

PROJECT PLAN v 1.4
1-26-2015

PROJECT: Improve Multistate Voluntary Disclosure Program

PROJECT TEAM: Myles Vosberg, ND
Mike Christensen, UT
Christi Daniken, OR
Ted Sharaishi, HI
Anita DeGumbia, GA
Thomas Shimkin, MTC

STAFF: Ben Abalos, MTC
Diane Simon-Queen, MTC

FACILITATOR: Elizabeth Harchenko

PROJECT DESCRIPTION: The purpose of this project is to identify opportunities to improve the MTC Multistate Voluntary Disclosure Program to make it more efficient and effective. The project will involve review of the current process from the perspective of the states, taxpayers and the MTC National Nexus Program staff.
See project description for more details.

TARGET COMPLETION DATE: July 30, 2015

HIGH-LEVEL PROJECT TIME LINE:

- **November 2014** - First team meeting (teleconference). Review project description and project plan and make needed changes. Discuss process for soliciting and capturing ideas for improvement before project work formally begins. Discuss and decide whether to seek input from Nexus Committee during meeting in Nashville (December). **Meeting held November 6, 2014**
- **January 2015** – Teleconference. Review business process improvement concepts. Begin developing detailed description of MVD process. Identify constituents of MVD process; discuss methods for seeking input from constituent groups concerning MVD process description and opportunities for improvement. **Meeting held January 14, 2015**
- **February 11, 2015** – Teleconference. Review feedback from practitioners and state personnel. Review MVD process flow chart; discuss potential priority areas for business process review. Prepare interim report to Nexus Committee.
- **March 12, 2015** – In-person meeting, Kansas City. Review data on timeframes and error correction; begin in-depth focus on areas of greatest opportunity for creating efficiency.
- **April 8, 2015** – Teleconference. Discuss options for change to MVD to streamline, make more efficient and effective. Discuss potential cost and benefit of potential changes.

- **May 13, 2015** – Teleconference. Continue discussion about opportunities for improvement; develop tentative recommendations for change.
- **June 10, 2015** – Teleconference. Decide on recommendations for change to MVD program. Discuss elements for report to Nexus Committee and Strategic Planning Steering Committee.
- **July 9, 2015** - Finalize report and recommendations to Nexus Committee and Strategic Planning Steering Committee.