

TIMELINE FOR REQUESTING PROJECT TEAMS

Standard Process

The standard process is used for regular projects which can be identified by March prior to the fall semester in which the work would begin.

| | |
|---------------------|--|
| March | Council identifies projects for the upcoming year and one of the co-chairs submits the project initiation request form. |
| April | President, in consultation with ELT, considers requests and authorizes teams based on strategic priorities and available resources. President assigns a project lead and co-lead, project steward (who may also be one of the leads), and designates composition of the team by recommending roles, skills, and expertise that should be included. President identifies the number of representative appointments needed. Constituencies begin selection of representatives. |
| By early May | Council chairs receive feedback on project requests and know which projects are authorized for the upcoming academic year. Representatives are recommended by their constituencies. |
| May | Council chairs report authorized projects to the council. Council chair(s) meet with the project steward to provide direction on development of the draft charter. |

Expedited Process

The expedited process is used when ARC needs to respond rapidly to opportunities or changing conditions in order to be an agile institution. It can be initiated at any time of the year.

| | |
|--|---|
| Timeline occurs as quickly as possible to expedite decisions and initiate projects in an efficient manner | One of the co-chairs identifies an emerging need for a project team, submits the project initiation request form, and meets with the President to discuss the need to expedite creation of a project team. |
| | President considers the request and if appropriate, conditionally authorizes the team pending consultation with ELT. President assigns project lead and co-lead, project steward (who may also be one of the leads), and designates composition of the team by recommending roles, skills, and expertise that should be included. President identifies the number of representative appointments needed. Constituencies begin selection of representatives. |
| | Council chairs are informed of the authorization and report the authorized project to the council at the next meeting. Council chair(s) meet with the project steward to provide direction on development of the draft charter. |