

Business process reengineering activity As-Is process for provision of funds for financing universities.

Step	Activity			Necessary/Not Necessary
1	Initiate the process of requesting for submission of data for Government Sponsored Students (GSS) enrolled in the Universities	Why	To start the data collection process	Necessary
Who		Head of Grants Management Department		
What		The request letter		
Where		Online or in the office		
When		The beginning of the process		
How		Email		
2	Signing of the request letter	Why	To authenticate the letter	Necessary
Who		The CEO		
What		The Letter		
Where		Online or in the office		
When		1 day after the request is made		
How		On the letter		
3	Sending the letters to the respective universities	Why	To enable them start working on their data	Necessary
Who		Head of Grants Management		
What		The letters		
Where		To the universities		
When		Immediately the letters are signed		
How		Via Email		
4	Awaiting to receive data from universities on GSS enrolled	Why	To begin the validation process	Necessary
Who		Head of Grants Management Department		
What		The data		
Where		The Universities Fund		
When		After 14 days of sending the letter		
How		Via email		

	Request data updates from KUCCPS			
5	Submission of the received data to the Kenya Universities and Colleges Central Placement Services (KUCCPS)	Why	For validation of the data	Can be addressed by the system being put in place now. Also add another step to request the data from KUCCPS
		Who	Head of Grants Management	
		What	The student data	
		Where	KUCCPS	
		When	1 day after receiving data from the universities	
		How	Via email	
6	Awaiting for the validated data from KUCCPS	Why	To begin the clustering process	Can be removed
		Who	The Grants Management Department	
		What	The validated data	
		Where	The Universities Fund	
		When	5 days after sending the data to KUCCPS	
		How	Via email	
7	Clustering of the student data into their respective clusters to facilitate apportionment of funds	Why	To facilitate apportionment of funds	Can be automated by the system.
		Who	Head of Grants Management	
		What	Clustering of courses	
		Where	The UF offices	
		When	1 day after receiving the data from KUCCPS	
		How	Using Excel	
8	Preparation of the apportionment schedule.	Why	To determine how much each university receives	Necessary
		Who	Head of Grants Management	
		What	The preparation of apportionment schedule	
		Where	The UF offices	
		When	5 days after beginning of the clustering	
		How	Using Excel	
9	Presentation of the apportionment	Why	For their review and forwarding to the full board	Necessary

	t schedule to the Planning, Research and Resource Mobilization Committee.	Who	Head of Planning, Research and Resource Mobilization Board Committee	
		What	The apportionment schedule	
		Where	Board Meeting	
		When	During the Board Meeting	
		How	Online	
10	Review the apportionment schedule before recommending to the full board for approval	Why	To ensure fairness	Necessary
		Who	Chair of Planning, Research and Resource Mobilization Board Committee	
		What	The apportionment schedule	
		Where	Board Meeting	
		When	During the Board Meeting	
		How	Online	
11	Incorporate amendments made by the Planning, Research and Resource Mobilization Committee before presentation to the full board	Why	For fairness of apportionment of the funds to universities	Necessary
		Who	Head of Grants Management	
		What	The apportionment schedule	
		Where	The UF offices	
		When	1 day after the committee board meeting	
		How	On Excel	
12	Presentation of the apportionment schedule to the full board for approval.	Why	For adoption of the schedule	Necessary
		Who	Chair of Planning, Research and Resource Mobilization Board Committee	
		What	The apportionment schedule	
		Where	Full Board Meeting	
		When	During the Full Board Meeting	
		How	Online	

13	Approval of the apportionment schedule by the board of trustees	Why	For forwarding to the Ministry of Education for disbursement	Necessary
		Who	Chairperson of the Board of trustees.	
		What	The apportionment schedule	
		Where	Full Board Meeting	
		When	During the Full Board Meeting	
		How	Online	
14	Write a letter forwarding the approved apportionment schedule to the Ministry of Education for disbursement of funds.	Why	To forward the apportionment schedule to the Ministry of Education	Necessary however in case of operationalization of the Fund can be replaced by the actual disbursement of Funds to Universities
		Who	Head of Grants Management Department	
		What	The letter	
		Where	The UF Office	
		When	1 day after approval by the Board of trustees	
		How	Email	
15	Signing and forwarding of the forwarding letter	Why	For accountability	Necessary however in case of operationalization of the Fund can be replaced by the approval of the disbursement of Funds to Universities
		Who	The CEO	
		What	The letter	
		Where	Online or in the office	
		When	1 day after receiving the letter from the Head of Grants Management	
		How	On the letter	

