University of Cincinnati  
Comprehensive Academic Planning Process  
Action Team Task List and Timeline  
3/8/04

**Purpose**
This document outlines the progression of tasks envisioned for the work of Action Teams (ATs). These tasks are suggested, not required. The members of the AT will be the final arbiters of tasks, deliverables and timeline consistent with their ability to do their best work.

**Definitions**

**“Task”**  
Activities the AT will do to complete their work.

**“Deliverables”**  
The actual output of the group, usually in the form of documents.

**“Delivered to”**  
The recipients of the deliverables created by an AT.

**“By”**  
A recommended deadline. The ideal is that all ATs finish their work at approximately the same time at approximately the same level of detail.

**Timeline**

<table>
<thead>
<tr>
<th>Task</th>
<th>Deliverables</th>
<th>Delivered to:</th>
<th>By:</th>
</tr>
</thead>
</table>
| Team mandate:  
a. Determine why the team exists  
b. Final deliverables that define completion of the AT’s work | Documents describing:  
1. Definition of the vision element the group worked on (e.g., what is “The challenges of health care are addressed at UC and by our graduates?”)  
2. Why the team exists?  
3. How the team will define completion of its work? How will the group know its work is done? | Cathy.Maltbie@uc.edu | March 29, 2004 Town Hall meeting |
| Vision for 5 years from now. A definition of the future state of UC in the area the group has chosen to work, e.g., in the area of “safety and security” what will be different or better 5 years from now, as a result of UC’s efforts in this area? | Documents describing:  
1. A clear description of what is different or better 5 years from now as a result of UC’s work in the chosen area.  
2. A clear description of the current state as it relates to the vision element. The purpose is to identify the “gap” between the current state and the future vision. | Cathy.Maltbie@uc.edu | March 29, 2004 Town Hall Meeting (at least in draft form) |
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| Town Hall Meeting  March 29, 2004. | A report by the AT convener and/or team:  
1. A summary of the deliverables completed to date.  
2. Information needed from other groups.  
3. Topics for discussion, either at the plenary, or in some other forum (web, meeting, etc.). | Town Hall Meeting participants | Town Hall Meeting March 29, 2004 |
| Describe barriers and enablers that are likely to be encountered in moving from the current state to the future state. | Documents describing:  
1. Perceived barriers.  
2. Perceived enablers.  
3. Brief descriptions of how the group recommends overcoming those barriers and leveraging those enablers (note: this will be used in developing the initiatives and action plans later). | Cathy.Maltbie@uc.edu | Finished before the April 8, 2004 Town Hall Meeting, along with final versions of the preceding work |
| Develop key strategies that will have the greatest impact on reaching the vision (1-2 key strategies will be sufficient). | Documents describing:  
1. Descriptions of the key strategies (1-2) to move to the vision.  
2. A description of how the enablers are used.  
3. A description of how barriers are overcome.  
4. A clear description of the expected outcomes of acting on these strategies (this is a high level description—more detail will come out later). | Cathy.Maltbie@uc.edu | Draft version by the April 8, 2004, Town Hall Meeting |
| April 8, 2004 Town Hall Meeting | A report by the AT convener and/or team:  
1. A summary of the deliverables completed to date.  
2. Information needed from other groups.  
3. Topics for discussion, either at the plenary, or in some other forum (web, meeting, etc.).  
4. As part of the meeting we will look for overlaps, congruence and dependencies between strategies. | Town Hall Meeting participants | April 8, 2004 Town Hall Meeting |
### Table

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<tbody>
<tr>
<td>Key initiatives (&quot;first things&quot;) to take action on, based on the</td>
<td>Documents describing: 1. What the recommended key initiatives are. 2. What the expected results are of acting on these initiatives.</td>
<td><a href="mailto:Cathy.Maltbie@uc.edu">Cathy.Maltbie@uc.edu</a></td>
<td>Before April 20, 2004 Town Hall Meeting</td>
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<tr>
<td>Strategies identified above.</td>
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<tr>
<td>Action steps to get commitment for the strategies and initiatives</td>
<td>Documents describing proposed action steps to gain commitment for the ATs strategies and initiatives, including: • Who needs to commit to this? • What resources are needed? • Who will be responsible for what activities? • Recommended time line.</td>
<td><a href="mailto:Cathy.Maltbie@uc.edu">Cathy.Maltbie@uc.edu</a></td>
<td>Before April 20, 2004 Town Hall Meeting</td>
</tr>
<tr>
<td>the group is recommending (What has to happen to begin taking action? Who needs to commit to this? Where will the money come from? Etc)</td>
<td></td>
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<tr>
<td>Reports finalized by reviewers</td>
<td>Final version of action plans for presentation to all stakeholders Also need to be printed and bound by staff.</td>
<td><a href="mailto:Cathy.Maltbie@uc.edu">Cathy.Maltbie@uc.edu</a></td>
<td>May 7, 2004</td>
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The Action Team Report Template

- **Team mandate**
  - How it defines the “environment” it is working with
  - How the team will know when it is done

- **Vision 5 years from now**
  - What will be different or better?

- **Barriers**
- **Enablers**
- **One or two key initiatives**

- **Action plan**
  - Rationale
  - Suggested action steps to move forward