## **R&TS** Action Item **D2**: Developing an RD&T Organizational Directory

## Champion / Project Lead:Paula Ewen/John McCracken

- (1) <u>TITLE</u>: RD&T Organizational Directory- HRRM and HRTS will gather appropriate information from all R,D,&T offices to develop an organizational directory.
- (2) DESCRIPTION OF INITIATIVE: This effort will provide an updated directory of the FHWA staff grouped by organizational unit. The directory displays the organizational charts for RD&T and it will also identify primary responsibilities and major projects for each person.
- (3) IMPORTANCE / SIGNIFICANCE OF INITIATIVE: The restructuring of FHWA has resulted in the relocation of several FHWA staff within the new organization. This new directory will enable our internal and external customers to locate appropriate contacts at RD&T and the rest of FHWA through links .
- (4) PRODUCT / OUTPUT: An organizational directory on the internet, and in hard copy.
- (5) CUSTOMERS: Internal and external customers, including FHWA, States, Local Government, academic institutions, press.
- (6) PARTNERS: CBUs, SBUs, FHWA Resource Centers, FHWA Division Offices
- (7) COSTS: No direct expenses anticipated beyond professional and administrative support staff time.

## (8) SCHEDULE:

Tasks	Month / Year:	8/27/99	9/8/99	9/15/99	9/27/99	10/1/99	10/15/9 9	11/99	12/99	1/00
Collect existing information for or	directory									
2. Layout the Directory										
3. Review Draft Directory										
4. Finalize Layouts and Graphics										
5. Print Directories										
6.Post directory information										
7. Update Directory										