

CMU=You Staff Award Program Checklist

Step	Responsible Party	Details	
1	College/Division lead	<p>Award Program Proposal</p> <p>The College/Division lead builds a Staff award program that has various award categories and then notifies their HR business partner (HRBP) of their desire to submit staff award nominations via CMU=You.</p>	<input type="checkbox"/>
2	HR business partner	<p>Connect with CMU=You SME group</p> <p>Send an email to the CMU=You SME group (Jaimie Sebeck, Jennifer May, and Matt Mroz) with a summary of the college/division award program. Arrange a brief meeting to ensure efficiency in completing the next steps.</p>	<input type="checkbox"/>
3	CMU=You SME group	<p>Information Gathering</p> <p>During and/or after meeting with the HR business partner, the CMU=You SME group sends instructions and next steps including requesting the following information from the College/Division lead:</p> <ul style="list-style-type: none"> Names of Award Categories Award category descriptions Desired e-card graphics to use for each award category Eligibility criteria Any supporting documentation required Award Admin Name Award Committee Names Any other pertinent information to the Staff Award Program 	<input type="checkbox"/>
4	College/Division lead	<p>Award Program Requirements</p> <p>The College/Division lead sends the award program requirements to the HRBP.</p>	<input type="checkbox"/>
5	CMU=You SME group/HR business partner	<p>Program Requirement Review</p> <p>The CMU=You SME group and HR business partner review the award program requirement request, determine the appropriate timing for execution and deployment then connect the College/Division lead with Reward Gateway.</p>	<input type="checkbox"/>
6	Reward Gateway	<p>Identify Gaps</p> <p>Reward Gateway identifies any gaps or additional needs to fit the award program into CMU=You.</p>	<input type="checkbox"/>
7	College/Division lead	<p>Additional Data</p> <p>The College/Division lead provides any additional data required by Reward Gateway to implement the award program.</p>	<input type="checkbox"/>
8	College/Division lead	<p>Assign Test Group</p> <p>Once Reward Gateway has all the necessary information to implement the award program, the College/Division lead identifies a small team to test the nominations in CMU=You (Recommended: 3-5 people in the test group.)</p>	<input type="checkbox"/>

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9	Testing Group	Execute Testing and Document Results Test submitting nominations in all award categories. Document any questions, comments and defects.	<input type="checkbox"/>
10	College/Division lead	Communicate Feedback Inform Reward Gateway of any issues or defects found during testing.	<input type="checkbox"/>
11	Reward Gateway	Resolve Issues Reward Gateway resolves any issues identified, and ensures that all visuals, help text, nomination questions and employees are accounted for in the Award Program.	<input type="checkbox"/>
12	College/Division lead	Final Review The College/Division lead confirms everything is working as expected and notifies Reward Gateway of the go-live date to turn on nominations as well as the close of the nomination window.	<input type="checkbox"/>
13	Reward Gateway	Go-Live Reward Gateway schedules the Award Program to go live on a specific date/time and the nomination window to close on a specific date/time.	<input type="checkbox"/>
14	College/Division lead	Award Decisions Department Lead utilizes the Administrator Quick Guide [pdf] to pull the nomination results, determine award winners, and close out the nominations.	<input type="checkbox"/>