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# IC Program Move Checklist

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## **IC Program Move Checklist**

The following Checklist is recommended for moving a department between Integrated Clusters:

- Set a date we can publicize to complete the transition
- Advise the [Communications Manager](#) of changes to the Mission Statements for both ICs
- Advise the [Project Manager](#) of any existing projects impacted by the move.
- Notify the Chairs from both affected ICs in advance
- Provide a list of all IC members affected by the transition to the [Project Manager](#)
- Communicate the changes with all members of both affected ICs

These actions will facilitate:

- ✓ Transparent communications of major changes to IC academic alignment
- ✓ Correct tracking of Funded Projects and Funding Proposals
- ✓ Maintain a current [Master List](#) of Faculty alignment to Clusters
- ✓ Updating of Sharepoint IC resource access
- ✓ Updating of email lists
- ✓ Communications to PSU via the Academic Deans weekly email