

Financial Sustainability Task Force

Phase Two: Final Report

Appendix A: Group Reports

FSTF Project Charter – Phase 2 Final Report Outline

Working Group:

In preparing the Phase 2 report for multiple audiences (e.g., students, faculty, staff, alumni, BOT, etc.), we would like you to tell the story of your work and how you arrived at your recommendations(s).

1. **Overview:** What items did your working group review/consider? Please describe the group's review and vetting process.
2. **What priority did you choose:** Please describe what item (or items) were ultimately prioritized after the review and vetting process.
3. **Data/Information:** What data/information do you feel is important to share about the priority or priorities your group selected? For example, this could be data, survey results, interviews with subject matter experts or external consultants, such as EAB.
4. **Recommendation (Executive Summary):** What is the recommendation(s) of the working group? Note: recommendations should be direct and succinct (or bulleted), and a recommendation may be that additional time is needed to narrow down a specific area of inquiry, for example.
5. **Implementation Strategy:** Please outline the action steps required to implement your recommendation(s). This should include a statement regarding implementation timing (e.g., this could be implemented immediately, etc.)
6. **Importance:** Why is this recommendation important to the University? Are you able to project any cost savings, revenue or efficiencies? What are the consequences of not implementing this recommendation? Within this section, it is also necessary to include references to the Strategic Plan.
7. **Future Considerations:** What, if any, additional items may be important to evaluate but your group did not have time?
8. **Other Accomplishments:** Aside from the recommendation(s), are there any other accomplishments (tangible or intangible), byproducts, or outcomes of the FSTF Phase 2 work that should be celebrated?