

Action Planning Template

F.G. Name	Facilities & Labs	
F.G. Sponsor	Engagement Initiative	
F.G. Leaders	Jim Wilson – james-wilson@tamu.edu Andy Deuel – adeuel@tamu.edu Carl Johnson – carljohnson@tamu.edu	
Organization/Business Unit	Texas A&M Engineering – Laboratory and Facilities Coordination	
F.G. Purpose and Value Proposition		
This functional group will seek to provide information and training resources for All Texas A&M Engineering proctors, facility managers, department laboratory managers, TEES research laboratory managers, and other facilities staff. In doing so we will create a collaborative culture that breaks down barriers, provides a network allows for efficient problem-solving and trouble-shooting, and communicates best-practices among our functional group members.		
F.G. Link to Organizational Strategy and Business Objectives	Guiding Principles	
To keep up with expansion and provide excellent service for the Texas A&M Engineer, this functional group needs to find best practices	Networking and collaboration can make everyone’s job more efficient Increase knowledge of Facilities to everyone	
What is IN SCOPE?	What is OUT OF SCOPE?	
Experiential resource of facilities, safety and management procedures Brainstorming amongst peers, determine and effectively broadcast best practices	This group does not exist as a conduit for complaints, pity parties, or chain of command issues. Additionally, engagement leaders cannot do all the work: everyone has to be engaged	
F.G. Objectives		
Hold face-to-face interactive meetings where a shared experience can create consistent relational material for all to prosper from. Institute a platform for information sharing among the functional group and the rest of Texas A&M Engineering		
Critical Success Factors	Performance Indicators	
<ul style="list-style-type: none"> • Enrollment of COE managers and proctors • Communication of objectives is happening • Employee empowerment is happening • Support from high administration is evident 	<ul style="list-style-type: none"> • Members understand why they should engage • Initiatives are driven by facilities personnel not HR • Deliverables are consistent with survey desires • Based on survey feed-back is the Function Group producing relevant and important deliverables 	

Barriers & Challenges	
<ul style="list-style-type: none"> • Independence of the agencies and departments since they may have dedicated funding mechanisms • Turf war syndrome • Time constraints on some as they may be dual duty specified • Realizing this is a duty to create a united facilities mechanism • Closed mindedness 	
Slogan	
Together, let's celebrate our facilities and boldly communicate how we effectively support and manage them.	
Key Milestones	Deliverables
	Platform for machine usage – with IT help
	Standard Billing system: documenting jobs, billing, show people what's available – with IT help
	Platform for sharing information: wiki, chat, discussion board, file sharing – with IT help
	Training sessions relevant to group's needs
	A list of where people work and what they do

Engagement Plan:

Identify the status of the following change management activities:

Engagement Activity:	Planned	Not Planned	Complete
An engagement plan is in place to support the activities of the FG.			
Education and training will be available to members on tools and approaches.			
The FG has a plan to recognize success of the FG and/or its individual members.			
Current state assessment of successes and problems about knowledge sharing that is relevant to this FG will be completed.			
A plan to improve and/or eliminate the barriers to knowledge flow and collaboration will be developed.			
Best practices are investigated for adoption.			
Senior leadership / sponsors are involved with the FG and act to facilitate and support engagement as required.			