

TO: Kisha Wilson, Paralegal
FROM: Erin Devereaux, Assistant Counsel
RE: Outside Employment Activity Approval Form
DATE: December 17, 2020

Dear Kisha,

Thank you for walking through the Outside Employment Activity Approval Form with me.

Congratulations! The tool you have presented will very useful in addressing our current issue of approval backlog. As you know, we originally decided to develop this tool to help employees streamline Outside Employment Activity approval requests and to reduce extra time spent on incomplete requests. We believed that time could be saved, we could remove the variability of responses, and frustration over delays could be reduced. The tool you have built accomplishes these goals.

In our initial review of the tool, we identified the following issues:

- Allowing SRC to do approved jobs automatically

I'm pleased that you were able to address these issues and incorporate them into the subsequent versions of the tool which allowed us to get to a minimum viable product. It is also great that you have incorporated the maintenance of the tool into a user guide which will allow future Paralegals to maintain the interview and make sure it is always up-to-date.

In terms of next steps, we will still need to work with our Business Technology Services group in order to determine whether or not we have access to GitHub and the Docassemble platform where we can host the interview internally. We will also need to determine how to announce or roll out the tool once we get approval from BTS.

In addition, we discussed the following as potential future enhancements:

- Some sort of automated tracker, that lists Name, Email, Outside Position, approval status, date.
- Possible nonprofit board questions in the enhancement

Best, 
Erin Devereaux