mail
Click Cost Containment
Click **Cost Containment Database**
Budget Office Web Tools
This page is designed to allow staff from the Budget Office to perform certain web based functions. All access is logged and monitored.

NetID: 
Password: 

Enter

For more information about your NETID please go to the NetID Management website.

Type your NetID (email) and password, then click the ENTER

Budget Office Web Toolbox

Select the Budget Site Web Tool you’d like to use:

Cost Containment Submissions

You are currently logged in to edit

LOGOUT

Click GO next to Cost Containment Submissions
To VIEW Existing Submissions:

Verify or change Unit. Click to change the Unit.

Verify or change Period that the savings takes place in or was initiated. Click to change the Period.

All submissions which have been entered for the displayed Unit and Period will show.
Cost Containment Submissions

Below please find the Cost Containment Efforts you've entered for your unit. To add a Cost Containment Effort, click the ADD icon.

For questions regarding the content of Cost Containment submissions, please contact Michele Knox (knox2@oakland.edu).

UNIT: Budget and Financial Planning
PERIOD: January - March 2017

To ADD a new submission:
Verify or change Unit. Click to change the Unit.
Verify or change Period that the savings takes place in or was initiated. Click to change the Period.
Click Add
ADD A COST CONTAINMENT EFFORT

Units:  Budget and Financial Planning

Reporting Period:  January - March 2017

Initiative Name:

Detail Description of Initiative:

Category: (descriptions)

Permanent or One-Time:

Estimated Annual Savings or Reduction of Future Costs Amount (whole numbers only, round to nearest dollar, please do NOT include dollar signs ($) or commas (,)):

Amount Notes:

Month/Year Initiated (mm/yyyy):

Contact Person Name:

Contact Person Email:

Enter requested data and then click ENTER