# OMB Uniform Guidance Project – High level overview

## Phase I
### Key Activities
- Gap and impact assessment
- Identify Policies / procedures impacted
- Identify Technology changes necessary
- Education and outreach opportunities identified

### Deliverables
- Change impact document
- Draft communications to RA community
- Draft "Need to Knows" to general community
- Templates and instructions for policies / procedures
- Draft vision of Tufts Uniform Guidance website

### Approach
- Form Uniform Guidance working groups within UG Task Force

### Estimated Timeline
- June - August

### Next Steps
- Identify content review group
- Identify RA Steering Committee

## Phase II
### Key Activities
- Draft written policies / procedures
- Initiate communications to RA community
- Initiate technology / system changes
- Common language & understanding of policies / procedures

### Deliverables
- Tufts Uniform Guidance Website
- Document Policies / Procedures
- Communications assessment and strategy
- Training assessment and strategy
- Training design

### Approach
- Engage policy / procedure / technology / training material owners
- Form teams based on subject matter expertise

### Estimated Timeline
- August - November

### Next Steps
- Review / Approval of Phase II deliverables

## Phase III
### Key Activities
- Engage in Uniform Guidance outreach
- Training and education development

### Deliverables
- Training and education materials
- Finalize technology / system changes

### Approach
- Collaborate work with RA TEAM future state resources

### Estimated Timeline
- November - December

### Next Steps
- Conduct training and education
- Develop a Compliance Oversight Plan

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