Phase 2 Deliverables
All work completed by end of March 2010

1. Create job roles for area staff
   What to expect: Written generic job roles for staff in each area, to include broad, general description of job functions and required qualifications.

   Why it needs to be done: To provide a framework for assigning staff to new areas and to ensure the most effective matches possible between existing staff and new area scopes.

2. Assign individuals to areas
   What to expect: All staff will know the area to which they are assigned. Specific reporting lines may or may not be defined based on where the area is in its transition timeline. While generic job roles may be assigned, more specific position titles may or may not be assigned.

   Why it needs to be done: So that new group identities can form and so discussions about group processes may begin. Staff space assignments will be dependent on this deliverable.

3. Ready area-level project plans for transition to new organizational structure
   What to expect: Transition plans to include a timeline with deliverables, dates and responsible parties for each new area.

   Why it needs to be done: To effectively plan transition activities and meet the December 31, 2010 target for transition completion.

4. Draft plan for determining staff space assignments
   What to expect: A description of the process for how physical spaces will be allocated to the areas and individual staff.

   Why it needs to be done: To determine a coordinated process for strategically moving people to make the new organization successful

5. Draft recommendations for coordination of cross-area relationships
   What to expect: Recommendations for how cross-area functions could initially be managed as we get started in the new organizational structure (e.g. assigned to an individual to coordinate, assigned to department to coordinate, assigned to a committee.)

   Why it needs to be done: To recognize those functions for which required concerted, collaborative efforts across the new organization are necessary in for accomplishing the work that crosses multiple areas.

6. Implement phase 2 of staff involvement activities
   What to expect: Information about staff venues for providing input in-person and/or in-writing during phase 2.

   Why it needs to be done: A successful transition depends on engaging staff and hearing their thoughts, ideas and feedback.

7. Implement phase 2 of internal communication activities
   What to expect: Continued e-mail updates from the Reorganization Project Planning Team (RPPT); continued use of the wiki for posting working and finalized documents, project timelines and communications chronology; and use of Desired Future State site to gather and reflect staff input.

   Why it needs to be done: To provide transparency to the process and to provide staff with multiple vehicles for keeping informed about the planning process and progress.

8. Implement phase 2 of external communication activities
What to expect: Continued presentations by Ann Wolpert to faculty and administration about the new organization and transition process. A webpage to share information about reorganization, including the conceptual organizational view, the transition process and an opportunity to post feedback.

Why it needs to be done: It is important that our user community has up-to-date and accurate information about the process and goals of restructuring.

Third and Final Phase Deliverables (to be completed no later than 12/31/2010)

- Implement transition plans
- Form new committees
- Identify necessary staff moves and complete the moves to new locations
- External communication plan