Appendix 1

Incorporation programme governance structure

JSG

Incorporation Programme Board

Programme Director & Programme Management Office

Incorporation Programme Workstreams

Workstream Sponsor(s)

Workstream Sponsor (s)

Workstream Sponsor (s)

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Project Managers & Project Team(s)

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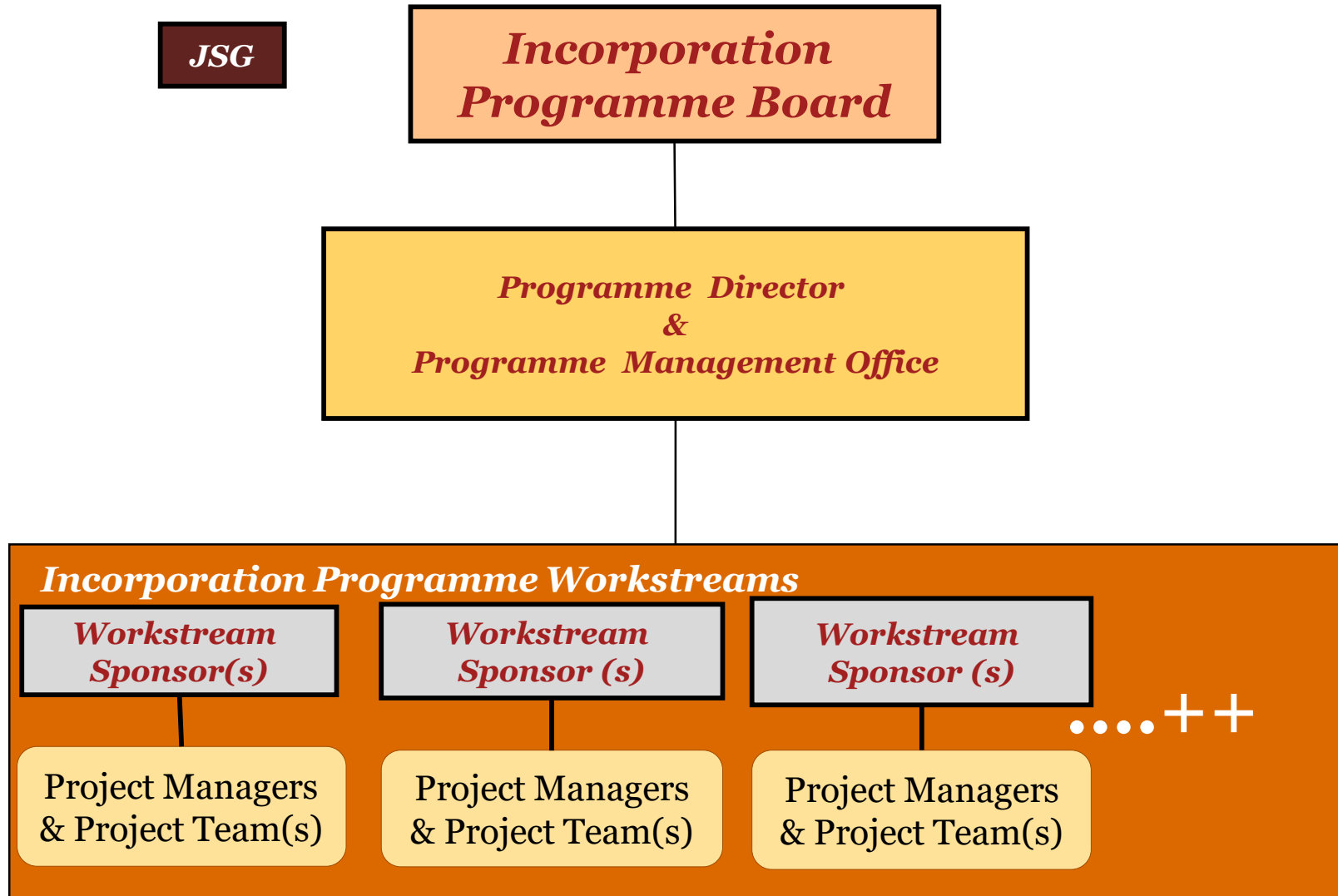
Scope of the incorporation programme - ten programme workstreams have been defined

Workstream #1 **Governance & Leadership**	**Workstream #2** **Academic**	**Workstream #3** **Student Experience**	**Workstream #4** **Campus & Services**
Workstream #5 **Research**	**Workstream #6** **People & Organisation**	**Workstream #7** **Strategy & Business Planning**	**Workstream #8** **Enabling Services**
Workstream #9 **Change Management & Communications**	**Workstream #10** **Programme Management**		

.....36 projects have been identified and are organised across the ten workstreams

Workstream #1

Governance & Leadership

- Consult and engage with Roman Catholic Archbishop of Dublin/Laurence O'Toole Trust
- Consult and engage with Church of Ireland key stakeholders
- Consult and engage with DCU Governing Authority
- Consult and engage with Department of Education and Skills/HEA
- Confirm and establish updates required to the DCU Leadership team

Workstream #2

Academic

- Design and establish the new DCU Education academic programme
- Design and establish the new DCU Humanities & Social Sciences academic programme
  - Design and establish the new DCU Humanities & Social Sciences academic programme – postgraduate 2014.

Workstream #3

Student Experience

- Design and establish new DCU student administration services, policies and processes
- Prepare and transition to the new DCU Registrar function and services
- Design and establish integrated academic planning and timetabling
- Update the DCU Teaching & Learning strategy/services
- Design and establish the new DCU student services

Workstream #4

Campus & Services

- Develop and establish required new DCU infrastructure
- Design and establish the new DCU campus services
- Design and establish the third party mgt strategy and transition to the new DCU model
- Prepare and transition to the new DCU Library function and services
- Establish the new DCU Library collections and resources

Workstream #5

Research

- Update the DCU research strategy and establish enhanced services

…..organisation of 36 projects across the ten workstreams (continued)

Workstream #6

People & Organisation

- Design and establish the new DCU organisation
- Agree and transition to new DCU terms and conditions (T&C's) arrangements
- Transition to the new DCU academic organisation structures
- Design and establish staff Learning & Development (L&D) supports

Workstream #7

Strategy & Business Planning

- Plan and complete due diligence
- Update the new DCU vision, identity, and strategic plan
- Establish new DCU financial model

Workstream #8

Enabling Services

- Prepare and transition to the new DCU HR function and services
- Prepare and transition to the new DCU Finance function and services
- Prepare and transition to the new DCU IT function and services
- Design, develop and transition to new DCU integrated systems infrastructure
- Design and implement the new DCU branding and marketing strategy and plan

Workstream #9 Change management & communications

- Plan, implement and monitor stakeholder engagement and communications
- Develop and implement stakeholder owner governance process
- Assess the change impact of transitioning to the new DCU

Workstream #10 Programme Management

- Establish & manage the incorporation programme delivery infrastructure

Incorporation programme governance – roles and responsibilities

Programme Board
- Overall, executive accountability for the delivery of the incorporation programme
- Chaired by President of DCU.

Programme Director
- Responsible for driving the incorporation programme
- Reports to the Incorporation Programme Board.

Programme Management Office
- Responsible for managing and monitoring progress
- Tracks & reports on risks
- Provides status reports.

Workstream Sponsors Roles & Responsibilities
- Reports to the incorporation programme board on workstream progress / status
- Provides senior leadership to assigned workstream
- Oversees and directs team progress against target milestones
- Accountable for overall delivery of workstream
- Chairs key working group/project team sessions
- Ensures the requisite resources are assigned to the workstreams.

Project Managers :
- Work with workstream sponsors to define requirements to deliver the workstream
- Manage progress on a day to day basis
- Coordinate with the Programme Management Office for reporting, risk & issues management
- Coordinate and support the project team(s).

Workstreams that have an assigned sponsor are outlined below

Workstream #2

Academic

> Workstream Sponsor (Education): **Fionnuala Waldron**, Dean of Education, SPD
>
> Workstream Sponsor (Humanities & Social Sciences): **John Doyle,** Executive Dean of Humanities & Social Sciences, DCU

Workstream #3

Student Experience

> Workstream Sponsor: **Eithne Guilfoyle,** VP Academic Affairs & Registrar, DCU

Workstream #4

Campus & Services

> Workstream Sponsor: **Declan Raftery,** Chief Operations Officer, DCU
>
> Workstream Sponsor (with specific responsibility for St Patrick's Campus): **Martin Ward,** Secretary/Bursar, SPD

Workstreams that have an assigned sponsor are outlined below

Workstream #5 Research	Workstream Sponsor: **Alan Harvey,** VP Research & Innovation, DCU
Workstream #6 People & Organisation	Workstream Sponsor: **Marian Burns,** Director of Human Resources, DCU
Workstream #7 Strategy & Business Planning	Workstream Sponsor: **Ciaran McGivern**, Director of Finance, DCU
Workstream #8 Enabling Services	Enabling services consists of IT, Finance & HR infrastructure, functions and services – responsibilities for the delivery of change in these areas have been distributed across workstreams 4, 6 and 7 respectively.