

Timeline

The project should be completed by December 1, 2012. An update will be provided to the campus community in October 2012. Feedback from that update may help to determine further investigation (e.g. suggestion to research another product).

Strategy

1. Document current policies and procedures for the use of University electronic mailing lists. This documentation should be in CPA's webspace.
2. Survey current solutions being used on campus, in faculties and in academic support departments
3. Gather requirements list.
4. Survey mass email technologies and policies being used by other universities.
5. Do market research on technologies currently available in the market place, including a high-level comparison of features and functionality, and cost estimates;
6. Prepare a report for the project sponsors summarizing the information collected in steps (1) through (4), and make a recommendation of a technology to implement for uWaterloo.

Resource Roles and Responsibilities

Project team will consist of 18 members:

1. Faculties: Chris Calzonetti (Math), Dawn Keenan (Arts), Craig McDonald (AHS)
2. CPA (2): Eva Grabinski, Brandon Sweet
3. Grad Office (1): Tasha Glover
4. Registrar's Office (2): Carmen Roecker, Jennifer Mackie
5. Human Resources (1): Tammy Marcinko
6. ODAA (1): Nigel Henriques
7. CECA (1): Mike Tennant
8. Library (1) : Charles Woods
9. Students: Greg Maksoz (3rd year, Computer Science), Cody Shepherd (2nd year, Math)
10. IST (7) - CSS (2): Jason Giles, Shawn Winnington-Ball; IST-CS-Housing (1): Cheryl Skingley; CS-CPA (1): Eric Bremner; IS (1): Mike Gaspic; uCS-Registrar's (1): Tom Kelly.

Team members that are familiar with mass email solutions will be asked to do a demonstration. For example, there are team members who use GroupMail. Team members from IST and Human Resources will be asked to provide information as to how various mailman groups are populated.