

## Departmental Work Plan (RWA)

Supervisors may wish to document departmental work plans and where these intersect to ensure clarity about who is doing what, when, and where. Consider using this optional sample form or create one that aligns with your operations. Have the team contribute and share the final document with them.

**Impact on the Team:** Begin with the nature of the team's collective work.

- What is the team responsible for, and what parts of the team's work must be done in person?
- What parts of the team's work can be completed virtually?
- What parts of the team's work have always been in person? Why? Can I challenge my beliefs about the work and think about how things can be done in different ways?

**Sample Worksheet:**

### Onsite Presence Needed

*Example: We need to have two staff on site each day. Currently, five staff in the department will assign two to each day for onsite support. Will essentially have 40% onsite, 60% remote.*

### Onsite Work Plan for Department or Group

*Example: Onsite work will include mail collection; attending to in-person faculty, leader, and student needs; keeping shared workspaces organized and functional.*

### Location or Workspace Changes

*Example: Currently, all administrative staff have offices in locations x, y, z. Two dedicated workspaces will remain in location x. the others will be converted to shared space.*

### Technology Needs

*Example: All staff have laptops. May equip shared space with meeting technology for departmental use.*