*{date}*

**MEMORANDUM**

**TO:** M. Katherine Banks, Ph.D.

President

**FROM:** *{Name}*

Working Group Chair

**SUBJECT:** Implementation Memo – Working Group # --

**Recommendation to be Implemented:** *{quote the recommendation, including any modification by Dr. Banks}*

**Strategic Considerations:** *eg., broad overview of the key strategies followed in developing the implementation plan, why the approach taken was taken, how further the goal of academic excellence, etc.*

**Logistical Issues Addressed:** *eg, new organizational structure, updated processes and delegations, new academic administrative structure developed, customer/stakeholder feedback mechanism for centralized services, process for moving personnel to new reporting structure, budget impact and realignment, external approval/notification required, etc.*

**Major Challenges Encountered and Resolutions:** *eg., ensuring that all current duties are covered, resources needed, space, resistance from stakeholders, etc.*

**Key Logistical Issues to be Completed and Timeline:** *eg., Rules/SAPs to be updated, personnel to be moved in organizational structure, personnel/labs to be moved to new physical location, required documentation submitted to Texas Higher Education Coordinating Board, communication plans, performance metrics, etc.*

Approved:

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M. Katherine Banks, Ph.D. Date

President