

February 13, 2019

TO: MEGAN AMARAL, Energy and Resources Group, Co-Chair
SANDI KETCHPEL, Goldman School of Public Policy, Co-Chair
EMILY SCHWARZ, School of Public Health
HOLLI GRIFFIN STRAUSS, Department of Mathematics
KATHY MENDONCA, Human Resources Learning & Development
NICOLE BLAKE, Office of Undergraduate Admissions
NICOLE LOWY, Department of Nutritional Sciences & Toxicology
SARA HARMON, CalTeach
SUSAN GRAND, D-Lab
VALERIE VENTRE-HUTTON, Regional Shared Services, Region 4
LAURA SLAKEY, Statistics, Oversight Group Liaison

RE: **MANAGER TOOL PROJECT TEAM (2019)**

Dear Colleagues:

Thank you for agreeing to serve on the Common Solutions Manager Tool Project Team for Spring of 2019 and Fall of 2019. This is one of a number of project teams we have established as part of the Common Solutions Initiative to provide tools in support of the functional needs of academic units across campus.

The primary objective of the Manager Tool Project Team is to consolidate manager tools into a manager toolkit that can be used for training and orienting new managers. Common Solutions tools are defined as extensions of, or supplements to, central campus enterprise systems, not 'shadow systems' that duplicate the functionality of central campus systems.

The Manager Tool Project Team operates under the general guidance of the Common Solutions Oversight Group. Members will serve a one-year term, renewable annually. We are grateful to Megan Amaral and Sandi Ketchpel for agreeing to serve as co-chairs of the Project Team. In this role, they will be responsible for facilitating the work of the group. We are also grateful to Laura Slakey for serving as liaison to the Oversight Group, ensuring timely and ongoing flow of information between the project team and the governance team.

In carrying out its charge, the Manager Tool Project Team has completed and signed off on its project charter. The project team is expected to work closely with the Oversight Group, reporting regularly on plans, progress, issues and other topics.

We are grateful to each of you for your willingness to serve on the Manager Tool Project Team, and we look forward to working with you to help support academic units across campus with a range of Common Solutions tools.

Sincerely,

Roia Ferrazares, Chair, UC Berkeley Common Solutions Oversight Group
Cc: Common Solutions Oversight Group