

Email ID Requirement Implementation Committee Agenda

9/20/02 3:00 PM 230B McVey Hall

1. Introductions

2. Committee Charter

- a. Identify all necessary steps to implement the recommendations by the Data Stewards by 2/1/03 (if possible).
- b. Identify required resources to complete these steps and notify Data Stewards if resources are "unavailable".
- c. Define a high-level project schedule with key milestone implementation sequence,
- d. Define project initiation launch with campus communication plan throughout the implementation.
- e. Contact pertinent parties to execute these steps.
- f. Notify Data Stewards of any problems or issues that need to be forwarded to the President's staff.
- g. Provide monthly updates to the Data Stewards on the project's progress.

3. Distribution and Review of Recommendations

4. Future Meeting Schedule

5. Tasks/Issues

- a. Define types of communication to be sent via email. (**Reference "Employee - Core Recommendation I."**)
 - Official communication to individuals (students, faculty and staff)?
 - Official communication to groups of individuals?
 - Official notification for confirmation of receipt of email?
- b. Define classifications of communication to be sent via email.
 - Criticality – Low, Medium, High
 - Type of Information – General, policies, personal, etc.
 - Timing – Immediate delivery, end of day, etc.

- c. Address email and information delivery issues.
 - Who will send out mass email communications? (**Reference “Employee – Implementation Recommendation K.”**)
 - Alternate methods of delivery of official communication. (**Reference “Employee – Implementation Recommendation F.”**)
 - Self-service applications. (**Reference “Employee – Implementation Recommendation L.”**)

- d. Identify what criteria should be used to determine who and when an email ID should be generated.
 - Students – Point of application or admit? (**Reference “Student Recommendation 1 and 2”.**)
 - Employees – Point of hire. (**Reference “Employee – Implementation Recommendation A”.**)

- e. Identify what criteria should be used to determine who and when and email ID should be deactivated or deleted.
 - Students – Point of termination or graduation? After certain period of time? Kept for alumni? (**Reference “Student Recommendation 3, 4 and 5”.**)
 - Employees – Point of termination or retirement? After certain period of time? (**Reference “Employee – Implementation Recommendation C”.**)

- f. Define employee and student responsibility for regarding email.
 - Read (**Reference “Employee – Core Recommendation IV”.**)
 - Work restrictions (**Reference “Employee – Implementation Recommendation D”.**)
 - Auto-forward (**Reference “Employee – Core Recommendation III”.**)

- g. Define organizational responsibility regarding email.
 - Supervisors – type of communication delivery. (**Reference “Employee – Implementation Recommendation G”.**)
 - Departments – access to computers for employees. (**Reference “Employee – Implementation Recommendation H”.**)
 - Institutional (HR/IT?) – training and documentation to use and auto-forward email. (**Reference “Employee – Implementation Recommendation I and J”.**)

- h. Define Public Relations campaign. (**Reference “Employee – Implementation Recommendation D” and all other pertinent employee and student recommendations.**)
 - Content
 - Frequency
 - Target audience
- i. Employee termination issues.
 - Separation Sheets (**Reference “Employee – Implementation Recommendation B”.**)
- j. Technical issues.
 - Email address – (**Reference “Employee – Core Recommendation II”.**)
 - Automatic Creation - (**Reference “Employee – Core Recommendation III”.**)
 - Automatic termination/deactivation of IDs (**Reference “Employee – Implementation Recommendation C”.**)
 - How to create email IDs for current students and employees without one?
 - Automated email ID distribution lists.
- k. Estimation of resources and costs.
 - Base implementation of generation of email IDs. Including additional email licenses for alumni and/or retirees?
 - Pilot project (**Reference “Employee – Implementation Recommendation M”.**)
- l. Project plan.