

# Project Fast Lane (PFL) Update

April 2023

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## Overall Status

- Significant progress was made in March across all project workstreams.
  - Overall, the project is on schedule, but the Design Phase for the Pre-Travel Authorization and Travel Registry Workstream has been extended for 2 weeks to complete campus discussions.
  - We are still on track to be ready for a summer pilot of the new travel and expense processes.
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## Functional Workstream Update

- 73 functional design decisions were identified during the design phase. In March, discussions continued with Controllers and key stakeholder groups to review and validate design decisions.
  - The critical Travel Booking and Expense Reporting Workstream design decisions have been validated, so that workstream will transition to the Configuration Phase.
  - The Pre-Travel Authorization and Travel Registry design phase has been extended by 2 weeks to complete all campus discussions and validate all critical design decisions.
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## Technical Workstream Update

- In March, the Technical Workstream Team identified the all of the integrations required for the future T&E processes.
  - The Team identified an initial approach and requirements for each integration. The Team will focus next on developing the most critical integrations.
  - A Working Group was organized to design the approvals needed for the future technology. The approval designs will now be incorporated into the technical and functional workstreams.
  - In April, an Accessibility Workstream will be organized.
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## Change Management Workstream Update

- We formalized the Change Management workstream and designated an internal lead to coordinate all activities.
- Plans are being developed across several change management activities, including a campus Readiness Assessment/Change Management Plan, a Training Plan, a Rollout Strategy, and additional campus communication.
- Questions and Answers are continually updated on the project website

## Questions and Support

- Check out the [project website](#) for updates
- For additional support please contact David Nero at [dnero@umassp.edu](mailto:dnero@umassp.edu)