

RD&T Leadership Council Action Item: (A.3) RD&T Self Assessments

Updated 6/15/00

Council Champion/Project Lead: Dennis Judycki/Paula Ewen

- (1) **TITLE:** Self Assessment, Employee Innovation, and Recognition and Awards
- (2) **DESCRIPTION OF INITIATIVE:** This initiative is to: (1) assess each organizational element using the Baldrige criteria and document the strengths, areas for improvement, and score; (2) develop an Innovation “white paper” for an FHWA audience covering the process and reports of the RD&T experience; (3) execute two all employees surveys; and (4) deliver monthly “All Hands” meetings based on areas of interest to employees and leadership.
- (3) **IMPORTANCE/SIGNIFICANCE OF INITIATIVE:** Recruit, recognize achievement, and retain the best skills/talent for conducting outstanding research and providing R&T service; continually improve quality and productivity of employee work life based upon assessments and process innovations. (RD&T Top Priorities – last bullet)
- (4) **PRODUCT/OUTPUT:** Six assessment reports; one cross-cutting assessment report; two all employees surveys; one administrative “listening session;” monthly “All Hands” meetings.
- (5) **CUSTOMER:** Employees, Teams, Offices, Partners (Core Business Units; Resource Centers; Division Offices).
- (6) **PARTNERS:** RD&T employees, teams, offices.
- (7) **COSTS:** No direct expenses anticipated beyond professional and administrative support staff time.
- (8) **SCHEDULE:**

Tasks	Month/Year:	3/00	4/00	5/00	6/00	7/00	8/00	9/00
1. Assess HRRM	March 22-23, 2000	X						
2. Assess HRDO	August 23-24, 2000						X	
3. Assess HRTS	June 22-23, 2000				X			
4. Assess HRDI	July 12-13, 2000					X		
5. Assess HRDS	August 2-3, 2000						X	
6. Assess HRPD	July 26-27, 2000					X		
7. Participate in Quality Coordinators Meetings (quarterly)			X			X		