Rollout Activities
Every unit implementing the new ITS Shared Services completes similar activities in partnership with ITS to ensure a smooth transition.

In **Unit Engagement**, ITS will ask your unit executives to define individuals who can help lead your unit implementation. They will each fill unique roles in the transition process.

- **Unit Representative**
  Your unit rep will be the primary contact for your unit, and will be responsible for keeping unit executives informed and driving key decisions as needed.

- **Unit IT Lead(s)**
  Your IT lead(s) will partner with ITS technical teams in technical discovery meetings. It’s possible that they may either be transitioning to ITS themselves or supervising others who will be transitioning.

- **Unit HR Lead(s)**
  Your HR lead will partner with the ITS workforce lead to finalize activities for unit employees transitioning to ITS.

- **Unit Finance Lead(s)**
  Your finance lead will partner with the ITS financial lead to answer funding and chargeback questions, and finalize funding transfers for transitioning employees at the end of the fiscal year.

- **Unit Communication Lead(s)**
  Your communications lead will partner with the ITS communications lead to build a unit-specific communications plan and materials.

Members of this group will meet regularly with ITS leadership to guide the unit transition process. The typical meeting cadence for this group is bi-weekly, and which team members need to attend which meetings depends upon the agenda content.

Early meetings focus on building a partnership between unit and ITS leadership to ensure we are working together to accommodate unique unit needs, work within appropriate business cycles, manage risks, and make the best possible decisions for administrators, researchers, faculty, staff, and students. Decisions & activities include:

- Rollout start dates
- How to divide the unit into logical groups
- Validation of staff listing to determine who is migrating
- Who to consult on scheduling
- Additional individuals who should participate in the rollout planning process.

**Want More Information?** Visit our ITS Shared Services site: [http://its.umich.edu/shared-services/](http://its.umich.edu/shared-services/)
All of our hard-copy handouts have comparable Web, presentation, and/or video content located on this site.
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