



Administrative Excellence

UNIVERSITY OF WISCONSIN-MADISON

Shaping our Future

Project Team:	Administrative Excellence Work Team Project Meeting Agenda	
Date / Time:	IT – Email and Calendar Consolidation	
Location:	Wednesday 02/15/12 9:00 – 11:00	
Attendees:	Room 67 Bascom Hall	
	Chris Holsman, Bobby Burrow, Eric Straavaldsen, Louise Root-Robbins, Lisa Walters, Carl Vieth, Jon McKenzie, William Easton, Rhonda Davis, Chris Slatter	
----- AGENDA -----		
TOPICS	WHO	TIME
Welcome & Agenda Review	Rhonda	5
Updates: Use case survey submitted to the UW Survey Center for review Process for campus-wide communication Incentives	All	10
Business Case Development Review the business case template How should we split the effort to complete the sections? Timeline for completion	Chris	45
[BREAK]	All	10
Review the Local System Administrator Survey	Eric / Bobby	30
Team Discussion – Next Steps		10