Planning Document: Institutional Logistics

Plymouth State University

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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
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Document and outline next steps

Timeline/Key Dates

Name/Roles