

Completed

ACTION PLAN

Focus Area: **Collaboration**

Project Name: **Communications Institute***
 Creation/Revision Date: **Aug-11**
 Project Start Time:
 Team members: **Appointed committee**

Anticipated Completion: Completed 2011

Task/Activity	Who's Responsible?	Resources needed	Dependencies	Who needs to know?	Deadlines		Status
					Start	Finish	
Establish a committee to look at the possibility of creating a Communications Institute	Department head	Time, guidance	Individuals interested in serving on the committee	Department members, other university employees who may be included or affected	Jun-11	Jun-11	Completed
Investigate how the organization defines "Institute"	Committee members	Time	Administrative support and accessibility	Department head, department members	Jun-11	Jul-11	
Identify participants across the university who would be a part of a Communications Institution	Committee members, department head, university administrators	Time, authority to contact and establish contact with potential institute participants	Administrative support	Department head, college administrators, university administrators, unit leaders	Jul-11	Oct-11	
Investigate funding opportunities for an Institute -- promote communications research	Committee members	Time, internet access, access to the office that sends out RFP announcements	Access to the appropriate resources	Department head, unit leaders, college administrators, university administrators	Oct-11	Jun-13	
Determine if a Communications Institute is in the best interest of the department, the college and the university	Dean, department head, provost	Results of research and previous tasks	How this would fit in the mission and vision of the university and the organization	Provost, dean, department head, department members	Jan-12	Jun-12	

*With the new Vice President of Communications and Marketing, the collaboration has improved such that an institute was no longer needed to bring unity.