

Dean's Office Administrative Project Support Guidelines

Before proceeding with a new project, it is necessary to consider a variety of questions in order to provide adequate information before obtaining approval from the Executive Assistant Dean. During this process, it is critical that your information thoroughly address certain key points and is presented clearly.

To help guide you with a successful project pitch, we encourage you to review the following checklist and cover all topics that may apply to your particular project.

What

- What's the problem to be solved?
- Is there any benchmarking data that would be relevant?
- What division or campus goals will this meet? Tie any division goals back to the UCSD Strategic Plan:
 - Goal 1: Delivering an educational and overall experience that develops students who are capable of solving problems, leading, and innovating in a diverse and interconnected world
 - Goal 2: Cultivating a diverse and inclusive university community that encourages respectful open dialogue, and challenges itself to take bold actions that will ensure learning is accessible and affordable for all
 - Goal 3: Nurturing and supporting a collaborative and interdisciplinary research culture that advances the frontiers of knowledge, shapes new fields, and disseminates discoveries that transform lives
 - Goal 4: Supporting and promoting just and sustainable forms of economic development, shared prosperity, and social and cultural enrichment regionally and globally
 - Goal 5: Creating an agile, sustainable, and supportive infrastructure by ensuring a dedication to service, people, and financial stewardship
- What are the pros and cons of this project?
- What is the business model, including:
 - What are the current costs?
 - What are the proposed future state costs?
 - What's the cost to implement/develop?
 - What's the sustainability plan?
- Are there any other alternative options?
- What's the timeline?

Why

- Why are you proposing this?
- Will it improve efficiency or something else?
- Are we certain there isn't another campus solution underway or proposed?
- Is this a process that will remain in place even with ESR?
- Will there be any data duplication?

Who

- Who is participating?
- Do we have various levels of the organization involved to ensure we are focused on all aspects from strategic to the details?
- Are users consulted, along with IT, etc.?
- Is the relevant campus representative being consulted?
- Who will be develop and monitor progress? (e.g., OEC, functional area, cross-divisional, cross AA)?

How

- How to prioritize?
- Agile development?
- How will change management be addressed?
- How will we test?
- How will we implement?
- How will we monitor progress and measure success?

Have a suggestion to add to or improve this guide? Please contact Tana Troke Campana with your idea!
