

## FSA University Performance Planning FY '03 Team Action Items

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This document lists FSA University's team action items. Each team initiative is linked to its corresponding FSAU action item(s), identified as follows:

1. Develop a Transformation Menu
  2. Expand Manger Excellence
  3. Expand CZ Tech
  4. Update FSA Skills Catalog
  5. Schools Training 100 Series
  6. Learning Tracks for Case Management
  7. Support Work Teams at FSA
  8. Training for External Partners
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### University Services

*Team: Vicki, Scarlett, Terry, Len, Mike, Beverly, Dinah, Connie, Courtland, Pat, Carolyn*

Team Action Items	FSAU
<input type="checkbox"/> Support internal / external training or learning events through registration and logistics	2,3,5,7,8
<input type="checkbox"/> Improve Learning Management System (LMS) and provide customer service support	7,8
<input type="checkbox"/> Manage Learning Center	2,3,5,7,8
<input type="checkbox"/> Request budget and track training costs	2,3,5,7,8
<input type="checkbox"/> Create and implement electronic course evaluation form(s)	2,3,5,8
<input type="checkbox"/> Provide evaluation and analysis reports	2,3,5,7,8
<input type="checkbox"/> Conduct Share Fair for internal customers	1,7
<input type="checkbox"/> Develop team's skills	1,4,7

### Communications

*Team: Anita, Anne E., Cindy*

Team Action Items	FSAU
<input type="checkbox"/> Manage FSA U intranet page	1,2,4,6,7
<input type="checkbox"/> Promote External/Internal training	2,3,5,6,8
<input type="checkbox"/> Manage FSA U external training (internet) page	5,8
<input type="checkbox"/> Training manual formatting and layout	2,3,5,6,8
<input type="checkbox"/> Develop CZ courses for Title IV	3,7
<input type="checkbox"/> Manage Title IV videoconferences	8

### Finance / Contracts

*Team: Tim, Art, Diarra, Pennie, Debbie*

Team Action Items	FSAU
<input type="checkbox"/> Perform contract support	1-8
<input type="checkbox"/> Administer FSAU's budget	1-8
<input type="checkbox"/> Process, monitor, and manage travel, supply, and equipment expenditures	3,5,8
<input type="checkbox"/> Gather and analyze data for cost analysis and activity based costing	5,8
<input type="checkbox"/> Participate in transformational activities and technologies	1,4,7

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<b>Internal Services / Development</b>	
<i>Team: Bill, Dwayne, Beth, Chuck</i>	
<b>Team Action Items</b>	<b>FSAU</b>
<input type="checkbox"/> Develop, design and deliver course content and material	1,2,7
<input type="checkbox"/> Define Career Zone in relation to the Human Capital Plan and reposition as a full service entity	3,7
<input type="checkbox"/> Manage daily operations of the Career Zone	1,3,7
<input type="checkbox"/> Expand Career Zone offerings	1,3,7
<input type="checkbox"/> Offer web-based survey capability throughout FSA	3,5,8
<input type="checkbox"/> Technical advisor for future enhancements of the LMS	1-8
<input type="checkbox"/> Support FSA University with future planning	1-8
<input type="checkbox"/> Design, develop and implement a "Performance Consultant" function	1,3,7
<input type="checkbox"/> Maintain web development server	1,4,5,7,8
<input type="checkbox"/> Build, design and maintain FSA U web offerings	1,4,5,7,8

<b>External Partners -- Headquarters</b>	
<i>Team: Tony, Jo Ann, Ellen, Doug, Angie</i>	
<b>Team Action Items</b>	<b>FSAU</b>
<input type="checkbox"/> Cultivate project management, Title IV program knowledge, and training development skills	1,6,8
<input type="checkbox"/> Support compliance and program integrity through project management and training on program administration	5,6,7,8
<input type="checkbox"/> Instruct managers on the fundamentals of project management	1,2,3,7,8
<input type="checkbox"/> Assist with development of skills analysis and development	1,3,4,6,7

### **External Partners – Regions**

*(Working session tentatively scheduled for 12-10-2002)*