



Microsoft Teams for Ratio Studies

Deliverance Bougie

Sr. Statistician

November 2019



MS Teams for Ratio Studies

Starting with the 2020 Ratio Study season, the Department of Local Government Finance will implement a new communication tool for the review process.

Microsoft Teams was piloted in the 2019 season with two counties and was found to cut the review time down significantly.



MS Teams for Ratio Studies

- What is MS Teams?
 - Cloudbased
 - Collaboration
 - File sharing



MS Teams for Ratio Studies

- Cloudbased
 - Accessibility from any device
 - Access online or download
 - MS license not required for all members



MS Teams for Ratio Studies

- Collaboration
 - Communicate privately through chat
 - Communicate with the entire team
 - Tag members
 - This prompts a notification for the tagged member to review post
 - Like posts 👍
 - This provides communication to everyone on the team that you have seen the post



MS Teams for Ratio Studies

- File Sharing
 - Upload files for entire team to review
 - Updates to files in real time
 - No need to send new versions of documents
 - Version control



MS Teams for Ratio Studies

- Each county will have their own Team.
- The county will notify DLGF of members.
- Members from the county can include Assessor, vendor (if applicable), as well as the main person of contact for the Ratio Study.
- No one outside of the Team will have access to the Team.
- Invitation to Team will be via email.



MS Teams for Ratio Studies

Communication: Tagging and Liking

Conversations Files Wiki +

March 1, 2019

 **Wilkening, Christopher (Chris)** 2/27 11:46 AM  1

. This is Chris Wilkening and I will be handling your ratio study for this year. I have a question regarding the groupings. According to the narrative, you state: **We grouped commercial/industrial land and improvements for the entire County due to insufficient sales for each township. Our commercial properties are now reviewed and grouped by like**

[See more](#)

▼ Collapse all

 2/27 11:50 AM  2

Wilkening, Christopher (Chris) Sorry those have been corrected. 

 **Wilkening, Christopher (Chris)** 3/1 9:41 AM

Thank you . I see in the new ratio study that there is one industrial improved sale by itself. According to the narrative, all commercial and industrial improved sales were grouped together. If this sale is an error, I can put it into the correct grouping with your permission. Thank you. 

 3/1 9:43 AM Edited  1

Yes you can change the grouping [Wilkening, Christopher \(Chris\)](#)

← Reply



MS Teams for Ratio Studies

Wilkening, Christopher (Chris) 3/6 9:21 AM

Thank you for the submissions. I have one additional question for you.

Could you provide an explanation as to why this occurred? Thank you. **Bougie, Deliverance** Waddell, Julie

Another example of tagging/liking.

- Tag each person who should review the post.
- Like the post when you have reviewed it.
- Hover over the thumb to see who has reviewed the post.



MS Teams for Ratio Studies

▼ Owners (1)			
Name	Title	Location	Role
 Bougie, Deliverance	Statistician 2	N1058(B)	Owner ▼
▼ Members and guests (6)			
Name	Title	Location	Role
 Wood, Barry	Director of Assessmen...	N1058(B)	Member ▼ ×
 Waddell, Julie	Assessor Auditor	N1058(B)	Member ▼ ×
 McKinney, Steve	Assessor Auditor	N1058(B)	Member ▼ ×
 JT Toumey, John	Assessor Auditor	N1058(B)	Member ▼ ×
 C Wilkening, Christopher (Chris)	Assessor Auditor	N1058(B)	Member ▼ ×
 O Oberoi, Chirjeev K	Assessor Auditor	N1058(B)	Member ▼ ×

Multiple members
in the team will help
speed
communication
when someone from
the county is out of
the office.



MS Teams for Ratio Studies

Conversations Files Wiki +

2019 County ...

New Upload Get link + Add cloud storage Open in SharePoint

Type	Name	Modified
	100100 - Wood memo - 2019 Ratio Study Guidance - approved.pdf	3/5/19
XLSX	ValueWorkbook2019 .xlsx	3/5/19
XLSX	SalesRatioStudy i2019.xlsx	3/4/19
XLSX	Copy of Sales Reconciliation 02-16-2019.xlsx	3/4/19
DOCX	2019 Sales Ratio Study Checklist - .doc	3/1/19
XLSX	Checklist Sales Reconciliation.xlsx	3/1/19
PDF	AV Comp Detail 02-26-2019.pdf	3/1/19
XLSX	StudyDuplicateKeys.xlsx	2/26/19
XLSX	Sales Reconciliation 02-15-20191.xlsx	2/25/19
XLSX	Validation changes.xlsx	2/25/19
DOCX	2019 Ratio Study Narrative.docx	2/25/19

- County files will be uploaded to the Teams Files section.
- County files will be updated as needed within the Files section.
- DLGF files will also be shared in the Files section when appropriate.



MS Teams for Ratio Studies

- **IMPORTANT:** When the Ratio Study has been submitted (files uploaded to Teams), post in Conversations and tag Barry Wood, Julie Waddell, and Deliverance Bougie. DLGF will not get notification otherwise. **All files must be included with correct formatting prescribed in Guidance (Ratio Study, Workbook, Narrative, Reconciliation with explanations)**



Ratio Study Process in Teams

- ✓ Submit Ratio Study files in the Teams Files tab.
- ✓ Post in the Conversations tab that the Ratio Study has been submitted, tag Barry Wood, Julie Waddell, and Deliverance Bougie
- ✓ DLGF will acknowledge receipt of your submission.



Ratio Study Process in Teams

- ✓ DLGF will notify you of any formatting errors by posting in the Conversations tab and tagging the appropriate people.
- ✓ County will make corrections **to the files already uploaded** to Teams, tag DLGF when completed.
- ✓ DLGF will upload the Checklist and any accompanying files to the Files tab in Teams when applicable.



Ratio Study Process in Teams

- ✓ County will answer Checklist questions **in the document DLGF uploaded**, tag DLGF member when completed.
- ✓ Mann-Whitney and Spearman Rank files will be uploaded to Files tab in Teams when applicable.
- ✓ Respond to MW using the Excel spreadsheet uploaded by DLGF when applicable, tag DLGF when completed.



Ratio Study Process in Teams

- ✓ Respond to SR by making changes to the latest version of the Ratio Study in the Files tab when applicable, tag DLGF when completed.
- ✓ The county will receive an email when the Ratio Study has been approved.