Northwestern’s Collaboration Services Initiative

Communications & Training
Strategy

- Deployment Work Group focused on technical strategy
- Communications & Training Work Group focused on effective change management
- “It Takes A Village”
- Local Readiness Team Leads (LRTLS)
  - Listserv, virtual meetings, Kevin Ossler
Information Central

- **Project website** for the most up-to-date information
  - Project timeline
  - Technical requirements & options
  - Talking points & communications
  - Training resources
Training Resources

• **Pre-Collaboration Training Online**
  – Microsoft e-Learning
  – Make the Switch Videos
  – Lynda.com
  – HR Computer App Workshop Training

• School/ Department Program

• More to come…ideas welcome!
Other Communication

- Home Use Postcard
- Monthly eNewsletter
- Standard NUIT communications
- Frequent, consistent
- More to come!
Action Items

• Deploy Microsoft Office 2007 or 2010 on faculty & staff Windows computers
  – Apple Mail on Macintosh computers is ok (MS Office 2011 is not yet recommended by NUIT)

• Encourage Microsoft Outlook training

• Encourage faculty & staff to delete old, unneeded e-mails from their computers
Next Steps

• Share what you learned today with those you work with
• LRTL virtual meeting in January
• Additional information will be shared as it is available
• Stay tuned!
Contacts

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Today’s Goals

• To share the most up-to-date information about the Northwestern Collaboration Services Initiative with those who will be most involved in ensuring a successful service launch, at the local level

• To present information in a “user friendly” manner so you can easily continue to share with those you work with
Today’s Goals

• To initiate the launch of the LRTL program as a Collaboration Services support/communication pipeline
• To answer your questions
• To demonstrate tools & resources to help you and your colleagues with this transition
• To identify a point of contact for future questions & feedback
Northwestern’s Collaboration Services Initiative

Thank you for your support of this important initiative!