

INITIATIVE IMPLEMENTATION DOCUMENT CHECKLIST

- a. Reorganization Committee
 - Highlight Reorganization Committee Associated with Initiative
- b. Initiative Implementation Title
 - Highlight Initiative Implementation Title and Number
- c. Initiative Implementation Team
 - Highlight Core Team Members and Roles
- d. ARSC Recommendations/Suggestions/Considerations
 - Incorporate ARSC Comments from Original Proposal Recommendation
- e. Synopsis of Aspirational Aims for Initiative
 - Review Aspirational Aims of Initiative
- f. Describe Projected Outcomes and Impacts
 - Highlight how Outcomes will advance USM
- g. Describe Projected Timelines
 - Project Anticipated Status of Initiative July 1, 2018
 - Discuss Post July 1, 2018 Activities
- h. Describe Key Resources
 - Consider broad stakeholders impacted by Initiative
 - Discuss Resources to be Consulted During Implementation (HR/Legal/iTech/etc)
- i. Describe Key Milestones
 - Consider Necessary Stage-Gates (and Target Dates) to Advance Initiative Implementation
 - Demonstrate how Key Milestones Lead to July 1, 2018 Target
- j. Describe Projected Constraints
 - Highlight Team Concerns
 - Discuss Strategies and Contingencies for Resolutions
- k. Describe Implementation Methods and Procedures
 - Review Strategies and Techniques Anticipated for Implementation
- l. Describe Handoff Strategy for Institutionalization
 - Discuss the Team's Exit Strategy, Handoff and Ultimate Ownership of Initiative
- m. Discuss Short- and Long-term Financial Impacts (if applicable)
 - Consider financial requirements or commitments necessary for Initiative Implementation
- n. Recommend Evaluation Strategies for the Initiative
 - Describe Methods to Evaluate Effectiveness of Initiative
 - Suggest Data and Metrics to Quantify Initiative