



CHANCELLOR'S AWARD FOR INSTITUTIONAL EXCELLENCE
United Arab Emirates University

Participation Report in Distinguished Team Category in field

First Cycle 2014/2015

Team Name:

Submission date:

A. General Information about the team

Team Name		Team Category	
Project Name			
Team Members		The department that the member belongs to	

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B. Table of Definitions

The table below shows the definition of the abbreviations and words mentioned in the report:

Abbreviations/ words	Definition

C. Introduction

D. Criteria

1. Team Formulation and project/initiative/experiment planning Methodology

- 1.1 The nature and type of the initial data and difficulties that faced the federal authority / participating authorities and led to determining the need for the development of the project / initiative / experiment.

Challenges and primary data which faced the entity and led to the formation of the team	Time period

- 1.2 How to plan for the project / initiative / experiment

- 1.2.1 The need to form a working group to do the job.

Reasons for needing to form a committee or team	Clarification
Lack of organizational unit that can perform tasks / projects required by itself.	
Diversity of specialties and jobs required to perform a task / project at the university level.	
Implementation of activities / tasks / projects / activities on the ministry / state level.	
Emergence of several problems, including (increasing complaints proportion, not sharing information with others, the ineffectiveness of meetings and the weakness of creativity and entrepreneurial spirit, opposition to change in operating procedures, or the introduction of new technologies ... etc).	
Disseminate knowledge and share information with others, encourage creativity and entrepreneurial spirit, support and develop work procedures.	

Reasons for needing to form a committee or team	Clarification
Development of policies and strategies at the university level.	
Directing and monitoring the functioning of institutional projects and programs and supervise their implementation.	

1.2.2 The criteria used for the selection of team members.

Team members list	Organizational unit / entity	Candidates' qualifications and experience necessary for the team	Reason for the need of these qualifications (selection criteria)
Head of the team:			
Vice president:			
Team rapporteur:			

1.2.3 How to determine the objectives and the scope of work of the team and the expected outcomes, and the correlation of functions of the working team with the strategic plan of the federal authority/ participating authorities.

Objectives / outputs / team work field	Strategic Objectives, initiatives and activities related	Clarifying the link
Objectives:		
Work scope:		
Outputs:		

1.2.4 The existence of a clear action plan for the team to manage the planning, implementation and evaluation processes, and how to determine the functions, responsibilities, and powers of the team members

Team's work plan						
	Task	Initiatives / projects / programs		Responsibilities	Outputs / performance indicators	
		Time period				Initiatives / projects / programs
		From	To			

1.						
2.						
3.						

Team's outputs plan				
	Task (according to formation decision)	Outputs	Responsibilities	Time frame
1.				
2.				
3.				

Responsibilities and authorities matrix			
	Member	Responsibilities and authorities list	
Team's evaluation plan			
	Evaluation Mechanism	Responsibility	Periodic

1.2.5 Solutions or alternatives that were studied and compared to the project / initiative / experiment and the reasons for their exclusion

Subject	Solutions or alternatives that have been studied	The reason for the final selection and exclusion of the rest

1.2.6 Financial Planning for the project / initiative / experiment and analysis of benefits and costs

Team's need that needs a budget	Required budget	Expected benefits of these needs	Results of studying the benefits with the cost required

1.2.7 Analyzing the risks associated with the implementation of the project / initiative / experiment

Potential danger	Impact of expected risk	The probability of risk occurring	Risk level	resolving priority	Resolving way

1.2.8 How to determine the skills of the team members needed to achieve the objectives of the project / initiative / experiment and how to meet them

Team members' list	Skills necessary to cover team's work and not available from the team member (training requirements)	Requirements to strengthen / enhance skill	Meeting responsibility

2. Implementation Methodology

2.1 Mechanism and steps of the implementation and review of the action plan

Plan for follow-up implementation and reviewing plans			
1.	Follow-up implementation and reviewing plans mechanism	Responsibilities	Periodic
2.			
3.			

2.2 Documentation of methods / methodologies applicable

Mechanism of documenting the master plan and sub-plans, and distribute to members	Mechanism of documenting minutes of meetings and publish it to the concerned	Mechanism of documenting training program material	Mechanism of documenting results and achievements of the team	Mechanism of documenting team's work procedures (flowchart diagram)	Design and document methodologies that were used in the team's work

2.3 The benefits of the administrative methods or modern technologies in the implementation of work

	Administrative methods / technology	How to benefit	Responsibility
1			
2			
3			
4			
5			

2.4 The extent of support of the senior management for the team, creation of the internal organizational conditions, and provision of the necessary resources to ensure the continuity of its success

	Top management support	Examples
1	Creating conditions (such as providing meeting rooms, issuing policies(..	
2	Financial resources that have been provided to implement the recommendations and studies' results and the costs of implementing work plans of research, studies and field visits	
3	Human resources / personnel that have been provided	
4	Technical resources / systems and devices that have been provided	
5	Support and motivation (moral appreciation, send Acknowledgement messages, e-mails to the discretion of the successful teams and committees ... etc.)	

2.5 How the team communicate internally and externally to achieve its objectives

	Internal and external parties that team communicates with	Expectations / influence	Contact mechanism	Contact periodic	Reason for contact	Contact responsibility
1.						
2.						
3.						
4.						
5.						

2.6 How to handle the differences of opinion between the team members, and how to take advantage of these differences in the development of performance and provision of effective solutions to impediments of work

	Resolving differences mechanism	Examples
1.	Using the principle of consensus in decision-making.	
2.	Using method mass voting to remove the obstacles and make the right decisions	
3.	Rotation to preside over the meetings to promote the spirit of leadership and mutual trust between members	
4.	Return to the Charter of the Commission/ team's work when needed to resolve differences	
5.	Commitment to the values, principles and guidelines	

2.7 The extent of benefitting from the expertise and skills of the team members to achieve its objectives

Team members' list	Skills and experience of members	How to benefit from

2.8 Extent of learning and transfer of knowledge derived from the work of the team and how to generalize it

How to transfer knowledge externally					
	Report / document that is published	Periodic	Responsibility	The targeted	The method
1.					
2.					
3.					

The methodology applied for learning	
The methodology applied for learning (Using cutting-edge technology and scientific tools for learning, field visits for best practices ...)	Examples

The methodology applied to transfer knowledge within the team	
Methods used between team members to transfer knowledge between team members (collective and open debate, respect the opinion of others, to exchange views and transfer knowledge and experience..)	Examples

3. Achievements and Results Assessment

3.1 Tangible achievements and results achieved by the team and their physical and non-physical implications

3.2 The contribution of the results and achievements of the team in achieving the strategic objectives of the Federal / participating authorities

Most important achievements achieved by the team at all levels / categories	Extent of their contribution to achieving the Strategic Plan	Financial and non-financial implications

3.3 Results of operational performance indicators for the application and the team.

	Indicator	Year...			Year...			Year...		
		Target	achieved	comparison	Target	achieved	comparison	Target	achieved	comparison
1.	Proportion of meetings held as planned									
2.	Proportion of approved recommendations implemented									
3.	Proportion of achieving team / committee's objectives									
4.	Proportion of achieving approved operational plans by team									

3.4 The degree of excellence and innovation in the achievements of the team

Examples of Using normative comparisons	Examples of creativity in achievement	Examples of excellence in achievement

E. Appendices