

# Faculty of Arts Administrative Restructuring - Process Map

Administrative Service Units

as of March 12, 2021

PHASE	DETAILS	Project Week				Project Week				Project Week																																
		March				April				May				June				July				August				September				October				November				December				
		8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	6	13
1	<b>Information Gathering, Analysis, &amp; Verification</b> Inventory of tasks/duties - prepared by Assistant Chairs, Administration Meetings with Assistant Chairs, Administration to understand inventory	[Gantt bars: March 8-15, March 15-22]																																								
2	<b>Design</b> Initial Organization design: Led by Dean, Vice-Dean, Faculty General Manager, Senior Officer Human Resources Feedback from Change Management Group					[Gantt bar: April 12-19]																																				
3	<b>Consultation &amp; Engagement</b> Draft organization Structure: Consultations with Chairs and Assistant Chairs, Administration Engagement with Stakeholders					[Gantt bar: April 19-26]																																				
4	<b>Define</b> Confirm Academic Department Manager role and responsibilities					[Gantt bar: April 26]																																				
5	<b>Alignment / Implementation</b> Alignment with Service Excellence Transformation (SET) Start job design - led by Faculty General Manager and Academic Department Managers Consult with Chairs Engagement with stakeholders									[Gantt bar: May 10-17]																																
6	<b>Implementation - Next Steps</b> Transition to the new structure Continuity of services													[Gantt bar: June 7-14]				Continued Implementation																								

Followed by regular review and adjustment