

Work-Life Balance Programs — Tier 1

Tier 1

ACTION PLAN

Focus Area: **Work-Life Balance**

Project Name: **Work-Life Balance Programs for Department of Communications' Employees**

Creation/Revision Date: **Aug-11**

Project Start Time: **Nov-08**

Anticipated Completion:

Team members: **Work-Life balance committee members**

| Task/Activity | Who's Responsible? | Resources needed | Dependencies | Who needs to know? | Deadlines | | Status |
|---|------------------------------------|---|--|-------------------------------------|-----------|--------------------|-------------|
| | | | | | Start | Finish | |
| Conduct assessment (department members interests and wants) | Pat Melgares | Time, online survey | Goals of program sufficiently expressed through survey questions | Department members | Nov-08 | Nov-08 | Completed |
| Create Committee | Volunteers, department head | Time, commitment by committee members | Unit leader approval of committee members | Department members | Nov-08 | Nov-08 | Completed |
| Develop program guidelines | Committee members | Time | Information received from department members and external sources | Department head | Nov-08 | Feb-09 | Completed |
| Expand focus to work-life balance; identify additional information areas | Committee members | Time | Committee agreement | Department members | Jan-12 | Ongoing | |
| Implementation: Communicate to department through unit leaders and e-mail | Committee members, department head | Time | Department head approval | Department members | Mar-09 | Ongoing | In Progress |
| Ongoing communications (family events; fitness opportunities; achievements; new groups; etc.) | Department head, committee members | Printing, e-mail, Web site, time, minimal funding | Locating information on campus events; staff participation and submissions | Department members | Mar-09 | Ongoing | |
| Evaluate program (quarterly meetings) | Committee members | Time | Active participation by units and unit leaders | Department head, department members | May-09 | Ongoing, quarterly | |

Suggestions:

Broaden this project to include KSRE Wellness plan and other state sponsored programs