Business Affairs in Redwood City 2019

2016-2017 Continuation Initiative:
Business Affairs in Redwood City 2019: Support and Collaborate with Capital Planning to design the Redwood City Campus to attract and retain world class staff

- Continue to actively participate on committees to support Design Process:
  - Technical Infrastructure Committee, Advisory Committee & sub-committees, Campus, Executive Steering Committee, Focus Group/Change Agent group and Workspace Programming committees – to be established in PY.
  
  **Goal to continue to influence and shape design and operations in RWC.**

- Educate, Listen & Model:
  - Begin to implement the Business Affairs, Design Guidelines when relocating staff. (RFCS, Privacy, other moves prior to 2019 TBD)
  - Complete office assignment guidelines with input from RWC workspace pilot - **April 2017**
  - Develop guidelines for privacy, HIPAA, claim, & benefit work spaces (BA & UHR) - **April 2017**

- Continue Development:
  - Detailed Workspace & Technical Infrastructure plans & Final groups/headcount moving to RWC. Complete for Schematic Design **Sept. 2016.**
  - On-Site service needs (Cashier, Card Office, CRC, Facilities Ops, Training, etc)

- Activity Based Work - Pilot:
  - Business Affairs departments to participate in the RWC workspace design pilot. A few departments will volunteer to relocate to a RWC mock up in a vacant facility in the Research Park for 2-4 weeks. We will commit to rotate through several (possibly many) working groups
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Noel’s Specific Goal/Deliverables in addition to BA Initiative

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- Educate, Listen & Model:
  - Communicate Business Affairs in Redwood City information via the BA Website and in all hands and department meetings. Create a collection point for BA input. Complete by 9–1-16

- Continue Development:
  - Participate in the design & development of drop-in spaces on the residential sides of Bay Area commutes (if this idea moves forward)
  - Advocate for and assist with design of Business Centers on main campus

- Meet Deadlines set by Architects & LBRE for input into the Design process
  - Conceptual Design completion 9/30/16; Schematic Design Completion February 2017; Design Development July 2017