UT Share Project Roles and Responsibilities

UT SHARE PROJECT TEAM
POSITION DESCRIPTION SUMMARY

Job Role:
Campus Steering Committee

Role Filled By:
Campus - Comprised of members representing Academic and Institutional Support areas.

Accountabilities:
Campus change management.

Essential Responsibilities:
I. Serve as information conduit to the Institution on business practice changes.
II. Offer strategic guidance to Project.
III. Keep Departments informed on Project progress and major milestones.
IV. Facilitate change management; assist with institutional cultural changes and engagement of Departments’ preparedness for new business work practices as a result of the Project.
V. Organize and monitor the Project Testing group during the Project.
VI. Attend Project Stakeholder status meetings.

Duties:
I. Role Specific:
   a. Serve as a primary information conduit to the Institution on Project initiatives and business practice changes.
   b. Appoint representatives from various departments (large, medium, small and off campus functional areas) to serve as the Project Focus group.
   c. Oversee and ensure Project Focus group’s active involvement and participation with the Project.
   d. Work with Project Change Management Lead to develop and deliver communication plan.
   e. Provide objective analysis on feedback from departments, Institution constituents and Project Focus group.
   f. Serve as a liaison to close the gap between Project users and escalation channels.
   g. Provide direction and guidance to departments on their readiness preparation for go-live production delivery of Project, including departmental administrative training and front-office process support.
   h. Coordinate and facilitate regular meetings as a committee and as the oversight group for the Department Testing group.

II. Project Administration:
   a. Communicate Project status and major deliverables for Departments to EC members.
   b. Manage Focus group’s participation and progress on Project assignments and timelines.
   c. Attend project meetings as scheduled.

Reports To:
Respective Executive Committee Member

Managerial Responsibility:
Project Focus Group

FTE: Amount of time to be dedicated on Project:
Less than 5%

Competencies:
• In-depth knowledge and understanding of all business rules and Institutional requirements.
• Functional experience with current front-office procedures and activities.
• Knowledge of Departments and their respective Departmental Administrators.
• Skillful in developing practical insights and process improvement recommendations.
### UT Share Project Roles and Responsibilities

- Excellent planning and organization skills.
- Capacity for multi-tasking and meeting deadlines for simultaneous projects.
- Strong follow-up skills and commitment to the Project success.
- Excellent communication skills (oral and written).
- Strong commitment and follow-thru with all undertakings.
- Team player who works well with others.

I acknowledge the responsibilities and duties as listed above, and accept this appointment.

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