**Administrative Excellence Work Team Agenda**

**Project Team:** Classroom Space Utilization  
**Date / Time:** Wednesday March 7, 2012 1-3 pm (Week 9)  
**Location:** Room 10302 East Campus Mall

**Attendees:** Phillip Braithwaite, Rebecca Brauer, Chris Bruhn, Alice Gustafson (Team Lead), Nancy Kujak-Ford, Ed McGlinn, Scott Owczarek, Angela Pakes Ahlman, Doug Rose, Ken Shapiro, Peter Rubow (Huron)  
Invited Guests: Scott Friedman (Huron), Dan Koetke  
Subject Matter Expert: Craig Benson

**Unable to Attend:** Ken Shapiro

### ----- AGENDA -----

<table>
<thead>
<tr>
<th>TOPICS</th>
<th>WHO</th>
<th>TIME</th>
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| Welcome and Agenda Review  
- Announcements  
- Action Items from Previous Meeting  
  - Definitions Subteam report – (on agenda)  
  - Data changes (from % to hours – on agenda) | Alice | 5 Minutes |
| Project Plan  
- Quick Review | Alice/Peter | 5 Minutes |
| Subteam Reports  
- Definitions Subteam report (Doug and Scott)  
- Financial Modeling (Phillip)  
- Change Management (Nancy and Rebecca) | Assigned Team Members | 20 Minutes |
| Data Analysis:  
- Power Point Review (beginning to tell our story – Alice)  
- Data Changes from last meeting (Peter)  
- Worksheets for data gathering (Peter, Chris, Ed, others?)  
- Script for data gathering | All | 80 Minutes |
# AE Business Case Status:

<table>
<thead>
<tr>
<th></th>
<th>Status</th>
<th>Owner</th>
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<tbody>
<tr>
<td>1.</td>
<td>Reviewed 1.18.12</td>
<td>Team/Peter</td>
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<td>2.</td>
<td>Reviewed 1.25.12</td>
<td>Team/Peter</td>
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<td>3.</td>
<td>Complete 2.15.12</td>
<td>Team/Nancy</td>
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<td>4.</td>
<td>Complete 2.15.12</td>
<td>Team/Nancy</td>
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<td>5.</td>
<td>Reviewed 2.8.12</td>
<td>Peter</td>
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<td>6.</td>
<td>Complete 2.15.12</td>
<td>Team/Cris</td>
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<td>7.</td>
<td>On agenda 2.22</td>
<td>Nancy/Ed/Rebecca</td>
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<td>8.</td>
<td>In progress 3.6.12</td>
<td>Ed</td>
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<td>9.</td>
<td>In progress 3.6.12</td>
<td>Phillip/Peter</td>
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## AE Business Case Status:

1. Sponsorship and Ownership
2. Business Need
3. Stakeholders
4. Alternates Considered
5. Proposed Solution Development
   5.1. Scope of Solution
   5.2. Proposed Milestones and Timing
   5.3. Alignment with Strategy
6. Impact
   6.1. Anticipated Benefits
   6.2. Stakeholders Impacted
   6.3. Impact on Other Initiatives
7. Project Success Factors
   7.1. Change Management Plan/Communication Plan
   7.2. Dependencies or Constraints
   7.3. Assumptions
   7.4. Project Risks
   7.5. Criteria for Measuring Success
8. Supporting Materials
9. Report on Data
10. Financial Model