

3. Business process reengineering activity As-Is process for Issuance of Conditional Grants to Private Universities.

Step	Activity	No. of Days	Actor	Issues identified
1	Write a letter requesting for submission of data for Government Sponsored Students (GSS) enrolled in the Universities	1	Head of Grants Management Department	Why, who does it, when, where, what and how.
2	Signing of the request letter	1	CEO	
3	Sending the letters to the respective universities	1	Head of Grants Management Department	
4	Awaiting to receive data from universities on GSS enrolled	14	Head of Grants Management Department	
5	Submission of the received data to the Kenya Universities and Colleges Central Placement Services (KUCCPS)	1	Head of Grants Management Department	
6	Awaiting for the validated data from KUCCPS	3	Head of Grants Management Department	
7	Clustering of the student data into their respective clusters to facilitate apportionment of funds	5	Head of Grants Management Department	
8	Preparation of the apportionment schedule for presentation to the Planning, Research and Resource Mobilization Committee board.	1	Head of Grants Management Department	

9	Presentation of the apportionment schedule to the Planning, Research and Resource Mobilization Committee.	1	Head of Grants Management Department	
10	Review the apportionment schedule before recommending to the full board for approval	1	Planning, Research and Resource Mobilization board committee	
	Incorporate amendments made by the Planning, Research and Resource Mobilization Committee before presentation to the full board	1	Head of Grants Management Department	
11	Presentation of the apportionment schedule to the full board for approval.	1	Chairperson of Planning, Research and Resource Mobilization board committee	
12	Approval of the apportionment schedule by the board of trustees	1	Full board	
13	Write a letter forwarding the approved apportionment schedule to the Ministry of Education for disbursement of funds.	1	Head of Grants Management Department	
14	Signing and forwarding of the forwarding letter	1	CEO	
		34 days		