

# Draft GoSolar Team Charter

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**Team:** *Student Perspective Team*

**Purpose:** The *Student Perspective Team* is primarily responsible for making the Georgia State GoSolar system more useful and “friendly” to students.

Specifically, the *Student Perspective Team* is responsible for:

- Communicating with students about the GoSolar project,
- Assisting in the development of the new Georgia State Banner web interface for students,
- Developing a “GoSolar Student Handbook” and “Quick Start Guide” to help students understand how to use the new web interface for students,
- Training student leaders, lab assistants, office managers, and the student body in general in the use of the new web interface for students,
- Collecting feedback from students about the new web interface for students and making recommendations for how to improve it.

**Team Sponsor:** Bill Fritz, GoSolar Project Leader

**Team Members:**

- Kurt Keppler, *Student Perspective Team* Leader
- <need the names of all team members to include here>

**Resources:**

- “Web for ...” Team (Dan Hammond, Dan Niccum, Dave Bledsoe, Tim Woltering, Charles Gilbreath)
- Troy Page (I S & T / UIS),
- <other resources?>

**Duties of this team:**

1. Ensure that the Student Perspective is Heard and Considered. Work with the “Web for ...” and *Implementation Teams* to ensure that the student perspective is being heard and considered as

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Banner and other ancillary software is being rolled out. In particular, provide direction and feedback to the team responsible for configuring the Banner “Web for Student” product. The Banner “Web for Student” product will be used:

- a. by Georgia State applicants to check on the status of their admissions applications, and
  - b. by students to:
    - i. check on the status of financial aid,
    - ii. review course offerings and schedules,
    - iii. register for classes,
    - iv. check grades.
2. Quality Assurance. Participate in the testing of Georgia State’s Banner “Web for Students” product to help assure a high level of student satisfaction.
  3. Communications with Students. Develop and implement strategies for advertising and promoting the GoSolar project to students.
  4. “GoSolar Student Handbook” and “Quick Start Guide”. Design and oversee the production and distribution of materials to help students understand the new Georgia State GoSolar system and how to use the Banner “Web for Students” web interface.
  5. Training. Develop and implement strategies for training student leaders, lab assistants, and office managers who are responsible for assisting students in the use of the new Banner “Web for Students” product.
  6. Feedback from Students. Collect feedback from students on their experiences with the new GoSolar system and make recommendations for how to improve the system.
  7. Identify Needed Resources. Identify resources needed for the project and communicate these needs to the *Implementation Team*.
  8. Project Plans. Assist in the development of a project plan for the *Student Perspective Team* and

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be responsible for providing status updates for tasks and activities that have been assigned to them.

9. Plan Execution. Ensure that the project plans are executed and that the system is implemented on time and within the approved budget.
10. Communication. To communicate and coordinate with the *Implementation Team* and project stakeholders.

- Success Measures:**
1. The *Student Perspective Team* will review the Georgia State “Web for Student” prototype when it is made available in November 2001 and in a timely manner (within 2 weeks) provide feedback and suggestions to the “Web for ...” development team on how to improve it.
  2. The *Student Perspective Team* will coordinate their plans and schedules for communications with students, quality assurance activities, development of GoSolar educational materials, training, and implementation support to match the following key GoSolar project dates:
    - a. January 2002 – Financial aid status check is available in the Georgia State Banner “Web for Student” product,
    - b. February 2002 – Registration appointment/time ticketing is available,
    - c. March 2002 – Admissions application status check is available,
    - d. March 2002 – 1<sup>st</sup> “mock” registration test,
    - e. April 2002 – 2<sup>nd</sup> “mock” registration test,
    - f. May 2002 – 3<sup>rd</sup> “mock” registration test,
    - g. May 28 – June 2, 2002 – Advance Fall 2002 registration via “Web for Student”
    - h. July 5 – July 10 – Early Fall 2002 registration,
    - i. 1<sup>st</sup> week August 2002 – Regular Fall 2002 registration

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- j. 1<sup>st</sup> week Fall 2002 classes – Late Fall 2002 registration.

## **Budget:**

The approved budget for the GoSolar *Student Perspective Team* is \$???.

## **Boundaries:**

1. The *Student Perspective Team* will not be empowered to exceed their team's approved budget without the approval of Bill Fritz, GoSolar Project Leader / Team Sponsor.
2. The *Student Perspective Team* will not be empowered to establish or modify academic policy. Recommendations for new academic policies or changes to existing academic policies will be raised to the Banner Conversion Task Force (BCT).

## **Operating Guidelines:**

1. The *Student Perspective Team* will receive direction from and be responsible to the Banner Implementation Team.
2. The *Student Perspective Team* will meet twice per month during the life of the project, or more often as needed.
3. The *Student Perspective Team* will be a model for effective team processes.
4. The *Student Perspective Team* will make decisions through consensus and then represent the team as a whole.
5. The *Student Perspective Team* will communicate their activities, decisions, and action steps, as appropriate, to various project personnel.

## **Ground Rules:**

1. Agendas for *Student Perspective Team* meetings will be sent out at least 72 hours in advance.
2. Meeting minutes will be circulated within 48 hours of each meeting.
3. Respect confidentiality
4. Team member etiquette:

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- a. Come prepared
- b. Participate
- c. Complete assignments
- d. Be an active listener
- e. Stay focused
- f. Project a positive attitude
- g. Critique an idea, not the person
5. Respect other's ideas/opinions/roles:
  - a. Be open-minded
  - b. Don't interrupt while others are speaking
6. Be respectful of other and individual roles
7. Be committed to the project
8. Meeting courtesy:
  - a. Arrive on time
  - b. Start on time
  - c. Stay for the entire meeting
  - d. Inform meeting leader before meeting if unable to attend or need to leave early
  - e. Turn off your cellular phone or switch to vibrator mode