

New Jersey System of Public Research Universities
System Planning Project
Project Work Plan
(Approved at 2/20/03 Steering Committee Meeting)

Executive Order 42 established a Review, Planning and Implementation Steering Committee charged with:

- Reviewing the impact of the Commission on Health Science, Education and Training’s recommendation to create a comprehensive plan for restructuring New Jersey public research universities
- Facilitating the collection of information pertaining to the restructuring
- Examining and prioritizing specific strategies to restructure the three public research universities
- Outlining a proposed work plan
- Delivering an assessment and implementation interim report to the Governor that includes, for the various stages of implementation, the actions required, a timeline for those actions, specific milestones, and responsibilities (while recognizing that the actual restructuring likely will be a multi-year effort)

A structure of committees and working groups was designed in order to involve multiple constituencies in the project, identify and examine myriad issues inherent in restructuring, and compile extensive information on which to base decisions.

This document contains a proposed work plan that summarizes the key activities of the committees and working groups as they relate to the objectives described in Executive Order 42. The project work plan comprises three phases, as summarized below.

Phase I: Preparation and Organization (January – March)	It is envisioned that the first 90 days of the project will be spent primarily on organizing and orienting the various committees and working groups and preparing for the work that lies ahead. Other important activities occurring during this period will be: <ul style="list-style-type: none"> • Preparation of draft legislation • Development of a draft governance, structure and budget scenarios • Consultation and collaboration with existing governing bodies The intent is to minimize the demand on the time and efforts of university faculty and administrators during Phase I, recognizing that they will be heavily involved in preparing institutional budgets.
Phase II: Research and Discussion (April – June)	Phase II will focus on identifying information needs and collecting data relative to the many academic and administrative functions within the universities. It is envisioned that committees and working groups will interact substantially during this part of the planning project. We recommend that system-wide committees and groups conduct meetings in collaboration with university-level committees and groups at regional locations. Draft legislation will be submitted in late June.
Phase III: Analysis and Conclusions (July – September)	Phase III will comprise analyzing the data compiled for functional areas and formulating conclusions relative to the new public research university system. It is envisioned that committees and working groups will proactively share and discuss their major findings and conclusions, which ultimately will be integrated into a draft restructuring implementation plan.

Major activities related to each phase of the work plan are summarized in the following pages. Delivery dates are subject to change.

Project Work Plan
Phase I: Preparation and Organization

Entity	January	February	March
Steering Committee	<ul style="list-style-type: none"> Identify project committee structure Appoint co-chairs of University Committees Identify preliminary issues 	<ul style="list-style-type: none"> Review and approve draft work plan Conduct initial meeting with Executive Advisory Committee Appoint chairs of: <ul style="list-style-type: none"> Communications and Strategic Planning Sub-committees Finance and Funding and Hospital Affairs (HA) System-wide Issues Working Groups 	<ul style="list-style-type: none"> Review and approve draft legislation Prepare initial budget analysis of restructuring for the legislature Review and approve governing structure and budget for Chancellor's Office Appoint chairs of Human Resources (HR) and Information Technology/Library (IT) System-wide Issues Working Groups Review and approve quarterly progress report to Governor
Communications Sub-Committee		<ul style="list-style-type: none"> Appoint committee members Conduct initial meeting in collaboration with PR firm 	<ul style="list-style-type: none"> Determine major messages and strategies Identify key community constituents, media contacts and university representatives Design and disseminate information
Strategic Planning Sub-Committee			<ul style="list-style-type: none"> Appoint chair Identify members
Executive Advisory Committee		<ul style="list-style-type: none"> Conduct initial meeting Identify preliminary issues to be presented to Steering Committee 	<ul style="list-style-type: none"> Review planning project structure and work plan Identify issues and inquiries
System-wide Issues Working Groups		<ul style="list-style-type: none"> Appoint members of Finance and Funding Group Begin to gather information on funding status of existing institutions 	<ul style="list-style-type: none"> Convene Finance and Funding Group Continue to gather information on funding status of existing institutions Identify HA, HR and IT group members
University Committees		<ul style="list-style-type: none"> Convene meeting of co-chairs Review charter and project objectives 	<ul style="list-style-type: none"> Appoint committee members
University Issues Working Groups			

Project Work Plan
Phase II: Research and Discussion

Entity	April	May	June
Steering Committee	<ul style="list-style-type: none"> • Monitor and review progress of committees and working groups • Provide feedback to Executive Advisory committee 	<ul style="list-style-type: none"> • Monitor and review progress of committees and working groups • Discuss and approve vision and mission statements 	<ul style="list-style-type: none"> • Monitor and review progress of committees and working groups • Review and approve quarterly progress report to Governor
Communications Sub-Committee	<ul style="list-style-type: none"> • Design and disseminate information • Interact with community constituents, media contacts and university representatives 	<ul style="list-style-type: none"> • Design and disseminate information • Interact with community constituents, media contacts and university representatives 	<ul style="list-style-type: none"> • Design and disseminate information • Interact with community constituents, media contacts and university representatives
Strategic Planning Sub-Committee	<ul style="list-style-type: none"> • Develop planning approach • Develop draft vision and mission statements for system 	<ul style="list-style-type: none"> • Communicate planning approach to committees and working groups • Review and integrate committee input • Collect capital asset data 	<ul style="list-style-type: none"> • Meet with System-wide Issues Working Groups and University Committees • Examine and evaluate capital asset data
Executive Advisory Committee	<ul style="list-style-type: none"> • Review project progress report • Identify issues and/or inquiries 	<ul style="list-style-type: none"> • Review vision and mission statements • Identify issues and/or inquiries 	<ul style="list-style-type: none"> • Receive updates • Identify issues and/or inquiries
System-wide Issues Working Groups	<ul style="list-style-type: none"> • Obtain background information on funding of other university systems • Convene HR, IT and HA Groups • Determine HR, IT and HA information needs, in collaboration with University Committees and Issues Working Groups, and design data collection methodology 	<ul style="list-style-type: none"> • Evaluate strengths and limitations of funding models • Collect and compile data on HR, IT and HA functions at existing universities • Identify State of New Jersey HR standards and requirements 	<ul style="list-style-type: none"> • Issue draft white paper on Finance and Funding issues • Collect and compile data on HR, IT and HA functions at existing universities
University Committees	<ul style="list-style-type: none"> • Convene and orient committees • Assist in establishing University Issues Working Groups • Review and discuss draft vision and mission statements 	<ul style="list-style-type: none"> • Propose design of “new” university • Determine information needs, in collaboration with System-wide and University Issues Working Groups • Assign and monitor data collection 	<ul style="list-style-type: none"> • Oversee collection and compilation of data • Confer with System-wide and University Issues Working Groups
University Issues Working Groups	<ul style="list-style-type: none"> • Appoint chairs and identify members • Convene and orient Groups 	<ul style="list-style-type: none"> • In consultation with System-wide Issues Working Groups, University Committees and university constituents, identify issues and information needs • Collect and compile data 	<ul style="list-style-type: none"> • Collect and compile data • Confer with University Committees

Project Work Plan
Phase III: Analysis and Conclusions

Entity	July	August	September
Steering Committee	<ul style="list-style-type: none"> Monitor and review progress of committees and working groups Review and comment on Finance and Funding white paper 	<ul style="list-style-type: none"> Review and comment on white papers 	<ul style="list-style-type: none"> Review and approve draft implementation plan Review and approve report to Governor
Communications Sub-Committee	<ul style="list-style-type: none"> Design and disseminate information Interact with community constituents, media contacts and university representatives 	<ul style="list-style-type: none"> Design and disseminate information Interact with community constituents, media contacts and university representatives 	<ul style="list-style-type: none"> Design and disseminate information Interact with community constituents, media contacts and university representatives
Strategic Planning Sub-Committee	<ul style="list-style-type: none"> Review and comment on white papers 	<ul style="list-style-type: none"> Review and comment on white papers In collaboration with University Committees, draft preliminary implementation plan 	<ul style="list-style-type: none"> In collaboration with University Committees, finalize implementation plan
Executive Advisory Committee	<ul style="list-style-type: none"> Review project progress report Identify issues and/or inquiries 	<ul style="list-style-type: none"> Receive updates Identify issues and/or inquiries 	<ul style="list-style-type: none"> Review draft implementation plan
System-wide Issues Working Groups	<ul style="list-style-type: none"> Respond to questions and requests related to Finance and Funding white paper Analyze HR, IT and HA information and formulate conclusions 	<ul style="list-style-type: none"> Develop and issue HR, IT and HA white papers Respond to questions and requests related to white papers 	<ul style="list-style-type: none"> Review draft implementation plan
University Committees	<ul style="list-style-type: none"> Review and comment on Finance and Funding white paper Identify proposed names for system and universities Develop preliminary implementation plan 	<ul style="list-style-type: none"> Review and comment on white papers In collaboration with Strategic Planning Committee, draft preliminary implementation plan for each university 	<ul style="list-style-type: none"> In collaboration with Strategic Planning Committee, finalize implementation plan
University Issues Working Groups	<ul style="list-style-type: none"> Respond to questions and requests related to Finance and Funding white paper Provide additional information, as needed 	<ul style="list-style-type: none"> Respond to questions and requests related to white papers Provide additional information, as needed 	<ul style="list-style-type: none"> Review draft implementation plan