| **DEPARTMENT / UNIT EFFICIENCIES** |
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| **DEPARTMENT NUMBER:**  | **DEPARTMENT NAME:** |
| **PRIMARY CONTACT NAME:**  | **PRIMARY CONTACT PHONE:** |
| **In a period of constrained resources, the re-alignment of existing resources and program efficiencies is often the best way to fund strategic priorities.****As a part of the budget process, the Office of Budget Management needs your****assistance in gathering university data regarding departmental efficiency best practices** **and cost avoidance strategies.** |
| **Please respond to the following questions and provide supporting documentation as needed:** |
| **1.**  Please list examples of best practices that you have implemented for efficiency and cost avoidance within the past year or for future implementation? Please quantify the savings or cost avoidance if possible. |
| **2.** What types of metrics do you use to quantify the efficiency or cost avoidance practices of your unit/department? Please include tools and process for data collection as well as measurement outcome. |
| **3.** Do you have historical data and peer comparisons of your measurements? Please provide your comparison data. |
| **4.** How have you addressed Core Quality Goal 10D for your unit/department? What were the results or actions taken, if any? (Goal 10D: The university will consistently evaluate the effectiveness of programs and the potential of new initiatives in making resource-related decisions, “sunsetting,” combining, or streamlining in the interest of improved performance and based on established criteria.). |

Form available on-line:

[**https://www.jmu.edu/budgetmgmt/forms/index.shtml**](https://www.jmu.edu/budgetmgmt/forms/index.shtml)