CMU=You Staff Award Program Checklist

Step	Responsible Party	Details	
1.	College/Division lead	**Award Program Proposal** 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.	☐
2.	HR business partner	**Connect with CMU=You SME group** 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.	☐
3.	CMU=You SME group	**Assign Permissions in Reward Manager** One of the Permissions managers of the platform (Matt Mroz, Jennifer May or Jaimie Sebeck) needs to assign the relevant Admin access to the College Admin lead. Permissions to be assigned: **Segment Viewer, Smart Hub Administrator, Smart Pages Administrator,** following the steps in the below guide: • Assigning permissions guide • List of all Admin Permissions	☐
4.	CMU=You SME group	**Information Gathering** 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: ● Names of Award Categories – as you would like these to appear on the nomination page. ○ Must include name of college/division at the beginning of the name. (ex: "MCS – Rookie Award") ● Award category descriptions – as you would like this on the nomination page, specifics on the award category and criteria. ● Desired eCard graphics (PNG or JPG) to use for each award category: ○ **eCards:** 3300 x 2100 px ○ **Nomination Page eCards:** 910 x 270 px ○ **Award Programs Page Tile:** 600 x 600 px ● Nominator and Nominee eligibility criteria ● Any required supporting documentation for nominations ● Award Admin/Approver Name ● Target Nomination period (Go Live date and close date) ● Any other pertinent information to the Staff Award Program Use the Nomination Program Request Form to gather all details. Note that although some of the questions may be duplicitous, a request form is required for each nomination program (i.e., award category) to ensure that all elements are appropriately set up.	☐

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5.	CMU=You SME group/HR business partner	**Segmentation** Create the required Nominator and Nominee User segments. https://success.rewardgateway.com/hc/en-us/articles/360021116358-Creating-segments-with-Segment-Manager Reach out to at **clientsupport@rewardgateway.com** if any help is required.	☐
6.	College/Division lead	**Award Program Requirements** The College/Division lead sends the award program requirements to the HRBP. CMU send the setup from to RG at **clientsupport@rewardgateway.com.** Note: the form must be fully completed without any missing details. Once the form is fully completed, RG will set the new program within 48 hours (excluding weekends)	☐
7.	CMU=You SME group/HR business partner	**Program Requirements: Implementation** The CMU=You SME group and HR business partner work with RG to ensure that all program requirements have been executed per the Nomination Program Request Form.	☐
8.	College/Division lead	**Assign Test Group** 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.)	☐
9.	Testing Group	**Execute Testing and Document Results** Test submitting nominations in all award categories. Document any questions, comments and defects.	☐
10.	College/Division lead	**Communicate Feedback** Inform Reward Gateway of any issues or defects found during testing.	☐
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.	☐
12.	College/Division lead/HRBP	**Final Review** The College/Division lead or HRBP confirms everything is working as expected and confirms to Reward Gateway of the go-live date to turn on nominations as well as the close of the nomination window.	☐
13.	CMU=You SME group	**Page Linking** Link the nomination form to the dedicated SmartTile.	☐
14.	Reward Gateway	**Go-Live Decision** 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.	☐

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15.	Reward Gateway	**Go-Live Confirmation** Reward Gateway turns on and off award program based on specified dates.	☐
16.	College/Division lead/Award Admin	**Award Decisions** The College/Division lead or Award Admin utilizes the Administrator Quick Guide [pdf] to pull the nominations, review eligibility criteria, determine award winners, and close out the nominations.	☐

Changes and updates for existing nomination forms and award programs:

- For **minor** changes, feel free to email them to clientsupport@rewardgateway.com.
- For more **extensive** changes/updates, a new form may be required.