## Design Review Committee Charter

<table>
<thead>
<tr>
<th>Committee Name</th>
<th>Design Review Committee</th>
</tr>
</thead>
</table>
| **Committee Members** | Diane Goddard (Chair) – Vice Provost for Administration & Finance  
Danny Anderson – Dean, College of Liberal Arts & Sciences  
Ann Brill – Dean, Journalism Administration  
Bob Goldstein – Distinguished Professor/Associate Dean, College of Liberal Arts & Sciences  
Jason Hornberger - Assistant Vice Provost for Business Services  
Bob Lim – Chief Information Officer  
Sara Rosen – Senior Vice Provost  
Steve Warren – Vice Chancellor, Research & Graduate Studies |

| **Objective** | The objectives of the Design Review Committee are to:  
- Select, from a menu of options, the best design for shared service centers on the KU campus and recommend this model to the Executive Steering Committee |

| **Key Activities** | The key activities of the Design Review Committee will be to:  
- Review 3-4 possible campus models, recommend the cluster grouping for Executive Committee for approval  
- Review options for and recommend the funding mechanism for shared service centers to the Executive Committee for approval  
- Review options for and recommend the governance structure to the Executive Committee for approval  
- Provide guidance around mechanisms for accountability |

| **Scope** | The committee is charged with assessing possible models for shared service centers; the goal is to design a KU model including six to nine shared service centers. |

| **Critical Assumptions** | The following are key assumptions for successful project execution:  
- Successful implementation will depend heavily on strong communication and change management practices, in addition to thorough data analysis and design efforts  
- Decentralized HR, Finance and Research Administration transactions can be moved into shared service centers  
- Realization of savings identified in Phase II will depend on the ability to implement a sufficiently small number of shared service centers such that efficiencies can be gained; it will also depend on departments’ willingness to adapt the remaining workload to support academic, research or service missions  
- The Shared Service Center Implementation Phase (Phase III) will not relocate or reassign administrative/academic staff who will support the academic, research or service mission of the departments; Deans/Unit leaders will be allowed to make their own reassignments |

| **Timeline** | The Design Review Committee will meet every 3 - 5 weeks in May and June, and then convene as needed. |

| **Deliverables** | Key Deliverables:  
- Recommended KU Shared Service Center model for the Executive Committee, including number of centers, center groupings, funding mechanism and governance structure |

| **Huron Team Member Responsibilities** | Huron will use the data collected to propose 3-4 different shared service center groupings  
Huron will also provide a menu of funding options and governance options. |
| **KU Team Member Responsibilities** | The Design Review Committee members will be expected to perform the following tasks:  
- Facilitate progress through participation in meetings  
- Promote the concept of Shared Service Centers in the KU community; encourage cooperation through ambassadorship  
- Generate ideas to help overcome obstacles as they arise  
- Provide leadership, expertise and insight  
- Be open and transparent when reporting progress  
- Provide understanding, interpretation, and articulation of KU culture, policies, and procedures |
| **Guiding Principles for All Team Members** | Throughout this process, all team members will participate with these guiding principles in mind:  
- Put personal and departmental agendas aside and focus on what is best for the University of Kansas  
- Be open to make changes to current shared service processes and existing service relationships  
- Ensure implementation changes are in line with industry best practices, allow for future growth, and are sustainable over time  
- Establish trust by showing compassion and maintaining confidentiality  
- Adhere to project timelines |