

**VPF Community Forum  
March 17, 2009**

**Idea-generation**

Automate Paper-based Systems

- Electronic archiving, using a tool like Ixos or Snag-it
- Electronic travel reporting
- Electronic RFPs
- Direct deposit for travel reimbursement and RFPs
- Academic appointment and change forms
- Online reconciliation of SAP accounts
- Digital fax

Stop Printing

- Summary Statement – default should be no printed statements
- DACCAs
- Budget authorizations
- Large print jobs
- MIT Bulletin
- Stop printing everything that is available electronically

Opt-in, Opt-out

- Telephone directory
- MITAC newsletter

Other

- Provide targeted lists for mailings to minimize print runs

**Forces for, Forces Against**

Forces For

- Sustainability/environment
- Speed of communication
- MIT culture is one of high engagement with electronic processes
- Cost savings (long-term)
- Compliance: Better records, better performance
- Consistency
- Online resources may be easier to maintain
- Remove the crutch of paper
- Improved systems would elevate issues for common solutions
- Decreased need for storing hard copy data
- Greater efficiency
- Reduce copy costs
- Reduce shredding, storage, recycling, rubbish

- One-stop shopping, consolidated information
- We can leverage the current environment to encourage change

#### Forces Against

- Log ins, passwords
- Tradition
- Compliance if hard copies are required
- Implementation cost
- MIT culture is one of offering options
- Opt-in would reduce level of communication, reduce awareness of important issues
- Lack of flexibility
- Insecurity, job stability, streamlining ourselves out of jobs
- How long would things be available online?
- Health issues (staring at the screen all day)
- Skepticism based on prior system launches
- Lack of technical access to information and support for those without computers
- Data ownership – who owns the data and responsibility for maintaining it?
- Lack of oversight – unrealized savings
- Need to consistently upgrade local hardware and software to a unified standard
- Payoff might not be worth it