

## Governance Structure

Throughout the assessment, Deloitte leveraged the Advisory Group, Steering Committee, PMO team, and Executive Sponsors for guidance, insight, and decision-making

	Role	Description	Meeting Frequency
Decision-Making Entities	<b>Executive Sponsors</b>	<ul style="list-style-type: none"> <li>Responsible for shaping the vision and guiding principles for the engagement</li> <li>Make decisions on project scope, deliverables, timeline, and budget</li> <li>Provide final review and approval for deliverables, including opportunity catalog and project final report</li> </ul>	<ul style="list-style-type: none"> <li>1 – 2 check-ins monthly in addition to Steering Committee Meetings</li> </ul>
	<b>Steering Committee</b>	<ul style="list-style-type: none"> <li>Provide input for the vision for the future state</li> <li>Participate in individual stakeholder interview</li> <li>Provide input and feedback on findings and recommendations aligned with guiding principles</li> <li>Review and provide feedback on final deliverables</li> </ul>	<ul style="list-style-type: none"> <li>Initial project kick-off</li> <li>Stakeholder interview</li> <li>Mid-project check-in</li> <li>3 working session to refine final opportunities</li> </ul>
Advisory Entity	<b>Advisory Group</b>	<ul style="list-style-type: none"> <li>Provide institutional data and supporting documentation / context</li> <li>Participate in interviews and focus groups to provide perspective on research administration processes</li> <li>Provide feedback at final checkpoint to assist in refining and prioritizing opportunities</li> </ul>	<ul style="list-style-type: none"> <li>1 individual interview and / or focus group</li> <li>1 Opportunity Review / Feedback Workshop</li> </ul>
Support Entity	<b>Project Coordinator / Project Management Office (PMO) Team</b>	<ul style="list-style-type: none"> <li>Facilitates stakeholder engagement and communication</li> <li>With assistance from the Deloitte Project Manager, establishes and manages the project details, deliverables, schedules, tasks, assignments, and execution</li> <li>Ensures all appropriately skilled resources are available for the project and escalates issues in a timely manner</li> <li>Provides on-going status to all parties in the University</li> <li>Supports project delivery and quality control</li> </ul>	<ul style="list-style-type: none"> <li>Weekly 1 hour meeting</li> <li>Ad-hoc meetings throughout project</li> </ul>