



**ORA – DRAGON TEAM**

**STANDARD OPERATING PROCEDURE (SOP)**

<b>Name</b>	<b>ORA Task Force Reporting and Communication SOP</b>
<b>Process Owner</b>	<b>Inger Garnett, Director of Strategic Operations</b>
<b>Initial Date</b>	<b>February 10, 2020</b>
<b>Stakeholders</b>	<b>ORA, University Faculty/Staff, Dragon Team</b>
<b>Revision Date</b>	

**RACI CHART:**

R - Responsible A - Accountable C - Consulted I - Informed	SVPR	VPR	Dragon Team	Operational Leaders	Task Force Group
Task force is commissioned	R	R	A	I	I
Task force meets to develop recommendations			A	C	R
Task force initial presentation	C	C	I	C	R
Implementation plan is developed			A	R	C
Implementation plan is presented	C	C	R	R	I
Implementation plan is deployed	I	I	A	R	C
Communication updates	R	R	R	C	C
Assessment of impact	I	I	R	C	C
Tracking of task force activity	I	I	R	I	I

**I. SUMMARY:**

The purpose of this SOP is to establish a procedure for developing research-related task forces and the dissemination of relevant communications that arise from their activities, recommendations. This SOP will also provide a process to ensure that communication and recommendations have been implemented and measured.



## II. DEFINITIONS:

**ORA** – Office of Research Administration

**CI** – Continuous Improvement

**Dragon Team** – Strategic Operations Associates dedicated to process improvement, and tasked with reducing waste and increasing efficiency within the research community

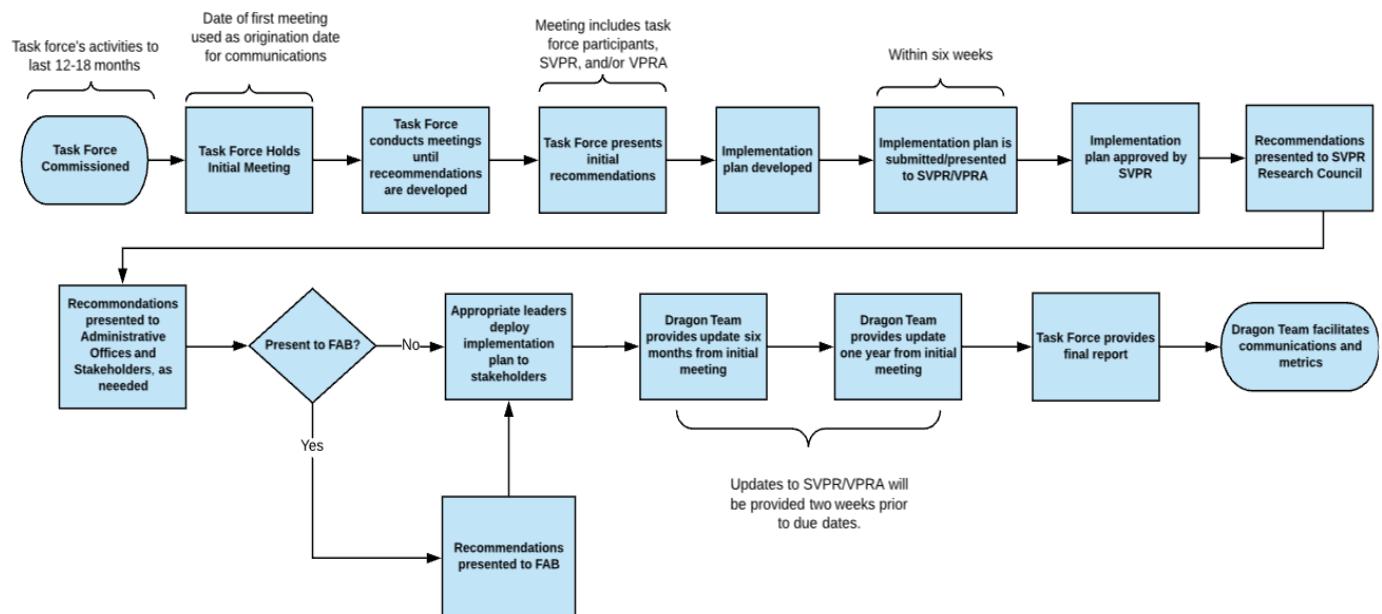
**FAB** – Faculty Advisory Board

**SVPR** – Senior Vice President of Research Administration

**VPRA** – Vice President of Research Administration

**PI** – Principal Investigator/faculty

**Task Force** – designated members of task force





**III. PROCESS:**

1. Task force is commissioned after need is identified by SVPR/VPRA.
  - Task forces are commissioned for 12-18 months.
2. Task force meets to determine or recommend outcomes and next steps. Date of first meeting will be used as origination date for following steps in communication plan.
3. Task force presents initial recommendations to SVPR, VPRA, operational leaders and stakeholders for approval and discussion of next steps.
4. Dragon Team, operational leaders and stakeholders will convene after formal presentation to develop implementation plan.
5. Dragon Team and operational leaders will present implementation plan to SVPR/VPRA within six weeks for approval and discussion of next steps.
6. Task Force presents recommendations to SVPR Research Council.
7. Task Force may present recommendations to Faculty Advisory Board and/or Administrative offices, as appropriate.
8. Appropriate operational leaders will deploy implementation plan to stakeholders.
9. Dragon Team will provide 6 months and 1-year updates to Task Force, SVPR and VPRA, two weeks prior to the due date for Task Force reporting.
10. The SVPR and VPRA will have one week to review the reports and return to Dragon Team for editing and submission to the Task Force.
11. Posting of the task force recommendations and implementation on the website and newsletter communications will be at the discretion of the SVPR and VPRA. The content will be developed by the Dragon Team 3-4 weeks prior to posting and reviewed by SVPR and VPRA.
12. Dragon Team will identify metrics and provide assessment of operational impact from task force recommendations at each report period.
13. The Dragon Team is responsible for keeping complete records for each Task Force from commissioning through closure.
  - Documents will include email exchanges with task force members, documents, slides from report out presentations, any postings or newsletter communications and the timeline of presentations and groups to which the recommendations were presented.
  - The records are to be kept in Box to which the Dragon Team, SVPR, VPRA, and their designees will have access.
  - File names will follow the same format with Date, Title, and initials of last person to edit. For example, 2-21-20 Report Out Slides to SVPR – IG.
14. Task force activity and communication will be tracked by the Dragon Team. The following illustration outlines how communication is tracked for all research task force initiatives (*see Appendix A*).



**IV. APPENDIX A**

**RESEARCH TASK FORCE ROLL OUT**

Task Force	<ul style="list-style-type: none"><li>• Task Force Title</li></ul>
Origination Date	<ul style="list-style-type: none"><li>• Example Feb 1</li></ul>
1st Read out	<ul style="list-style-type: none"><li>• <b>Within 6 months</b> of Origination Date</li></ul>
Date of Plan	<ul style="list-style-type: none"><li>• <b>6 weeks</b></li></ul>
SVPR Research Council	<ul style="list-style-type: none"><li>• Next Council Meeting <b>after plan is approved</b></li></ul>
FAB Presentation	<ul style="list-style-type: none"><li>• If appropriate for FAB review, it will be presented at next meeting <b>after plan is approved</b></li></ul>
ORA Newsletter/Campus Announcement	<ul style="list-style-type: none"><li>• If appropriate for ORA Monthly Newsletter, communication wil be <b>following FAB Presentation</b></li></ul>
Dragon Team Update	<ul style="list-style-type: none"><li>• Two weeks prior to six-month report</li></ul>
6-Month Update to SVPR, VPRA and Task Force	<ul style="list-style-type: none"><li>• 6 months from <b>1st Read Out</b></li></ul>
Dragon Team Update	<ul style="list-style-type: none"><li>• Two weeks prior to one-year report</li></ul>
1 Year Update to SVPR, VPRA & Task Force	<ul style="list-style-type: none"><li>• 1 Year from <b>1st Read Out</b></li></ul>
Website/Newsletter Postings	<ul style="list-style-type: none"><li>• At SVPR/VPRA discretion developed by Dragon Team 2-3 weeks prior to posting</li></ul>

**V. REVISION TRACKING:**

DATE	REVISION SUMMARY	REVISED BY: NAME, TITLE