

# The NYS Forum Workgroup Guidelines

## **General**

The NYS Forum Executive Committee established thematic Workgroups to further The NYS Forum mission: *to advance New York State's public sector information technology (IT) practices through collaboration and knowledge transfer with the NYS IT business and government communities*. Each Workgroup appoints at least one Co-Chair from the government sector and one from the private sector. The Co-Chairs work with their respective government sector Workgroup Sponsor to deliver educational programs designed to inform the widespread IT and IT dependent communities of trends, practices, and advancements surrounding the Information Technology environment.

The NYS Forum Program Committee supports the Workgroup Sponsors by identifying potentially available government resources to target as workgroup participants, facilitators of workgroup training, and contributors to nominate as potential Workgroup Co-Chairs. The Program Committee develops guidelines for the Workgroups to assure they demonstrate value to The NYS Forum. The Program Committee serves to address various issues that may be hindering the effectiveness of the Workgroups.

## **Roles and Responsibilities**

### **Program Committee**

The Program Committee role is to facilitate the programs of The NYS Forum. The Program Committee establishes the Workgroups and provides oversight and assistance by acting as the liaison to the Board of Directors. The Program Committee annually reviews the accomplishments of the Workgroups, their Strategic Plans for the upcoming year and recommendations for modifying the makeup of the Workgroups, including expanding the objectives, merging with other Workgroups, or disbanding all together.

### **Workgroup Sponsor**

It is critically important that The NYS Forum Workgroups align themselves with the direction of New York Leaders. The role of the Sponsor is to share their organizational and business priorities and review the Workgroup event plans. Workgroups should target meeting with their Sponsors quarterly or semi-annually to discuss Workgroup plans to verify they complement the priorities of the Sponsor. Workgroups arrange for events or conduct research projects to support Sponsor request.

### **Workgroup Co-Chairs**

The success of The NYS Forum Workgroups is primarily dependent on the work of the Co-Chairs. While it is envisioned that each Workgroup participant contribute to the success of that Workgroup, it is the Co-Chairs responsibility to make sure that the Workgroup is achieving its objectives and that adequate resources are provided to the members. As such, the Co-Chairs are the link between the Workgroup, the Sponsor, and the Program Committee.

Activities that the Co-Chairs are involved in include the following:

- Meet with the Workgroup Sponsor to solicit areas of importance to them.
- Oversee the development of a plan for submission and review by the Sponsor for additional suggestions.
- Develop a quarterly summary for submission to the Executive Director and the Sponsor.
- Schedule regular Workgroup meetings of relevant content to members.
- Prepare meeting agendas, records of meeting attendance, minutes, outcomes, and action items respective of agency confidentiality, posting minutes to the individual Workgroup web page and sent to the Workgroup listserv as appropriate.

- Review and provide content updates to the Workgroup web page, on a regular basis.
- Attend The NYS Forum Co-Chair meetings and make periodic progress reports.
- When applicable, propose survey or other research and/or policy related efforts in support of Workgroup activities or as a NYS Forum-wide initiative in priority areas.
- Maintain sufficient ongoing Workgroup activity documentation to enable creating a summary of key contributions and progress for inclusion in The NYS Forum's Annual Report.

The Co-chairs generally serve for a 2-year term. Co-Chairs poll the ITCR and Government members near the end their term with the assistance of the Program Committee to determine interest from others wishing to serve as a co-chair. If there are no others interested, then the co-chairs may continue in the role. If a number of individuals express interest, then the workgroup would vote on new co-chairs from amongst the interested pool of individuals. If interested in continuing as co-chairs, the current co-chairs may also be included in the list of potential candidates.

### **Establishment of New Workgroups**

As technology evolves, it may be appropriate to establish new Workgroups to focus on new approaches, trends, or priorities of the government. Individuals or groups interested in establishing a new Workgroup should address the following questions:

**Definition** – What aspect of IT is the Workgroup interested in addressing?

**Mission** – What does the Workgroup hope to accomplish?

**Objectives** – What outcomes does the Workgroup anticipate achieving?

**Attachment A** is a template used in developing a justification for proposing the ***Creation of a New Workgroup***. The Program Committee will work with the individuals proposing the establishment of the Workgroup to ensure that the proposed Workgroup supports the mission of The NYS Forum. Once demonstrated, the Program Committee will recommend the proposed Workgroup to the Board of Directors.

### **Workgroup Products**

The accomplishments of the Workgroups contribute in large part to measuring the value of The NYS Forum. The Workgroups deliver this value through information sharing through Workgroup meetings and events designed for the members at large. In addition, Workgroup meetings are a way to share information pertinent to members. Workgroups may ask speakers to educate the group on timely topics. Other meetings may serve the purpose of discussing and debating current issues and trends. Meetings may also serve the purpose of developing recommended standards or other guidelines used by practitioners in that discipline. Regardless of the purpose of the meeting, it is important to document the results to share with others. This also supports The NYS Forum mission.

### **Workgroup Meetings**

**Attachment B** is a template for recording ***Monthly Meeting Attendance and Minutes*** at all Workgroup meetings. It is expected that each Workgroup meet at least once a month for planning educational events or to share information and practices amongst the Workgroup members. Further, Co-Chairs should post minutes on the Workgroup's NYS Forum website page.

## **Workgroup Educational Events**

One of the unique characteristics of The NYS Forum is the high quality/content rich educational events developed and hosted by the Workgroups. These events are the result of strategically planned Workgroup activity and, in order to ensure the highest degree of information transfer to the largest audience, require a considerable amount of planning. As the Workgroup develops its annual educational / training plan, they should be cognizant of the following factors:

**Time of year** – There are certain times of year that are not optimal for training events. For example, the months of July and August tend to be vacation months for a majority of staff and, therefore, turnout may not be advantageous.

**Identifying the best Corporate or Government presenters takes time** – Calendars fill up weeks in advance and in the case of national executives, travel needs to be planned.

**The best venue for the event may need weeks and often months lead time to secure the space.**

**Conflicts may arise with other organizational activities.**

**Attachment C** is the ***Event Checklist*** for planning educational / training event logistics. The NYS Forum's general policy states that all live events should provide webcast capability to support those unable to attend in person resulting in the broadest audience. The NYS Forum staff will assist the Workgroup in securing the venues as well as webcasting the presentations.

**Attachment D** is the ***Call for Presenters*** that must be used when seeking corporate participation. In order to secure the most appropriate presenters and ensure that all The NYS Forum IT Corporate Roundtable members are afforded the opportunity to provide their subject matter experts, the Workgroups are required to solicit a ***Call for Presenters*** from among the corporate members.

**Attachment E** is the ***Event Follow-Up Evaluation Survey*** template. It is a good practice for the Workgroups to survey the participants immediately after the educational / training event, to determine opportunities for improvement. This template should be simple and easy to fill out and can be modified as applicable.

## **Annual Report and Strategic Plans**

**Attachment F** is the ***Annual Report and Strategic Plans*** template to be used by the Workgroups for submitting this report.

The NYS Forum's fiscal year runs from October 1st to September 30<sup>th</sup>. Immediately following the conclusion of the fiscal year, a meeting of the members-at-large is conducted. During that meeting, each Workgroup reports out on the activities from the previous year and their plans for the new fiscal year. It is also at this time that Workgroup's evaluate their effectiveness and the need for any tactical changes in their approach. For example, it may be appropriate to merge different Workgroups into one, disband a Workgroup all together or expand the mission of a particular Workgroup.

Workgroup annual reports are due to be submitted by September 30<sup>th</sup> each year. These reports outline the accomplishments of the Workgroup in meeting its objectives over the past year as well as outline a plan to meet those objectives or new objectives over the upcoming year. The Program Committee will meet with the Workgroups to review the plans and offer any assistance as requested from the Workgroups.

## **Planning and Assessment Timeframe**

The Workgroup assessment and planning cycle should correspond to that of The NYS Forum's fiscal year (October 1 – September 30). In order to ensure a full assessment of the Workgroup's value and to facilitate the development of the Workgroup's Strategic Plan for the upcoming year, the following timeline is established:

- June:** The NYS Forum will survey the members at large to solicit input into what the members would like from the Workgroups.
- July:** The Workgroups will assess the results of the survey and develop a course of action for the upcoming fiscal year. That course of action will be discussed in an at-large members meeting.
- August:** The Workgroups will meet with their Sponsors to discuss the proposed course of action and to develop a Strategic Plan for the upcoming year. The Workgroups will then meet with the Program Committee to lay out their accomplishments and outline their Strategic Plan for the upcoming fiscal year.
- September:** The NYS Forum will hold its annual meeting with the members at large to discuss accomplishments and outline the Workgroup's Strategic Plan for the upcoming fiscal year.

## **Attachment A**

### ***Creation of a New Workgroup***

#### **Proposed Workgroup Name**



#### **Definition**

- What aspect of IT will the Workgroup be addressing?
  
- Why/How is this different from the mission of any of the other NYS Forum Workgroups?

#### **Mission**

- What does the Workgroup hope to accomplish?

#### **Objectives**

- What outcomes can be anticipated by establishing the workgroup? Examples are as follows:
  1. Marketing the Workgroup
    - a. Get each government entity involved
    - b. Get IT Corporate Roundtable members involved
  2. Host, at minimum, two annual meetings for Leadership to address the organizations
  3. Ensure the Workgroup is aligned with direction of IT Leadership
  4. Create Communities of Practice
  5. Establish leaders in the Communities of Practice
  6. Encourage Communities of Practice to meet on a monthly basis – having presentations on a regular basis (at monthly meetings) from both Government entities and IT Corporate Roundtable participants
  7. Set up structure of Workgroup to facilitate Large Group Events:
    - a. Introduction of practice / concept
    - b. Corporate expertise on this concept
    - c. Examples of concept applied in real life (both Government and Corporate)
    - d. Training opportunities in this concept / area of expertise
  8. Establish and work on cross sector projects to look at a technical area in depth (i.e. Business Continuity, Cloud, Social Media, and Mobile Computing)

#### **Proposed Sponsor**

- Who in government Leadership can best guide the Workgroup?

## Attachment B

### *Monthly Meeting Attendance and Minutes*

Available online at [www.nysforum.org](http://www.nysforum.org) Leadership Tools

 <p style="margin: 0;">The NYS Forum, Inc.</p>	<p style="font-size: 1.2em; font-weight: bold; margin: 0;">XXX Work Group</p> <p style="font-style: italic; margin: 0;"><i>Monthly Meeting Attendance and Minutes</i></p> <p style="margin: 0;">(Date) - - (Time)</p> <p style="margin: 0;">(Location) 24 Aviation Road, Suite 103 Albany, NY</p>					
The NYS Forum, Inc. 24 Aviation Road, Suite 103 Albany, NY 518.438.7414 (v)   518.438.1416 (f) / www.nysforum.org						
<b>Type of meeting:</b>	Monthly Meeting	<b>Facilitator:</b>				
<b>Note taker:</b>		<b>Next Meeting Date:</b>				
<b>Attendees:</b> (Name of Attendee & Agency/Company)						
<b>Attendees Via Teleconference / Webinar:</b>						
----- Agenda Topics -----						
<i>Agenda Items</i>	<i>Summary of Discussion: Key Points, Decisions, Actions</i>					
I.						
II.						
III.						
IV.						
<b>Action Items:</b>						
Action Item Tracking Number	Action Item Description	Date Opened	Status	Date Closed	Person Assigned	Comments
1						
2						
3						

## Attachment C

### Event Checklist

Available online at [www.nysforum.org](http://www.nysforum.org) Leadership Tools

## The NYS Forum Special Event Request

**Must be submitted six (6) weeks prior to the event date.**

Form to be completed by Primary Contact (typically Workgroup Co-Chair). Questions may be directed to Rebecca at (518) 438-7414 or via email at [rbuchner@nysforum.org](mailto:rbuchner@nysforum.org).

### Primary Contact:

Workgroup Hosting This Special Event

One Workgroup member is designated as the Primary Contact, who will coordinate the event and assume responsibility for information exchange between workgroup members, presenters and The NYS Forum staff.

Primary Contact:

Phone:

Email:

### Event-Space Logistics:

Event Title or Topic:

Preferred Date:

Preferred Location:

Number of Expected Attendees:

Are other groups/organizations co-sponsoring the event?

Yes

No

If yes, provide the name of the co-sponsoring organization/entity

### Room Set-Up/Participant Seating

Theatre

Classroom

Rounds of Tables

Crescent Rounds (All Seats Facing Presenters)

U Shape

Hollow Square

## Speaker Logistics & Audio

Podium

Podium Mic

Wireless Lavalier Clip-On Mic

Head Table for Panelists/Speakers/Facilitators

Number of Panelists/Speakers/Facilitators:

Table Top Mic

Hand Held Mic for Audience Q&A

Forum Banner (Podium/Head Table Backdrop)

Name Tent Cards for Panel Presenters:

## Laptop & LCD Projector

Forum LCD Projector

Presenter Using His/Her Own Laptop

Forum Laptop

Wireless Mouse

Audio Feed

Cart for Projector (Includes Power Cords)

Screen

Flip Chart(s)

## Internet/Web Conferencing

Internet Access

Web Conferencing

Web Conferencing requires an internet connection (preferably wireless so both the presenter and someone else monitoring it can be connected) and a phone line. Ideally the phone connection will be through the venues audio feed.

Misc.

## Power Point Presentations

### Agenda and Registration:

An agenda and/or event description is required for the development of a registration page and effective promotion of your event. Agenda and/or event description must be sent to Rebecca Buchner ([rbuchner@nysforum.org](mailto:rbuchner@nysforum.org)) five (5) business days prior to requested posting date.

### Registration note:

Registration should be posted and promoted at least one month prior to the event date. Pre-Registrations will be closed 2 full work days prior to an event unless otherwise specified.

**Presentations:**

Presenters will use a slide format supplied by The NYS Forum available for download at <http://www.nysforum.org/committees/leadershiptools/powerpoint.aspx> and are due for review by The NYS Forum Executive Director five (5) business days prior to the date of your event. If a corporate representative is the presenter, the corporate logo will only appear on the first and last slides.

On-Line Registration to Be Posted By (Date):

Workgroup Co-Chairs, Primary Contact, Presenters, and The NYS Forum staff should arrive at least 1/2 hour before the event is scheduled to start

Check-in/Registration:

Program Start Time:

Program End Time:

Comments:

**Refreshments (Pending Approval of The NYS Forum)**

- Coffee, Tea, Decaf, Water
- Continental Breakfast
- Lunch
- Dinner

**Presenter Contact Info Required:**

Presenter #1:

Title:

Address:

Address1:

City:

State:

Zip Code:

Organization:

Phone:

Email:

PowerPoint Presentation

Presentation sent to The Forum

Permission to post presentation and photo rec'd.

## Attachment D

### *Call for Presenters*

Available online at [www.nysforum.org](http://www.nysforum.org) Leadership Tools

### **CALL FOR PRESENTERS**

The NYS Forum insert work group name is pleased to solicit interested parties for presenters for the following seminar. We leverage the membership of The NYS Forum IT Corporate Roundtable as a resource to draw upon for expertise on the topic at hand. Please forward this to your marketing or communication organization, if you do not have a resource you can recommend.

**Session Topic:**

**Date:**

**Time:**

**Location:**

**IMPORTANT: Please read the information below thoroughly for details regarding how to submit your presenter information, what to present, important dates and rules of engagement.**

#### **Session Description – Targeted Audience:**

In the space provided below, please provide as much information as possible. Information should include:

- mission or brief background of The NYS Forum Workgroup organizing this event;
- targeted audience (i.e. executive, mid-level, technical, nontechnical, etc.)
- specific area that presenters must focus on and its importance to the audience;
- session goal and expected outcome (presentations must reflect that criteria);

Insert Session Description

Presentations must be designed to inform attendees about the session topic and also provide them with practical, actionable information that organizations and end users can apply immediately to their own environments. Items of discussion should include the following:

(Insert a bulleted list of items of discussion)

**These are only examples and we encourage you to think of other ideas that may be relevant.**

We encourage creativity in the presentation topic, in order to increase knowledge about the topic to the end user. In order to maximize the value of the event for attendees, documents such as the session presentation, glossaries, checklists, etc. will be solicited from the presenter for posting to The NYS Forum's web site following the event, for attendees to continue their education about the subject.

**All presentations must be vendor neutral.** All presentations will be vetted by a group comprising members from The NYS Forum Workgroup hosting this event. Feedback and recommendations regarding final presentation material will be provided by this group.

If you are interested in being considered as a presenter or would like to recommend a presenter, **please complete the Call for Presenters Application at: (LINK WILL BE INSERTED HERE)**. Information you will be required to provide includes:

- Name and complete contact info of presenter;
- One or two paragraph biography of the presenter;
- Presentation summary. (Final presentation is not required at this time.)
- Name and complete contact info for person submitting the presenter.

**PLEASE NOTE THE RULES OF ENGAGEMENT AND SCHEDULE LISTED BELOW, WHEN CONSIDERING SUBMITTING A PROPOSAL:**

**Presentation Guidelines – Rules of Engagement**

- Presentation must be made using The NYS Forum's Power Point template.
- Presentations must be vendor and product neutral.
- Presenter corporate logo and contact information should appear on the first and last Power Point slides only. Corporate logo must not appear on each individual slide.
- The presenter must discuss the topic at an expert level, and direct the presentation toward the specific targeted audience identified.
- (Provide length of presentation, i.e., 45 minutes for content, 15 minutes for Q&A.)
- In order to maximize the value of the event for attendees, documents such as presentations, glossaries, checklists, etc. will be solicited from the presenter for posting to The NYS Forum web site following the event.

**Schedule**

- – Call for presenters distributed to vending community.
- – Deadline for proposals from vendors (5 weeks prior to event date).
- – Selection/notification of presenters (4 weeks prior to event date).
- – Deadline for first draft of presenter Power Points and related documents (3 weeks prior to event date). **PLEASE NOTE:** All Power Point presentations **MUST** be made on The NYS Forum Power Point template available at: <http://nysforum.org/committees/leadershiptools/powerpoint.aspx>
- – Deadline for final presentation Power Points and related documents (1 week prior to event date). **PLEASE NOTE:** All Power Point presentations **MUST** be made on The NYS Forum Power Point template available at: <http://nysforum.org/committees/leadershiptools/powerpoint.aspx>
- – Event date and time.

Thank you for your interest and involvement in this NYS Forum event.

Sincerely,

NYS Fourm Work Group Co-Chairs

## Attachment E

### Event Follow-Up Evaluation Survey

#### (Organization) Session Feedback (Event Date)

You recently registered to attend (organization) (Event Name) event on (Event Date).

Please provide feedback **by COB (Survey End Date)**. Your comments help us to provide quality programs that address your needs and interests.

#### Survey Questions:

1. **Our records show that you registered to attend (organization) event. Please select the option below that best describes your status regarding the event. (select one)**

- I attended. *If you check this box please proceed and complete the remainder of the event feedback form.*
- I was not able to attend
- I don't remember registering

Comment (optional)

2. **What prompted you to register for this event? (select all that apply)**

- Topic
- Speaker(s) / Facilitator(s)
- Networking Opportunity
- Location
- Other (specify)

3. **How would you rate the following?**

*Overall Quality of the event*

- Poor
- Fair
- Good
- Very Good
- Excellent

*Content Quality*

- Poor
- Fair
- Good
- Very Good
- Excellent

*Overall Value of Your Time*

- Poor
- Fair
- Good
- Very Good
- Excellent

**4. How would you rate the talk by Presenter #1, Title, and Company/Agency?**

*Subject Knowledge*

- Poor
- Fair
- Good
- Very Good
- Excellent

*Speaking Ability*

- Poor
- Fair
- Good
- Very Good
- Excellent

*Use of Visuals/Handouts*

- Poor
- Fair
- Good
- Very Good
- Excellent

*Answered Questions*

- Poor
- Fair
- Good
- Very Good
- Excellent

*Comments:*



**5. How would you categorize your understanding or knowledge level of this topic/issue?**

a. Prior to the event (Select One)

- High Competency / Expert Understanding
- Mid-Range / Good Understanding
- Low / Minimal Understanding
- None / New Topic

b. Following the event? (Select One)

- High Competency / Expert Understanding
- Mid-Range / Good Understanding
- Low / Minimal Understanding
- None / New Topic

**Please tell us whether you agree or disagree with the following statements.**

**6. The event/presentation(s) were relevant to the mission and/or priorities of my agency/company.**

- Strongly Agree
- Agree
- Neither Agree nor Disagree
- Disagree
- Strongly Disagree

7. **The information presented was relevant to me for my career advancement and/or my ability to do my job.**

- Strongly Agree
- Agree
- Neither Agree nor Disagree
- Disagree
- Strongly Disagree

8. **What did you gain from this event? (select all that apply)**

- Resource Materials I can use
- Ideas/practices I can try immediately
- Names of other people to contact
- Anything else (i.e. best take away)?

9. **Did this event meet your expectations? If not, how could it have been improved?**

10. **Would you like more information on any topic covered today?**

11. **Do you have suggestions for future topics or speakers?**

12. **Please describe yourself: (required)**

- Government (State/Local/Federal)
- Corporate
- Non-Profit
- Education (K-12; Post-Secondary)
- Other

13. **Name (Optional):**

**Email Address (Optional):**

**Phone (Optional):**

## Attachment F

*Annual Report for Fiscal Year Ending \_\_\_\_*  
*Strategic Plan for Fiscal Year October 1, 20\_\_ to September 30, 20\_\_*

*Annual Report for Fiscal Year Ending \_\_\_\_*

Workgroup Name / Purpose:

Co-Chairs:

Additional Workgroup Members:

Monthly Meetings:

Date:

Time:

Location:

Workgroup Activities for Year Ending 20\_\_ :

Accomplishments in Meeting Objectives:

Value Provided to the Workforce:

***Strategic Plan for Fiscal Year October 1, 20\_\_ to September 30, 20\_\_***

**Workgroup Purpose (may be changed from previous year):**

**Objectives (list each one separately):**

**Strategies to Meet those Objectives:**

**Measurements for Success:**