

## AGENDA FOR STUDENT AID AWARENESS WORK TEAM

May 8, 2001

9:00-11:00

ROB 3, room 3309

### DESIRED OUTCOMES-

- For **existing publications**, a common understanding of—the process flow from inception until release, timeline, contact points, who is responsible for each step, and key challenges
- For **brand new publications**, a common understanding of—the process flow from decision to upgrade until release, timeline, contact points, who is responsible for each step, and key challenges
- A list of additional things people have expected Bill to do
- A list of what else, beyond the above, people in publications do

<u>WHAT</u>	<u>HOW</u>	<u>WHO</u>	<u>WHEN</u>
<b>START-UP-</b>	<ul style="list-style-type: none"><li>• Desired Outcomes</li><li>• Agenda</li></ul>	Nancy	9:00-9:10
<b>EXISTING PUBLICATIONS</b>	<ul style="list-style-type: none"><li>• Depict the process flow from inception until release, including—timeline, contact points, and who is responsible for each step</li><li>• List key challenges to the process</li><li>• Q &amp; A</li></ul>	Bill Nancy	9:10-9:50
<b>BRAND NEW PUBLICATIONS</b>	<ul style="list-style-type: none"><li>• Depict the process flow from decision to upgrade until release, including— timeline, contact points, and who is responsible for each step</li><li>• List key challenges to the process</li><li>• Q &amp; A</li></ul>	Bill Nancy	9:50-10:30
<b>ADDITIONAL THINGS PEOPLE HAVE EXPECTED OF BILL</b>	<ul style="list-style-type: none"><li>• List</li><li>• Q &amp; A</li></ul>	Bill Nancy	10:30-10:40
<b>WHAT OTHERS IN PUBLICATIONS DO</b>	<ul style="list-style-type: none"><li>• List</li><li>• Q &amp; A</li></ul>	Bill Nancy	10:40-10:50
<b>CLOSE-</b>	<ul style="list-style-type: none"><li>• Next Steps/Additional questions</li><li>• +/-Δ</li></ul>		10:50-11:00