**Working Group Checklist**

How do you know when the Working Group is “done”? There is no one-size-fits-all because each working group has a unique situation. Consider the following topics and, if applicable, provide a response in your Implementation Memo:

* Desired Outcome Statement
* Deliverables Identified, Timeline for Completion, and How Completed
* Implementation Plan Developed
  + Organization Charts and Position Descriptions developed
    - Dotted/solid line reporting relationships identified
    - Ensure all current duties are covered under new structure
  + Career Paths and/or Training needs identified
  + Migration of personnel to new organizational structure
    - Impact on people (eg., title, salary, RIF)
    - Impact on budgets
    - Impact on infrastructure (eg., space, IT)
  + Budgets prepared (effective FY23)
  + Responsibilities, accountability, and processes defined
  + Delegations of Authority created/updated
  + Resources needed (eg., Fiscal, HR, Facilities, IT, MarCom)
  + Identify applicable Rules and SAPs that need to be updated
  + Identify any external approvals or notifications required
  + Identify any actions that have begun, but will not be fully implemented until after September 1, 2022, including a timeline
* Communication Plans
  + Impacted employees and their current/future managers
  + Campus community and external stakeholders
* Future Performance Metrics
  + How do we gather and measure customer/stakeholder satisfaction?

Timelines:

Mid-late February: Functional Organization Charts completed

Mid-March: Organizational Charts made public

July 1st: Budgets updated for FY23

September 1st: Implementation completed or an irrevocable path to implementation; changes are in place and budgets are operational