

# CMU=You Staff Award Program Checklist

Step	Responsible Party	Details
1.	College/Division lead	<p>Award Program Proposal</p> <p>The College/Division lead builds a Staff award program that has various award categories and then notifies their <a href="#">HR business partner (HRBP)</a> of their desire to submit staff award nominations via CMU=You.</p>
2.	HR business partner	<p>Connect with CMU=You SME group</p> <p>Send an email to the CMU=You SME group (Jaimie Sebeck, Jennifer May, and Matt Mroz) with a summary of the college/division award program. Arrange a brief meeting to ensure efficiency in completing the next steps.</p>
3.	CMU=You SME group	<p>Assign Permissions in Reward Manager</p> <p>One of the Permissions managers of the platform (Matt Mroz, Jennifer May)</p>

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5.	CMU=You SME group/HR business partner	<p>Segmentation</p> <p>Create the required Nominator and Nominee User segments.  <a href="https://success.rewardgateway.com/hc/en-us/articles/360021116358-Creating-segments-with-Segment-Manager">https://success.rewardgateway.com/hc/en-us/articles/360021116358-Creating-segments-with-Segment-Manager</a></p> <p>Reach out to at <a href="mailto:clientsupport@rewardgateway.com">clientsupport@rewardgateway.com</a> if any help is required.</p>
6.	College/Division lead	<p>Award Program Requirements</p> <p>The College/Division lead sends the award program requirements to the HRBP.</p> <p>CMU send the setup form to RG at <a href="mailto:clientsupport@rewardgateway.com">clientsupport@rewardgateway.com</a>.</p> <p>Note: the form must be fully completed without any missing details. Once the form is fully completed, RG will set the new program within 48 hours (excluding weekends)</p>
7.	CMU=You SME group/HR business partner	<p>Program Requirements: Implementation</p> <p>The CMU=You SME group and HR business partner work with RG to ensure that all program requirements have been executed per the Nomination Program Request Form.</p>
8.	College/Division lead	<p>Assign Test Group</p> <p>Once Reward Gateway has all the necessary information to implement the award program, the College/Division lead identifies a small team to test the nominations in CMU=You (Recommended: 3-5 people in the test group.)</p>
9.	Testing Group	<p>Execute Testing and Document Results</p> <p>Test submitting nominations in all award categories.  Document any questions, comments and defects.</p>
10.	College/Division lead	<p>Communicate Feedback</p> <p>Inform Reward Gateway of any issues or defects found during testing.</p>
11.	Reward Gateway	<p>Resolve Issues</p> <p>Reward Gateway resolves any issues identified, and ensures that all visuals, help text, nomination questions and employees are accounted for in the Award Program.</p>
12.	College/Division lead/HRBP	<p>Final Review</p> <p>The College/Division lead or HRBP confirms everything is working as expected and confirms to Reward Gateway of the go-live date to turn on nominations as well as the close of the nomination window.</p>
13.	CMU=You SME group	<p>Page Linking</p> <p>Link the nomination form to the dedicated SmartTile.</p>
14.	Reward Gateway	<p>Go-Live Decision</p> <p>Reward Gateway schedules the Award Program to go live on a specific date/time and the nomination window to close on a specific date/time.</p>

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