

TSI Working Groups -- Guidelines for Phase 1 Reports

Each 2CUL TSI Working Group is asked to submit a "report and recommendations" to the TSI Steering Committee at the end of Phase 1 of their charge. The aim of this report is to provide summaries of the group's approach to, and thoughts on, the five or more specific points in the charge to be covered during the initial phase of the team's work. This report need not, and should not be long -- *with responses to the specific points not to exceed one page each*. These responses may be in traditional paragraph form, or written simply as a set of clear and concise bullet points. Links to supporting documentation should be included in the report, but the documentation itself should be stored and made available on the TSI wiki, a Basecamp project page, or elsewhere on the web for review by the TSI Steering Committee and others.

The Steering Committee requests the following structure for the report:

- Name of Working Group
- Name your document so it includes the name of the working group. Post it on the wiki on the main page for your functional area under **Reports**
- Summary of staffing and expertise at the two CULs, including comparison of current job assignments (Phase 1, Point 1)
- Summary of reporting and decision-making structures at the two CULs (Phase 1, Point 2)
- Summary of significant similarities and differences between policies, practices, and workflows at the two CULs . You may want to link to the Inventory prepared in point 3 of your charge or just use the data collected to inform the summary (Phase 1, Point 3)
- Summary of dependencies and limitations inherent in working with other functional units at the two CULs (Phase 1, Point 4)
- Summary of available or easily derivable baseline productivity numbers at the two CULs (Phase 1, Point 5)
- Recommendations regarding a work plan and critical issues to explore in Phase 2 of the group's assignment