

# TDC Advisory Council Meeting

## Meeting Summary

October 26, 2018  
10:00 a.m. to 11:30 a.m.

Peter Renner, OTM Deputy Director	Executive Sponsor
Debora Branham, LPD Administrator	Project Lead/Owner
Rod Cheatham, Talent Development Program Manager	Project Manager

**Attendees:** Jen Adair (DAS); Michael Buerger (DAS); Helena Carter, (ODH); Joel Coughlin (DAS); Paul Dyke (DAS); Matt Dyer (OBM); Abbie Frase (MCD); Steve Galloway (DRC); Shawn Garrett, (DAS); Matt Gill (BWC); Cyndi Hill (BWC); Ray Justice (DAS); Kate Nicholson, represented by Cassandra Richards (DAS); Cindy Orr, represented by Becky Castorano (JFS); Dan Piercy (DAS); Jonathan Rollings (OOD);

**Absent:** Robert Cooperman (COM); Kate Nicholson (DAS); Cindi Orr (JFS); Stan Sikorski, (DAS); Maggie Toal (DAS); Patti Winbush (DAS)

**Meeting Objective:** To continue defining the project charter for an online centralized repository of training resources for HR professionals.

- **Welcome:** Debora opened the meeting at 10:03 a.m.; she welcomed the Advisory Council members and allowed everyone to introduce themselves with a fun fact to get to know each other.
- **Charter Discussion:** Debora led and briefly discussed the project charter document indicating that the objective of the meeting today is to continue defining the project charter, which will serve as the Council's roadmap for the initiative.
- **Recap of Activity from Prior Meeting:** Roderick led the recap of the activity from the prior TDC meeting by reviewing the items voted on by the Council. These items will serve as priorities for the project charter (i.e., key objectives, deliverables, scope statements and constraints).
- **Team Activity:** Roderick transitioned the Council into groups of four to continue the work on developing project charter components by working in groups to identify the top 4-5 statements for each of the project charter components. (See the statements included in the meeting summary).
- **Debrief:** Debora led the debriefing activity where each group presented their top statement. The groups debriefed the statement worksheets allowing the Council members to ask questions about the information shared and share additional information. As a result, of the activity, initial work groups were formed; they were encouraged to continue working on their statements between meetings to refine them.

- **Establish Roles:**
  - Roderick walked the Council through the TDC Advisory Council Roles and Responsibility Document to provide a general idea of key functions.
  
- **Next Steps:**
  - Debora discussed next steps indicating that the Council will continue to define the Project Charter over the next several meetings, then move into developing the project plan and timeline.
  - Also, she stated there will be a consistent effort to keep the Agency TDC Liaisons engaged to ensure they are aware of the status and gain feedback. The December 14<sup>th</sup>, TDC meeting will include the Agency TDC Liaisons. Also, a panel discussion will be held to gather some initial baseline information regarding the various HR functional areas and training needs.
  
- **Wrap-up:**
  - Debora concluded the meeting at 11:30 a.m. and thanked the group for their participation. The next two meetings are scheduled for:
    - November 30, Rhodes 231 at 10:00 a.m.
    - December 14, 2018, time to be determined, Riffe Conference Center, 31<sup>st</sup> Floor

## Team Activity Summary

### Developed Project Charter Statements

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**Statement #1: Key Objectives:** *Describe what will be achieved and the benefit the project or initiative will bring to the customer:*

1. Develop and maintain an easily accessible [online](#) repository with a common curriculum that not only supports new HR professionals, but also bolsters the overall knowledge base for all HR professionals.
2. Develop an HR competency model, identify and provide a variety of learning modules that focus on strengthening HR professional's skills to ensure proficiency at any level.
3. Develop business and consulting competence that emphasizes strategic partnerships between HR professionals and agency leadership.

**Statement #2: Deliverables:** *Describe the approach (i.e. how the objectives will be achieved and/or how the work will be completed by the TDC Advisory Council).*

1. Develop project plan and timelines for content and technology needs.
2. Design and develop a technology platform to meet needs of HR professionals through populated content [and resources](#).
3. Design and develop a communication and marketing strategy to create buy-in for successful implementation [and promote the new resource tool](#).
4. Design and develop plan for sustainability of platform, including maintenance, evaluation and resources (owner).

**Statement #3: Scope:** *Provide a description of activities or items that are in or out of the scope of the project.*

#### **In Scope**

1. The centralized HR repository will be tested by customer users through UAT, focus groups and online surveys.
2. Resources within the repository will include evaluation methods including surveys, assessments and web traffic data reports.
3. The HR repository will consist of online activities including e-Learning, electronic job aids, video tutorials and other HR related resources.
4. The HR repository will provide a virtual environment where HR professionals can collaborate including blogs, wikis and communities of practice.

#### **Out of Scope**

1. The HR repository will **NOT** include agency specific initiatives, processes and requirements.
2. The HR repository is **ONLY** for state employees and is not a resource for non-state employees.

**Statement #4: Constraints:** *Describe any foreseeable conditions that may limit the TDC Advisory Council with respect to people, time or schedules.*

1. The administration will change; this may present as a risk or constraint because new leadership may/may not support the concept of the TDC or its initiatives.
  - *To mitigate this risk, the TDC should ensure it presents and demonstrates on ROI by having a solid project plan.*
2. TDC must rely on resources outside of the training community for completion of its initiatives (e.g. website development, aging IT, DAS IT, agency training departments, DAS Communications, OIT, etc.).
  - *To mitigate this risk, TDC should identify the specific resources required and approach agencies to share the project plan with them to demonstrate a shared value.*
3. Due to organizational cultural differences across agencies, departments, and organizations; the TDC may face different levels of resistance to the new ideas it presents.
  - *To mitigate the risk; the TDC should recognize and appreciate different agency cultures and encourage alignment across agencies.*
4. TDC members may experience increase(s) in workload, impacting their ability to participate in the council or projects.
  - *To mitigate the risk; TDC will offer webinars, small group meetings, on-site agency meetings, utilize skype, etc.*