

Operations Administration Working Group Final Report

Working Group	Start Up Activities
Co-leads	Mary Hernandez (UTB); Vangie Chia (UTPA)
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Subject Area(s) of the Working Group
Identification of critical items needed for day one

Executive Summary and Introduction

The Startup Activities Working Group was charged with developing an inventory of critical items that will need to be addressed to ensure that the infrastructure for the New University is in place to begin classes for the fall 2015 semester. The group compiled an inventory of more than 30 critical items that were identified by functional areas at both UTB and UTPA and through brainstorming sessions by members of the working group. Research was conducted regarding preliminary timelines and processes for completing tasks, where possible this early in the project. The inventory was presented to the UT System Project Management Team, on which three workgroup members serve, during their January 27, 2014 meeting, and was well received as a starting point for the work ahead.

To ensure that critical deadlines are met and infrastructure is in place by fall 2015, the working group makes the following recommendations:

- Use the inventory of critical items compiled by the Start Up Activities Working Group as the starting point for the UT System Project Management Team. ;
- Continue to use working group members as liaisons between subject matter experts at UTB, UTPA and the UT System during the implementation phase of the project; and
- Track critical items using a project management software, such as Microsoft Project, to ensure that reminders are sent and deadlines are met.

Discussion

The development of a charge document was a critical first task for the group, and helped to guide the work and activities of the participants. The workgroup was tasked with producing an inventory of critical items that must be completed in order to open the doors of the new UT RGV for fall 2015 classes. As each critical item was identified, it was assigned to a workgroup member, who conducted research to determine the following information:

- Process for completion/implementation of critical item
- External agencies or parties involved
- Vision for the process in a consolidated environment
- Functional area responsibility for completion/implementation
- Best Practices
- Codependencies
- Critical Deadlines
- Other relevant information

The group's research was used to populate a comprehensive inventory of critical items and to determine impending deadlines.

Identification of Critical Items – The initial list of items was developed by administrative and functional areas at both UTB and UTPA and was expanded through brainstorming sessions during the working group's meetings. Additional items were identified by contacting the co-chairs of the 29 working groups. The list is currently maintained in the Project South Texas SharePoint site and includes links to the research conducted for each item. It is expected that the list of critical items will continue to grow as the working groups finalize their recommendations. **It is the group's recommendation that the inventory of critical items serve as the starting point for the UT System Project Management Team.**

Organization – Three representatives from this working group have been identified to serve on the UT System Project Management Team, and will coordinate the progress of critical items with The UT System. The working group can continue serve as a great asset during the implementation phase of the project by serving as local project managers. **We recommend that working group members serve as liaisons between subject matter experts at UTB, UTPA and The UT System.**

Management of Deadlines – To ensure that critical deadlines are met and infrastructure is in place by fall 2015, the working group members must follow up with the appropriate functional area for each item on the list. **We recommend tracking critical items with a project management software, such as Microsoft Project, to ensure that reminders are sent and deadlines are met.**

Critical Startup Items

Please refer to the inventory of critical items included in the Appendices section.

Conclusion and Recommendations

To ensure that critical deadlines are met and infrastructure is in place by fall 2015, the working group makes the following recommendations:

- The inventory of critical items developed by the working group serve as the starting point for the UT System Project Management Team;
- Working group members serve as liaisons between subject matter experts at UTB, UTPA and the UT System; and
- Critical items are tracked with a project management software, such as Microsoft Project, to ensure that deadlines are met.

References

Research collected by group is available on the Project South Texas SharePoint Site at: [Start Up Activities Working Group Research](#)

Appendices

1. [Copy of Critical Items Inventory 12.16.13.xls](#)