NETS Retreat Agenda
Friday, 8/7/09
8:00am – 5pm MDT

1) 8:00 – 8:30am – Continental Breakfast
2) 8:30 – 8:45am – Welcome, goals, schedule, rules – Marla
3) 8:45 – 9:00am - Leadership/Ownership
   a) Definitions - Jim
   b) Management Expectations – Marla/Jim
4) 9:00 – 10:15am – Allocation of Staff – Fabian/Paul
   a) Multiple major projects (NWSC, FL4, Wild Oats, FRGP, UPoP, WRN, others) – identify – Fabian
      (30 minutes)
      i) Leads - identify
   b) NETS work responsibilities matrix – Paul (30 minutes)
      i) Missing items
      ii) Coverage – primary, secondary, team
      iii) Items to eliminate
   c) Coverage for ongoing as well as major projects - Fabian/Paul (15 minutes)
5) 10:15 – 10:30am – BREAK
6) 10:30 – 11:15am - Tools - Jeff
   a) Communication
   b) Priorities
   c) Time Management
7) 11:15 – Noon - Large project planning – formalize - John
   a) Project management tools
8) Noon – 1:00pm – Group Lunch – Red Robin - ALL
9) 1:00 – 2:00pm – NETS Processes/Procedures
   a) Work Requests, Purchase Requests, Email aliases, Web Check, Property, etc. - Pete
10) 2:00 – 3:00pm – NETS Documentation Organizational Structure, Processes, Procedures – David
11) 3:00 – 3:30pm – Wrap-up/Next Steps/Action Items - Marla
12) 3:30 – 4:00pm – FAC Millennium Garden - ALL