



Zero Based-Budget Exercise

Background:

New Budget Model: As part of Purdue University Northwest's (PNW) strategic reassessment initiative, we have developed an incentive-based budget model (IBBM) as a new approach to effectively aligning resources to support our core mission, strategic priorities and allocate resources to activities that promote student success. IBBM is an effective tool to manage our resources.

What is Zero Based-Budgeting?

A zero-based budget (ZBB) is built from zero (start from scratch) to help verify that all components of the budget are cost-effective, relevant and the resources are aligned with the organization's core mission and priorities. ZBB requires units to justify all expenditures, even ones that have been around for decades.

Purpose: Zero Based-Budget Exercise:

Prior to the full implementation of our new budget model a determination of the appropriate level of resources needed to support student success is required. The Services Centers' incremental budgets are based on the previous year's funding and may not reflect changes to institutional priorities. This ZBB exercise will assist with identifying the right (Right Fit) level of services and resources to support our core mission, strategic priorities and promote student success.

For additional Information on the Incentive Based-Budget Model:

<https://www.pnw.edu/business-services/incentive-based-budget-model/>

Zero Based-Budget Exercise

Please enter department information, if not prepopulated. A list of Service Center departments can be found under the Dept - Funded Program List tab.

Vice Chancellor/Business Area:

Department/Funded Program # :

Department/Funded Program Name:

Each department/funded program must complete a separate ZBB template. A list of departments/funded programs by Vice Chancellor/Business Area can be found under the "Dept. - Funded Program List" tab.

Service Centers Descriptions and Outcomes

Please briefly describe the functions and/or services your department would provide at the following levels and the outcomes or outputs.

- 1. Basic** - the minimum function and/or service to support the core mission and strategic priorities.
- 2. Expected** - the average or usual function and/or service to support the core mission and strategic priorities.
- 3. Desired** - the above and beyond expected function and/or services to support the core mission and strategic priorities.

To be completed by the Department Head:
Please provide a clear and concised description and outcomes of the major services and/or functions your department performs. Each service level section (basic, expected and desired) must be completed. All outcomes must be a measurable achievements resulting from the activities of the services and/or functions performed.

Department/Funded Program Name:

Basic Description:

Outcome/Output:

Expected Description:

Outcome/Output:

Desired Description:

Outcome/Output:



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Services Centers Descriptions and Outcomes

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Department/Funded Program Name:

Basic Description:

Outcome/Output:

Expected Description:

Outcome/Output:

Desired Description:

Outcome/Output:



To be completed by Business Management Office Only.

Zero-Based Budget Exercise

Vice Chancellor/Business Area: _____
 Department/Funded Program # : _____
 Department/Funded Program Name: _____

	Personnel Costs											
	Unit Costs - Basic Function or Service Level				Unit Costs - Expected Function or Service Level				Unit Costs - Desired Function or Service Level			
	# of Employees	Salary Costs	Fringe Benefits	Total	# of Employees	Salary Costs	Fringe Benefits	Total	# of Employees	Salary Costs	Fringe Benefits	Total
Mgmt/Admin/Prof	0.00	\$0	\$0	\$0	0.00	\$0	\$0	\$0	0.00	\$0	\$0	\$0
Management	0.00	\$0	\$0	\$0	0.00	\$0	\$0	\$0	0.00	\$0	\$0	\$0
Staff	0.00	\$0	\$0	\$0	0.00	\$0	\$0	\$0	0.00	\$0	\$0	\$0
Clerical	0.00	\$0	\$0	\$0	0.00	\$0	\$0	\$0	0.00	\$0	\$0	\$0
Service	0.00	\$0	\$0	\$0	0.00	\$0	\$0	\$0	0.00	\$0	\$0	\$0
Graduate Student (FTE)	0.00	\$0	\$0	\$0	0.00	\$0	\$0	\$0	0.00	\$0	\$0	\$0
Student	0.00	\$0	\$0	\$0	0.00	\$0	\$0	\$0	0.00	\$0	\$0	\$0
Temporary	0.00	\$0	\$0	\$0	0.00	\$0	\$0	\$0	0.00	\$0	\$0	\$0
Total - Personnel Costs	0.00	\$0	\$0	\$0	0.00	\$0	\$0	\$0	0.00	\$0	\$0	\$0

	Other Costs					
	Unit Costs - Basic Service Level		Unit Costs - Expected Service Level		Unit Costs - Desired Service Level	
	Description	Total Costs	Description	Total Costs	Description:	Total Costs
Costs: Category 3	Subscriptions & Memberships	\$0	Subscriptions & Memberships	\$0	Subscriptions & Memberships	\$0
	Energy & Utilities	\$0	Energy & Utilities	\$0	Energy & Utilities	\$0
	Information Technology	\$0	Information Technology	\$0	Information Technology	\$0
	Merchandise for Resale	\$0	Merchandise for Resale	\$0	Merchandise for Resale	\$0
	Professional, Legal & Consulting	\$0	Professional, Legal & Consulting	\$0	Professional, Legal & Consulting	\$0
	Rentals, Repairs & Maintenance	\$0	Rentals, Repairs & Maintenance	\$0	Rentals, Repairs & Maintenance	\$0
	Supplies, Services & Minor Equip.	\$0	Supplies, Services & Minor Equip.	\$0	Supplies, Services & Minor Equip.	\$0
	Taxes & Insurance	\$0	Taxes & Insurance	\$0	Taxes & Insurance	\$0
	Travel & Entertainment	\$0	Travel & Entertainment	\$0	Travel & Entertainment	\$0
	Other Expenses	\$0	Other Expenses	\$0	Other Expenses	\$0
	Total - Other Costs	\$0	Total - Other Costs	\$0	Total - Other Costs	\$0

Total Basic Service Level \$0

 Total Expected Service Level \$0

 Total Desired Service Level \$0

Pilot:

1850000000 - VC Information Services - Admin
2050000000 - Honors College Admin
3350000000 - VC Enrollment Mgmt & Student Affairs Adm
3450000000 - VC Finance & Administration Admin
2850000000 - Equity/Diversity Admin
3150000000 - Chancellor Admin
3550000000 - VC for Academic Affairs Admin
1550000000 - Academic Programs Admin
1552000000 - Grad School
2150000000 - Intercollegiate Athletics Admin
2150010000 - Athletic Training

Group II:

1851000000 - Library
1852000000 - TIS - Tech Info Structure
1854000000 - Ofc of Inst. Technology/Audio Vis
1855000000 - Enterprise Application Systems
1856000000 - Customer Service Center
1857000000 - Information Services Security
3351000000 - Registrar
3352000000 - Financial Aid
3353000000 - Admissions & Recruitment
3354000000 - EMSA Reporting & Op
3355000000 - Testing Services
3356000000 - Counseling Ctr
3357000000 - Dean of Students
3359000000 - Student Life
3360000000 - Disability Access
3361000000 - Veteran Services
3362000000 - New Student Orientation
3364000000 - Career Center
2750000000 - Institutional Effectiveness Admin
2751000000 - Institutional Research

Group III:

2250000000 - Finance & Bus. Services Admin
2251000000 - Business Managers
2252000000 - Accounting & Budget
2253000000 - Purchasing Gen Serv
2254000000 - Bursar
2350000000 - Facilities & Grounds Admin
2353000000 - CAL - Grounds
2354000000 - NC Grounds
2355000000 - Maintenance
2356000000 - NC Maintenance
2359000000 - Cal Building Services
2360000000 - NC Building Services
2450000000 - HR Admin

2550000000 - Public Safety Admin
2551000000 - University Police
2552000000 - NC University Police
2650000000 - Campus Planning & Space Management Ad
3850000000 - Academic Support & Development Admin
3852000000 - Sponsored Programs
3853000000 - Academic Center for Excellence

Group IV:

21510000 - Sports Information
21520000 - Womens Basketball
21530000 - Mens Basketball
21540000 - Mens Baseball
21550000 - Mens Cross Country
21560000 - Womens Cross Country
21570000 - Mens Golf
21580000 - Womens Golf
21590000 - Mens Soccer
21600000 - Womens Soccer
21610000 - Mens Tennis
21620000 - Womens Tennis
21630000 - Womens Softball
21640000 - Womens Volleyball
21650000 - Cheer Team
21660000 - Dance Team
21670000 - Fitness Center
21680000 - Intramurals & Building Mgmt
21690000 - Club Sports