

6-5-2017

Planning Document: Institutional Logistics

Plymouth State University

Follow this and additional works at: <https://digitalcommons.plymouth.edu/plymouthclusters>

Recommended Citation

Plymouth State University, "Planning Document: Institutional Logistics" (2017). *Clusters*. 315.
<https://digitalcommons.plymouth.edu/plymouthclusters/315>

This Text is brought to you for free and open access by Digital Commons @ Plymouth State. It has been accepted for inclusion in Clusters by an authorized administrator of Digital Commons @ Plymouth State. For more information, please contact ajpearman@plymouth.edu, chwixson@plymouth.edu.

Institutional Logistics Planning Document Rounds Hall, Rm 103

General Tasks

- Communicate regularly as a team and report on progress
- Support development of scheduling model(s), communicating regularly with faculty governance bodies
- Conduct research to identify process gaps
- Explore support structures to allow for launch of cluster leadership teams
- Document and outline next steps

Team Names & Engagement Levels

- Matt Kizer, Point of Contact, low engagement, 8 weeks
- Cindy Waltman, low engagement, 4 weeks

Details

Use this document to identify how you will work for the summer, define the anticipated work to be done, expected roles for each team member, and estimated key dates when you will report on progress and/or complete tasks. A single document with this information should be shared with Corey Hoyt (choyt1@plymouth.edu) on Tuesday, June 6. We will be communicating broadly with your colleagues about anticipated summer work and progress.

Action Item

By the end of the day on Tuesday, June 6, please use this planning document to complete your Letter of Appointment for Summer Work. On page 2, you are asked to write in your anticipated project deliverables.

Projects/Tasks

What work is to be done? How and when will it be worked on?

- Communicate regularly as a team and report on progress
 -
 -
- Support development of scheduling model(s), communicating regularly with faculty governance bodies
 -
 -
- Conduct research to identify process gaps
 -
 -
- Explore support structures to allow for launch of cluster leadership teams

-
-
- Document and outline next steps
-
-

Timeline/Key Dates

-
-
-
-
-

Name/Roles

-
-
-
-
-
-
-