



CHANCELLOR'S AWARD FOR INSTITUTIONAL EXCELLENCE

United Arab Emirates University

Distinguished Teams Categories Guidelines

Second Cycle

A. General Information about the team

Name of the team		Team Category	
Project Name			
Team Members		Affiliation/ Department/Unit	

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B. Glossary of Terms

The table below illustrates the terms and abbreviations mentioned in the report:

Term/Abbreviation	Definition

C. Introduction

D. Criteria

1-Team Formation Methodology

1.1 The nature of initial data and the type of challenge confronting federal authorities / participating parties which brought about the need for the development of the project / initiative / enterprise.

Challenges and initial data which confronted the concerned party and triggered the formation of the team	Time period/duration

1.2 Project (initiative / enterprise) Planning Mechanism.

1.2.1 Approved Criteria for identifying the need to form a task force/team.

Reasons for the need to form a committee /task force/ team	Clarification
Non-presence of an organizational unit to perform required tasks / projects.	
Diversity of specialties and jobs required to perform a task / project at the university level.	
Implementation of activities / tasks / projects / on the level of the ministry / country.	
Rising of several problems, including (increasing rate of complaints, lack of information dissemination, ineffectiveness of meetings, weakness of creativity and initiative spirit, and opposition to the implementation of changes in operating procedures, or the introduction of new technologies ... etc.).	
Disseminating knowledge and deploying information to other parties, encouraging the spirit of creativity and initiative in addition to supporting/developing workflow procedures.	
Establishing policies and strategies at the university level.	
Guiding and monitoring the workflow of institutional projects/ programs and supervising their implementation.	

1.2.2 Team members Selection Criteria

List of team members	Organizational unit / concerned party	Mandatory qualifications and experiences of the team candidates	Reasons of the requirements for these qualifications (selection criteria)
Team leader:			
Deputy team leader:			
Team rapporteur:			

1.2.3 Establishing a mechanism to identify the objectives as well as the team scope of work in addition to the expected outputs, and specifying the connections between the tasks allocated to the team and the federal authority/ participating party strategic plans.

Objectives / outputs / team scope of work	Strategic Objectives/ initiatives and Related activities	Points of Connection
Objectives:		
Scope:		
Outputs:		

- 1.2.4 Establishing a solid action plan by the team to manage the planning, implementation and evaluation processes, and identifying the tasks, responsibilities and authorities delegated to the team members

Team action plan						
	Task	Initiatives / projects / programs			Responsibilities	Outputs / performance indicators
		Time period		Initiatives / projects / programs		
		From	To			
1.						
2.						
3.						

Planning outputs				
	Task (according to formation decree)	Outputs	Responsibilities	Time frame
1.				
2.				
3.				

Responsibilities and authorities matrix			
	Member	List of Responsibilities and authorities	
Team members assessment plan			
	Assessment Dynamic	Responsibility	Periodic assessment times/dates

1.2.5 Solutions or alternatives, studied and benchmarked for the purpose of implementing the project / initiative / enterprise and the reasons for their exclusion.

Subject	Benchmarked Solutions or alternatives	Reasons for final selection and exclusion

1.2.6 Financial Planning and benefits/ costs analyzing of the project / initiative / enterprise.

Team funding requirements	Required budget	Expected benefits of these Requirements	Results of studying the benefits vis-à-vis required costs

1.2.7 Project (/ initiative / enterprise) implementation risk analysis.

Potential risk	Impact of expected risk	probability of risk occurrence	Risk level	Priority of tackling	Method of tackling

1.2.8 Identifying and fulfilling the skills of the team members required for achieving the objectives of the project / initiative / enterprise.

List of Team members	Required Skills indispensable to the team work which are not acquired by the team member/s (training requirements)	Requirements to strengthen / enhance skills	Responsibility for fulfilling the requirements

2-Implementation Methodology

2.1 Mechanism and procures of action plan implementation and review

Plan Review mechanism and implementation follow-up plan			
1.	Plan review and implementation follow-up dynamic	Responsibilities	Periodic Review times/dates
2.			
3.			

2.2 Documenting applied work procedures / methodologies

Master plan/sub-plans documentation and distribution (among team members) mechanism	Minutes documentation and dissemination (among concerned parties) mechanism	Mechanism for the documentation of training program materials	Mechanism for the documentation of achieved results and team contributions	Team work procedures documentation mechanism (flowchart diagram)	Designing and documenting methodologies incorporated in the team work

2.3 Taking advantage of the administrative methods or modern technologies in the implementation of the work allocated to the team.

	Administrative and technological methods	Utilization methods	Responsibility
1			
2			
3			
4			
5			

2.4 The support of the senior administration for the team, the creation of internal regulatory and organizational conditions, in addition to the provision of necessary resources to ensure the continuity of the team success

	Higher administration support	Examples
1	Creating conditions/platforms for action (such as providing meeting rooms, issuing policies.....)	
2	Providing financial resources to accomplish the recommendations and results of studies in addition to cover the costs of implementing the action plans including research, studies and field visits.	
3	Providing human resources / employees	
4	Providing technical resources / systems and devices.	
5	Providing support and motivation including (moral appreciation, acknowledgement messages, appreciation e-mails to the successful teams and committees ... etc.)	

2.5 Internal and external communications to achieve the team objectives

	Internal and external parties in communication with the team	Expectations / impact	Contact mechanism	Contact periodicity	Reason/s for contact	Contact responsibility
1.						
2.						
3.						
4.						
5.						

2.6 Handling opinion differences among team members, and taking advantage of differences in developing the team performance and providing effective solutions to work impediments.

	Differences resolution mechanism	Examples
1.	Using the principle of consensus in decision-making.	
2.	Using the collective-voting method to overcome obstacles and take the right decisions	
3.	Rotation of meeting chairing in order to promote the spirit of leadership and mutual trust between team members	
4.	Referring to the team/committee charter of work ethics to resolve differences	
5.	Commitment to the values, principles and public guidelines	

2.7 Taking advantage of the expertise and skills of the team members to achieve required objectives.

List of Team members	Skills and experience of team members	Utilization mechanism

2.8 Generalizing the learning process and the knowledge transfer derived from the team work.

knowledge transfer on external level					
	Report / document to be disseminated	Periodicity	Responsibility	Targeted subjects	Method
1.					
2.					
3.					

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

Applied methodology to transfer knowledge to the team members	
Methods used by members to transfer knowledge to the team (collective/open debate, respect the opinion of others, share views and transfer of knowledge/experience..)	Examples

3. Achievements and Results Assessment

3.1 Identifying the tangible achievements and results accomplished by the team and their physical and non-physical implications.

3.2 Specifying the contributions of the results achieved by the team in the implementation of the strategic objectives of the federal and participating parties.

Key achievements accomplished by the team at all levels and categories	Team contributions to achieve the Strategic Plan	Financial and non-financial implications

3.3 Level of achievement of the team's planned operational objectives including Percentage of achievement, speed, accuracy, efficiency and effectiveness.

Indicator	Year...			Year...			Year...		
	Targeted	achieved	Benchmarking	Targeted	achieved	Benchmarking	Targeted	achieved	Benchmarking
1. percentage of meetings held as planned									
2. Rate of approved recommendations implemented									
3. Achievement rate of the team / committee objectives									
4. Achievement rate of the team approved operational plans									

3.4 Excellence and innovation level of the team achievements

Benchmarking Examples	Examples of creativity in achievement	Examples of excellence in achievement

E. Attachments