Process Action Team Guidelines

GENERAL
Keep PAT (Process Action Team) membership diverse and limit size to functional need.

Select a PAT chairperson or co-chairs; set membership ground rules.

Have an EST (Employee Satisfaction Team) member to serve as communication liaison/mentor who facilitates functions.

Develop a Purpose Statement that is aligned with the EST purpose and details the PAT focus and scope of responsibility.

Establish a recorder or rotate the responsibility among members. Within two (2) work days after a meeting, submit PAT or sub-PAT minutes to EST leader.

Ensure each member is committed to doing their PAT homework.

PURCHASING
Request PAT purchasing projections to the EST (so it may be included in the EST 90 Day Action Plan, which is a living document).

Submit a MWE Budget Request to EST for all expenditures; only use MWE funds for items predetermined on approved yearly EST budget.

Anticipate a 5-7 work day lead time for expenditure approval. (PAT Chair must receive expenditure approval notification before purchases can occur.)

REPORTING AND COURTESY
Submit a quarterly report of PAT accomplishments to EST leader.

Send a written thank you to each focus group member.

Send a written thank you to each PAT member when roll-off occurs or when PAT tasks are accomplished.