RIAS II – BUSINESS MANAGERS GROUP

Roles & Responsibilities:

Each member’s primary role is Subject Matter Expert. As SME’s, members will use their expertise to cultivate meaningful and practical recommendations and business processes for the University community. They will work with Project Implementation Team members to:

- test the system (determining gap/fit analyses and finalizing solution design)
- finalize recommendation write-ups for presentation to the Project Management Team and the Steering Committee
- assist the RIAS Phase II Project Implementation Team in developing effective training materials and identifying users, coordinating training and classroom training schedules
- aid the Project Implementation Team to effectively communicate the related procedural and process changes to relevant individuals throughout the University
- manage expectations to reflect system limitations

No less important, each member’s secondary role is to act as a RIAS II point person who represents a group of individuals from various Offices throughout the University. Members will provide support to the RIAS Phase II Project Implementation Team in developing and recommending business process changes for the University Community and to effectively promote, communicate, and solicit feedback about the project and its impacts on the business office staff. In this role, they will be responsible for:

- fostering good paths of communication between those they represent and the Project Management Team
- providing status updates as well as bringing those meaningful and practical recommendations from field offices back to the Project Implementation Team

It is anticipated that the time commitment is approximately one-half to one day per week; more as the project requires. Members will attend regular bi-weekly meetings with the BMG which are held every other Wednesday beginning with August 22, 2007, from 1:30 – 3:30 pm in the ASB Accounts Payable Conference Room on the Busch Campus. In addition, they will: conduct meetings with, and make themselves available to those individuals they represent, and act as training facilitators.