

## **TeamDynamix Training and Communications Committee Charter**

Approved by the committee 2022-05-03

### **Purpose:**

This charter establishes the TeamDynamix (TDX) Communications and Training Committee as a permanent operational group which will report to the TDX Collaborative Board. This group's focus is on communications and training on the use and administration of the TDX shared service at the University of Illinois. It will determine communication plans while creating and maintaining standardized training of the TDX platform amongst all university-level units, edge units, and System Offices.

### **Meetings:**

This group will meet on a recurring basis to be determined by membership, no less than once per quarter. Meeting agendas will consist of topics within institutional scope as requested by the TDX Collaborative Board or committee members.

### **Term:**

The Committee will continue to function while the TeamDynamix service is available to the U of I system.

### **Responsibilities:**

- Serve as the contact point for high level TDX communications and training questions
- Define procedures for reviewing and approving communications and training materials
- Develop a strategy of communication methods (email, website, KB, TDX, etc.)
- Develop communications inventory (all project and service team communication plans should specify which team members are responsible for writing, reviewing, approving, and sending communications)
- Determine scope, format and frequency of targeted communications
- Define internal and external audiences for communications and training
- Create individual communication plans for any major initiatives or changes within TDX
- In coordination with the TDX Collaborative Board and Global Administrators, evaluate upcoming TDX upgrades, changes, etc. to identify necessary documentation/training material changes and any related communications to appropriate audiences
- Build TDX training plans for appropriate audiences
- Develop and maintain training resources
- Produce and disseminate communications and training to TDX stakeholder target audiences
- Track and catalog all communications and training deliverables
- Coordinate and facilitate sharing of training and communications resources throughout the University system

### **Deliverables:**

This committee will submit reports to the TDX Collaborative Board on at least a quarterly basis, including any recommendations submitted to the TDX Collaborative Board membership to evaluate and consider. These reports will identify specific activities being conducted in each quarter along with outcomes and progress indicators of each activity.

### **Composition:**

## TeamDynamix Global Communications & Training Committee Charter

This committee will consist of individuals representing each UIUC, UIC, UIS, and System Offices. The individuals will be recommended by the TDX Collaborative Board within their respective university-level IT organization, to serve until replaced. A chair or co-chairs will serve over this committee and will be responsible for setting the agenda and facilitating the regular meetings of the group in a collaborative manner. The chair or co-chairs of this committee will initially be appointed by the TDX Collaborative Board for a term of one year but may not serve consecutive terms without the consent of the committee membership. Future committee chairs will be appointed by the committee membership.

To remain in good standing, all committee participants must:

- Attend at least three-quarters of all committee meetings
- Actively participate in meetings and contribute to the committee, as appropriate. Participation includes but not limited to:
  - reading materials provided in advance and preparing as appropriate for meetings
  - proposing agenda topics
  - engaging in discussions during meetings
  - actively participate in and contribute to completion of tasks
  - developing recommendations, reports, and other deliverables as needed
  - engaging in follow-up activities, if any, following meetings
  - responding to requests for information and feedback
- Assist, when appropriate, in providing updates during TDX Collaborative Board meetings

**Charter Control:** This charter will be reviewed and amended on an annual basis by the TDX Collaborative Board and the members of this committee.

**Charter Status:** Charter requires approval by TeamDynamix Collaborative Board. Chair and initial members need to be chosen.