



**University of Wisconsin – Madison
Administrative Excellence
Policy Work Group
Charter Document**

Draft v 3 - March 20, 2012 - Approved March 21, 2012

Team Name	Administrative excellence Policy Work Group
Business Process Owner(s)	UW-Madison <ul style="list-style-type: none"> - Chancellor - Provost - Vice Chancellor for Administration - Vice Chancellor for Research - Deans - AE Advisory Committee - VCA Directors - Administrative Council
Objective	<p>The objective of this project, as approved by the Steering Committee, is to develop a policy on the proposition, formulation, review, approval, issuance, cataloging, archiving, revision, and elimination of administrative policies written to support Administrative Excellence work teams. Associated with this objective, the work group will draft a clear statement on the differences between policy, process, procedure, and practice. The work group will begin to compile a comprehensive set of administrative policies that exist across campus and if time, develop an implementation plan for a web-based repository of existing policies that can serve as a single point of access for campus.</p> <p>This work group will not be evaluating or revising the underlying content of any existing policies, processes, procedures, or practices.</p>
Goal	<ol style="list-style-type: none"> 1. Compile a comprehensive set of existing administrative policies 2. Develop a template for Administrative Excellence policies 3. Develop and communicate a coordinated process for creating, revising, and sun-setting policies. 4. Create a statement defining the differences between policy, process, procedure and practice.
Scope	<p>The work of this group is focused narrowly on developing a consistent approach to administrative policy in support of the work of Administrative Excellence teams and if time, a comprehensive repository/structure to house and enable stakeholders, business process owners, and the rest of campus to easily access all policies.</p> <p>The work of this group will lead into the creation of one or more teams focused on the development of new policies necessary to support the implementation of the Phase 2 initiatives within Administrative Excellence.</p>
Critical Assumptions	Work group members will dedicate about (2-4 hours) per week for a concentrated period of approximately 10 weeks.
Timeline	Weeks 1 through 3 <ul style="list-style-type: none"> • Team formation • Develop guiding principles



	<ul style="list-style-type: none"> • Collect existing administrative policies across the institution • Develop of definitions of “policy,” “process,” “procedure,” and “practice” and identification of their appropriate usage/use • Review and evaluate best practices/other University approaches <p>Weeks 3 through 7</p> <ul style="list-style-type: none"> • Build proposed process flows for each the following: <ul style="list-style-type: none"> ○ Policy proposal ○ Policy formulation ○ Policy review ○ Policy approval ○ Policy issuance/promulgation ○ Policy cataloging ○ Policy archiving ○ Policy revision ○ Policy sun-setting • Vet process flows with current policy owners • Draft policy to incorporate definitions and process flows • Develop archiving schema (structure, numbering, responsible party(ies), etc.) • If time, develop an implementation plan for a web-based repository of existing policies • Build communication and stakeholder engagement plans (and any implementation plans needed) <p>Weeks 8 through 10</p> <ul style="list-style-type: none"> • Present policy draft, underlying process flows, underlying definitions, and communication/stakeholder engagement plans to Advisory Committee for review and comment • Revise materials based on Advisory Committee feedback • Present materials to Steering Committee for approval
Deliverables	<ul style="list-style-type: none"> • Draft policy • Definitions of “policy,” “process,” “procedure,” and “practice” • Process flows for each of the following: <ul style="list-style-type: none"> ○ Policy proposal ○ Policy formulation ○ Policy review ○ Policy approval ○ Policy issuance/promulgation ○ Policy cataloging ○ Policy archiving ○ Policy revision ○ Policy sun-setting • Communication and stakeholder engagement plan • Weekly status updates in the appropriate template • Implementation plan for a comprehensive policy repository <p>Additional interim deliverables may be required as the Working Group identifies additional needs for Advisory Committee and/or Steering Committee review during the course of the project.</p>
Team Members	<p>Kurt Dorschel, Huron consultant and co-leader of team Alice Gustafson, Administrative Excellence and co-leader of team Judy Caruso, CIO Office Brigid Daly, Legal Services Peg Eusch, UW Records Officer Eden Inoway-Ronnie, Office of the Provost</p>



Patrick Sheehan, Office of Human Resources Other members may join as work progresses		
Project Members	Member Name	Member Role
	Working Group Member	Provide feedback for policy collection and analysis activities; assist in policy gathering; contribute to the development of proposed solutions, policy, and implementation plan; assist in communication effort and stakeholder engagement.
	Working Group Co-leader	In addition to the responsibilities of a working group member, the co-leader will be responsible for developing agendas and facilitating group meetings; identify task owners and assign relevant tasks and responsibilities to the group; support deliverable creation.
	Administrative Excellence Project Staff	Provide overall project management and guidance through the development of agendas, tracking of group progress, and escalating issues as needed; build the communication plan, stakeholder engagement, and step-by-step implementation plans; support policy development and presentation of deliverables to Advisory Committee and Steering Committee.
	Business Process Owners	Support policy collection activities; vet proposed solutions, language, and initiative communication.
	Huron Consulting Group	Contribute to policy collection activities; provide project management and guidance through the development of agendas, tracking of group progress, and escalating issues as needed; partner with AE project staff to build communication, stakeholder engagement, and step-by-step implementation plans; support policy development and presentation of deliverables to Advisory Committee and Steering Committee.
	Advisory Committee	Perform initial review of framework, structure, and policy and provide feedback.
	Steering Committee	Review framework, structure, policy, and feedback from the Advisory Committee; provide decision to implement.