

Marshall University
 Budget Structure Revision
 Project Communication and Education
 November 14, 2013

Item	Item Description	Target Completion Date
1	Share project overview and documents with Budget Work Group	11/8/13
2	Provide update on project to Budget Work Group	at each meeting
3	Share project overview and documents on 20/20 site	11/18/13
4	Hold campus informational session on project overview and documents	week of 11/18/13
5	Post revised draft of document outlining the mechanics of the revised structure on 20/20 site	12/6/13
6	Share the implementation and training schedule	12/18/13
7	Update Finance website to assist with utilization of Revised Budget Structure – share link on 20/20 site	1/6/14
8	Conduct trainings on implementation	1/6/14 – 1/20/14
9	Post implementation Q&A Sessions	TBD