

Work Team Revision Worksheet

Summarize Revision

Reason(s) for Revision

Name

Description/Purpose

Sponsor(s) (i.e. to whom the group reports)

Leader(s)

Membership

Membership Rotation Schedule

Membership Term Limits

Resource People (i.e., those who are crucial to the success of the team, but may not be expected to attend every meeting. Could be external to FLITE, as well.)

Goals

Measures of Success

Connections to Strategic Plan (cite specific initiative[s])

Resources (e.g. new/existing data, literature, etc.)

Timeline (i.e., duration or when the team should end its work)

Assessment Plan/Review Cycle

Guiding Questions

Version 1; Approved by the AAC March 9, 2017