

Proposed Integrated 10-Stage Timeline - October

Window	Initiative	Description
October		
1 - 3	<i>CapacityWare</i> TM Software Installation	<i>CapacityWare</i> TM Software will be installed on the P&R Server as a prime means of internally administering the 10-Stage (and beyond). An Administrator Team (of 2) will be named and trained to use the system.
1 - 3	Leadership Team (Jim, Don, and Art) TAGUP	The first TAGUP will be used to make initial startup decisions in the following areas: <ul style="list-style-type: none"> ✗ Designation of POC - Recommend Art Thatcher ✗ Who will be the CW Administrative Team? ✗ Who gets CW on the desktops? ✗ Calendar Clarification for Fall Events ✗ Results of Early-on Decisions ✗ Form the Initial list of potential Change Agents ✗ Designation of the Data Collection w/Charter ✗ Select LMS Transition online survey items ✗ Set TAGUP schedule
6 - 10	Residency II - RGB Certification	Recommend 5 participants (2 each, non-supervisory, from P and R and one from all other (may be supervisory if necessary)). This will plant each element with a team of RGB "specialists" to assist with follow-on work when needed.
6 - 10	RGB Inventory Completion	All employees to complete the RGB Inventory online via www.qualityofworklife.com – Option B.
20 - 23	RGB Workshops and Orientation Sessions (6 Session of 3-hrs each).	Leadership Team and LMS in conjunction with the <i>CapacityWare</i> TM Administrator will schedule and notify all personnel of their session "slot". LMS are invited to come early and leave early to permit closed dialog when needed and leave early to permit an opportunity for non-supervisory dialog when needed. Mixed organization-element events. These events will be used to elicit involvement of workforce in team opportunities.
27 - 31	Data Collection Team Meetings	Meetings for the Data Collection Team to design the survey to be used in the data collection effort to begin in late November or early December.

(LMS = Leadership, Management, Supervisors)