

Social Recognition Program Checklist (eCards)

Step	Responsible Party	Details	
1	College/Division Lead	<p>Social Recognition Program Proposal</p> <p>The College/Division lead proposes a staff social recognition program and then notifies their HR business partner (HRBP) of their interest. Custom eCards are sorted into a separate category, dedicated to their department. (Note: eCards have a one-time monetary cost of ~\$50 each)</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 social recognition 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"> eCard purpose and description eCard design idea(s) or inspiration (i.e., Shutterstock Images) Confirmation of college/division budget 	<input type="checkbox"/>
4	College/Division Lead	<p>Program Requirements</p> <p>The College/Division Lead sends the recognition design requirements to the HR business partner.</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 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>eCard Proofs</p> <p>Reward Gateway develops proofs of the requested eCards. The department reviews the proofs and identifies any additional gaps or updates needed before the eCard is put into production.</p>	<input type="checkbox"/>
7	College/Division Lead	<p>Final Review</p> <p>The College/Division Lead approves the final eCard proof(s) and notifies Reward Gateway of the go-live date to turn on the new eCard category for their department.</p> <p>Note: Due to the campus-wide nature of the Pipe Up! Social recognition wall, no preliminary eCard testing is available. Once eCard proofs are vetted, a go-live date should be set with the intention of using the eCards immediately.</p>	<input type="checkbox"/>
8	Reward Gateway	<p>Go-Live</p> <p>Reward Gateway schedules the eCards to go live on a specific date/time.</p>	<input type="checkbox"/>