Communications Timeline / Workforce Decision Process

The fall timeline for Central Administration unit activities to make workforce decisions includes the following:

1. **Monday, September 24 - Unit representative presentation** - Central administration unit representatives and other unit leaders attend presentation and receive information on the process and timeline. Technical, financial, workforce, business case, and communications/change management information will be provided; non-sensitive information will be posted online.
   - **Note:** It is recommended that unit representatives cascade information from the presentation to their VPs/Directors/Deans and other unit leaders who are unable to attend, as well as to their unit IT staff (ITS will provide presentation material to help with these conversations).

2. **Monday, September 24 - Friday, November 2** - ITS will work with units to come to decisions about who will move to shared services.
   - Please check-in with John Gohsman (jgohsman@umich.edu) **no later than October 15** to discuss any questions or requests to retain employees and/or funding within the unit. ITS will assemble the appropriate leadership to answer specific unit questions.

3. **Friday, November 2** - Deadline for final decisions.

4. **Week of November 5 - Unit hosts manager/employee meetings** - ITS will provide manager talking points that unit leadership can use to talk to their employees about who will be transitioning to ITS, answer common employee questions, and provide information about the upcoming November town hall sessions. ITS will be hosting for employees recommended to join the shared service provider.

5. **Friday, November 9 - ITS sends invitation to town hall sessions** - Employees recommended to join the shared service provider will receive invitations to town hall sessions.

6. **Week of November 12 & 19 - ITS hosts town hall sessions** - Transitioning employees will receive information on ITS as a shared service provider, roles/job descriptions, and other information which will assist employees in this transition. Additionally, ITS will provide information on activities that will be hosted for transitioning employees starting in December.