

RSSN Working Group Worksheet

SECTION 1: HOW THIS GROUP WORKS

Working Group Name:

Goal for today: Leave with a clear sense of how your group will operate, and a concrete plan for what needs to happen between now and a fall launch.

MISSION / STATEMENT OF PURPOSE

In one or two sentences, what is this group for, and who does it serve?

Fill in the blank: "[This Working Group] exists to ----- so that ----- can -----.

Example: The Assessment Working Group exists to create and iterate on the Assessment Instrument so that the RSSN Technical Lead can carry out Assessments at launch.

MEMBERSHIP & LEADERSHIP

Who is in this group today? (names/units)? Is anyone missing? Who will chair this group - call meetings, set agendas, etc.?

MEETINGS / COMMUNICATIONS

How often do you need to meet? Be realistic given everyone's existing workload.

Please use OneNote and Teams for Working Group communications.

- One Note link:
- Post-event, we'll create shared Teams channels for each Working Group.

SECTION 2: PATH TO LAUNCH

MVP FOR LAUNCH

What is the smallest version of this group's piece that needs to exist for a successful fall launch?

STEPS TO GET THERE

What has to happen between now and launch, roughly in order? Flag anything that depends on another working group or the program team.

WHO'S RESPONSIBLE

For each step above, who owns it — even loosely? Name a person, not just the group.

TIMELINE

Given today's date and a fall launch target, when does each step realistically need to happen?

Steps	Responsible	Timeline

OPEN QUESTIONS / BLOCKERS

What's unresolved that could stall this? What do you need from the program team or another working group to move forward?