

Jon Good

From: Jon Good
Sent: Monday, April 09, 2007 7:23 AM
To: Sandra Brierley; Amy Kimball; Buck Marcussen; Cathy Jen; Erica Webber; James Ringo; Rochelle Caballero; Adam Cohen; Cynthia Kane; Evelyn Balabis; Gregg Carr; John Ellis; Jon Good; Jorge Ohy; Karl Heins; Larry Johnson; Lianna Anderson; Linda Durst; Pixie Ogren; Steven.Hunter@ucop.edu; mecooper@ucsd.edu; aclipson@ucsd.edu; cbrown@resadmin.ucla.edu; dshenn@ucdavis.edu; Zoanne.Nelson@ucsf.edu; cbrown@resadmin.ucla.edu; mtaylor@resadmin.ucla.edu
Subject: ERS Requirements Committee Participation Protocol

EFFORT REPORTING SYSTEM REQUIREMENTS COMMITTEE

As campuses near ERS implementation and the role of the Requirements Group continues to evolve, it is important to be flexible to accommodate campus needs and hear from users when appropriate, while at the same time maintaining a reasonable structure in our meetings.

At our March 8 meeting several guests participated. I've since had feedback from some of you that the unexpected addition of guests inhibited some aspects of the discussion and made it uncomfortable to speak freely. Clearly, limiting discussion or making members feel uncomfortable was unintended.

The ability of the ERS Requirements Committee to have a open and candid dialogue when the group meets, whether in person or on conference call, is critical to the successful collaborative process that has been the hallmark of the ERS Project to date. For this reason, I feel it is necessary to put in place a simple protocol for participation of guests and substitutes in ERS Requirements Committee sessions.

GUESTS

Please contact me at least three days in advance of a conference call or meeting to request participation of additional individuals from your campus as guests. If guests are included, it should generally be possible to arrange the session agenda to put topics at the top of the agenda where a guest may contribute to the discussion. Guests may then need to be excused from the session so that the committee can continue uninhibited discussion on the same or other topics. Guests will be announced at the start of the session.

SUBSTITUTES

It is inevitable that some event may arise, such as a schedule conflict or illness, which prevents a member from participating in a scheduled session. In such cases, a substitute will be allowed. Please notify me as much in advance of the session as possible of any substitutions. Substitutes will be announced at the start of the session. Please provide the substitute with the meeting agenda and any other meeting materials prior to the session.

COMMITTEE MEMBERSHIP

At the December 13, 2006, ERS Management Group meeting it was agreed that the Management Group would coordinate on their respective campuses and be the authority for appointing individuals to ERS committees.

Please let me know if you have any questions or concerns about this protocol.

One additional note: because of the timing of this note, I'll waive the usual three days advance notice on guests for this Thursday's conference call, but please email me as soon as possible if you would like to include any guests on that call.

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Jon Good
Director, Enterprise Systems Development
Information Resources & Communications
University of California Office of the President
415 - 20th Street, 3rd Floor
Oakland, CA 94612-2901
(510) 987-0518