



Selecting Build Team Leaders for Implementation

Guide for Navigate Program Sponsors and Program Owners

Core Build Teams: EAB recommends 4-5 individuals per team



Onboarding Build Team

Goals: Helping reorganize the student onboarding process to a clear path

- Determine onboarding (events) rank/order
- Financial aid, assessment, and orientation, and academic advising information
- Student-facing campus technologies



Academic Planning Build Team

Goals: Guiding students to best-fit programs and timely completion of required courses

- Program descriptions Identified
- Interest Area Mapping
- Validating academic data with technical team (course information, program information, placement, etc.)
- Build academic plans



Advising Build Team

Goals: Ensuring student support, connections to campus resources, and appointment scheduling are integrated within campus background

- Early alert and case management
- Appointment scheduling
- Advising documentation
- Career/counseling services
- Student cohort management



Communications Build Team

Goals: Enhancing communication with students and promoting platform adoption for launch date

- Manage campus communication plans
- Craft campus welcome messages
- Review web descriptions to ensure clarity
- Remove 'college knowledge' information
- Create glossary of terms for instructions
- Responsible for college-wide training

What Qualities Make a Good Build Team Leader?

Note: Overlap between the leadership team and build team leaders is common, but not required.

1

Deep Understanding of College

Brings institutional expertise to help guide implementation decisions.

4

Known for Getting Things Done

Proven as a doer – knows how to move self and others beyond rhetoric to action. The weekly time commitment for each team member is ~3-4 hours.

2

Inspired by New Opportunities

Motivated by the chance to elevate college practices to the next level. Understands the vision of Navigate for your campus.

5

Proactive Problem Solver

Has a track record of adeptly navigating set-backs and tackling challenges with flexibility and confidence.

3

Strong Communication Skills

Manages clear communication channels to the team, Program Leadership and EAB Consultant. Consistently checks and responds to e-mail and phone calls.

6

Empowered Decision Maker

Has been given the charge and authority to make decisions and execute on them in a timely manner.