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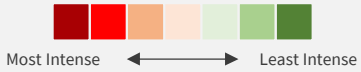
Work Group – **PMO**

Work Group	Navitas Representation	Proposed U of A Representation	Purpose	Most Intense Periods
PMO Workgroup Meeting Cadence: One-hour biweekly meetings	• Project Manager • Implementation Manager • Director of Projects and Business Development • Work Group leads as necessary	• Project Manager • Project Lead • Provost/Representative • Other attendees required as necessary	• Overall launch milestones met and project delivered • Strategic direction of the partnership and barrier management • Review project work plan and set workflow/approvals processes • Ongoing oversight of workgroups • Ongoing stakeholder engagement	Mar – Apr May – Jun Jul – Aug Sep – Oct Nov – Dec



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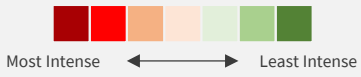
Work Group - **Marketing Communications**

Work Group	Navitas Representation	Proposed UA Representation	Purpose	Most Intense Periods
Marketing Communications Workgroup Meeting Cadence: Half-hour weekly meetings before admissions launch Half-hour biweekly meetings post admissions launch	• PM to kick off initial meetings (PM attends as necessary) • Head of Marketing Services • Director of Marketing and Recruitment • Implementation Manager • Director of Projects & Business Development	• PM to kick off initial meetings (PM attends as necessary) • External Relations • Marketing and Communications • Digital Communications and Design • Web Development	• Workflow/approvals process set for use of logo, branding and collateral • Establish brand guidelines (logo, collateral, etc.) • In-country recruitment tools (flyers, brochures, etc.) • Website development	Mar – Apr May – Jun Jul – Aug Sep – Oct Nov – Dec



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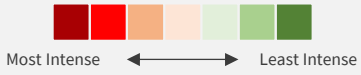
Work Group – **Admissions, Progression & Compliance**

Work Group	Navitas Representation	Proposed U of A Representation	Purpose	Most Intense Periods
Admissions, Progression and Compliance Workgroup Meeting Cadence: One hour weekly before admissions launch Half hour biweekly post admissions launch	• PM to kick off initial meetings (PM attends as necessary) • PM attends as necessary • Implementation Manager • Associate Director, Admissions • Admissions Manager • Compliance Coordinator • Associate Director, Student and Academic Success	• PM to kick off initial meetings (PM attends as necessary) • Enrolment Services • Registrar • Admissions Representative	• Align admissions requirements, tools, and workflow for the foundational program based on the U of A's guidance • Agree on joint LOO/LOA and their terms and conditions • Workflow/approvals process set • Pipeline management	Mar – Apr May – Jun Jul – Aug Sep – Oct Nov – Dec



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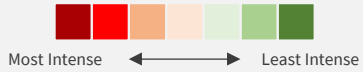
Work Group – **Student Recruitment Planning**

Work Group	Navitas Representation	Proposed U of A Representation	Purpose	Most Intense Periods
Student Recruitment Planning Workgroup Meeting Cadence: One-hour biweekly meetings	• PM to kick off initial meetings (PM attends as necessary) • VP Marketing, Recruitment, & Admissions • Director, Marketing & Recruitment • Marketing Manager • Implementation Manager • Head of Sales	• PM to kick off initial meetings (PM attends as necessary) • Director of International • Manager, International Student Recruitment & Admissions • Marketing Manager • Director of Marketing & Communications • Vice Provost, Students • Enrolment Services & Registrar	• Define U of A's key strengths and "value proposition" to international students • Develop and collaborate on foundation program launch plan • Development of long-term strategy for recruitment with university	Mar – Apr May – Jun Jul – Aug Sep – Oct Nov – Dec



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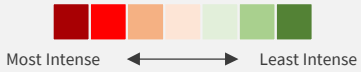
Work Group - **Academic**

Work Group	Navitas Representation	Proposed UA Representation	Purpose	Most Intense Periods
Academic Workgroup Meeting Cadence: One-hour biweekly meetings	• PM to kick off initial meetings (PM attends as necessary) • Implementation Manager • Associate Director, Student & Academic Success • Academic Success Manager • Director of Projects & Business Development	• PM to kick off initial meetings (PM attends as necessary) • Deans of Department in Programs offered • Advising Representative • Provost/Vice-President Academic	• Program design and development (courses & language) • Confirm calendar and schedule of events • Course coordinator and coordination process • Instructor hiring/support • Integration of academic management system processes	Mar – Apr May – Jun Jul – Aug Sep – Oct Nov – Dec



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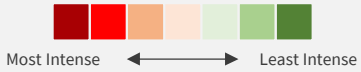
Work Group - **Student Services**

Work Group	Navitas Representation	Proposed UA Representation	Purpose	Most Intense Periods
Student Services Workgroup Meeting Cadence: One-hour biweekly meetings Additional consultative meetings may be needed (i.e. student conduct & case management, wellness, academic support, etc.)	• PM to kick off initial meetings (PM attends as necessary) • Implementation Manager • Associate Director, Student & Academic Success Projects • Academic Success Manager	• PM to kick off initial meetings (PM attends as necessary) • Vice Provost, Students • Director of International Student Services • Director of International • Other representatives of service providers (e.g. Library, Residence) as needed	• Successful validation for all agreed foundations programs • Identify gaps in infrastructure, staff, and services needed to support the university's requirements. • Collaboration/integration of policies and procedures • Student services planning (advising hours, enrolment tutorial and guides, etc.) • Bookstore and Library arrangements	Mar – Apr May – Jun Jul – Aug Sep – Oct Nov – Dec



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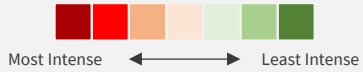
Work Group – **Finance**

Work Group	Navitas Representation	Proposed UA Representation	Purpose	Most Intense Periods
Finance Workgroup Meeting Cadence: One-hour monthly meeting	• PM to kick off initial meetings (PM attends as necessary) • Assistant Financial Controller • Senior Director of Finance • Director, Projects & Business Development	• PM to kick off initial meetings (PM attends as necessary) • Financial Services • Academic Planning & Resource Management • Registrar (responsible for student billing & accounts) • Student & Ancillary Services	• To align financial services priorities and process flows between the College and the University • Confirm resolution methods for erroneous payment from the student's end • Confirm tuition & student fees • Arrange Instructor payment • Confirm payment processes and schedules • Royalty payment process • Follow up on commission	Mar – Apr May – Jun Jul – Aug Sep – Oct Nov – Dec 

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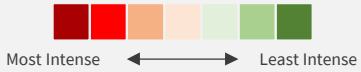
Work Group – **IT & Systems**

Work Group	Navitas Representation	Proposed UA Representation	Purpose	Most Intense Periods
Information Technology & Systems Workgroup Meeting Cadence: One-hour monthly meeting	• PM to kick off initial meetings (PM attends as necessary) • Director of IT • Software Developer • Implementation Manager • Associate Director, Academic and Student Success Projects • Director, Projects & Business Development	• PM to kick off initial meetings (PM attends as necessary) • AV IT & Technical Support • Student & Ancillary Services • IT • Registrar Representative	• Align IT requirements and process flows with the University • Determine physical space and network requirements • Discuss methods to data exchange and reporting issues • IT solutions integration planning and implementation • Determine the data transfer process and what systems staff need to learn from the University side	Mar – Apr May – Jun Jul – Aug Sep – Oct Nov – Dec



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Work Group – **Facilities**

Work Group	Navitas Representation	Proposed UA Representation	Purpose	Most Intense Periods
Facilities Workgroup Meeting Cadence: As needed Building visits as needed	• Director of projects to kick off initial meetings • PM attends as necessary • Implementation Manager • VP Corporate Services, North America • Head of Marketing Services	• Facilities and Asset Management • Planning, Design, and Construction • Business & Facilities Operations • Manager, Calgary Campus	• Providing the most optimal space for students • Facilities fit out planning • Determine plans for: 1. "administration" facilities (student spaces, security, emergency, etc.) 2. renovation, furniture, and technology 3. Signage and branding • Mail and courier • Facilities preparation	Mar – Apr May – Jun Jul – Aug Sep – Oct Nov – Dec Most Intense ◄——► Least Intense