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