

# MEMO

**DATE:** March 25, 2021  
**TO:** Adaptive Planning Users  
**FROM:** Teri Kinnunen, Manager, Corporate Budgeting  
**SUBJECT:** Adaptive Planning – New MS Teams Site for Resources and Call for Enhancement Requests

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**Please share this memo with the appropriate staff in your department.**

Adaptive Planning was implemented at the College a little over a year ago and we would like to focus on continuous improvement of the system to ensure it is meeting the needs of our College community. One of the first steps was the formation of the Adaptive Planning Advisory Group (APAG) which is part of the overall Workday Governance Model. This group is represented by various areas of the College with a focus on ensuring the optimal management of Adaptive Planning at the College. The Advisory Group members are as follows:

- Teri Kinnunen
- Emily Woods
- Cristy Montgomery
- Nathan Sassi
- Sarah Aikin-Ayre
- Dave O’Grady
- Robert Powell
- Lidia Mirakhmedov (resource)

One of the first priorities of this group is forming a list of enhancement requests to be reviewed, approved and prioritized for implementation. To facilitate the collection of enhancement requests, a new MS Teams site for all Adaptive Planning resources has been created.

## **New MS Teams Site for Adaptive Planning Resources**

Effective Friday, March 26, 2021, all College employees who have the Adaptive Planning role assigned to them in Workday, will be provided access to the new MS Teams site titled

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**“FIN Adaptive Planning Resources”**. This site will provide all Adaptive Planning resource material including Quarterly User Guides, Training Materials, communication as well as the Enhancement Request Form. Over the coming months, the Corporate Budgeting team will continue to work on adding additional material to this new MS Teams site.

## **What are Adaptive Planning Enhancements?**

We are soliciting your feedback at this time for any suggested changes or improvements to Adaptive Planning to add value to the user experience of the system at the College.

## **Enhancement Request Process**

Enhancement requests can be submitted at any point throughout the year and the process consists of the following steps:

1. Visit the new MS Teams site titled “FIN Adaptive Planning Resources”.
2. To access the form, select the Enhancement Requests channel on the left, and then select the Adaptive Planning Enhancement Request tab at the top.
3. Complete the form and hit Submit. The request will then be reviewed by the Corporate Budgeting team including any follow up questions to the requestor if required.
4. Any requests deemed to be an enhancement, will be presented to the Adaptive Planning Advisory Group for review, consideration and prioritization.
5. If funding is required for implementation of an enhancement request, additional consideration and approval will be required.
6. Projects with a higher prioritization ranking by the Adaptive Planning Advisory Group will commence first.

If you have any questions or concerns, please contact [Teri Kinnunen](#), Manager, Corporate Budgeting.