



Tuesday, September 07, 2004

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## **Effective Teams**

### Anne's Kick Off Letter

Over the past several months I have witnessed a significant change in the way we at FSA U are planning and running our meetings. What an incredible difference! I want to thank each of you who have taken it upon yourself to utilize our Effective Team's meeting agendas and outcome summary templates.

As a continuation of the Effective Teams initiative, we are introducing a Phase II which aims to create a common language for how we plan and manage our projects. Just as we have begun to build a common way to plan and conduct meetings, Phase II focuses on implementing a common tool set to aid team leads plan and manage projects. In addition, Phase II introduces a standard way of reporting project status to help us prioritize and measure project milestones and issues.

During Phase II Chuck and Ryan Raffaelli will be working with five pilot teams over a 6-week period. These teams are Learning Coupon, Cost Analysis, EDEXpress Survey, Managing for Excellence, and Intranet Redesign. I would like to thank and recognize our Team Leads for their participation: Pat, Tim, Jo Ann, Bill, and Anita. These team leads are helping shape the tools to fit how we do work here at FSA U. Once they wrap up their pilot period, we will be ready to roll out the tools to the rest of the organization in May and June.

As always, I encourage you to direct any questions and or feedback to FSA U's very own "Champion" Chuck (202-377-3923) or Ryan Raffaelli (202-962-0807). Look to receive a set of tools from Chuck that will help us as we roll this out.

Thanks again,  
Anne