

**2005-2006**

**Strategic Goal: Successfully Open New Card Office**

EagleCard

Action Steps	Action Leader	Timeline												
		Jul-05	Aug-05	Sep-05	Oct-05	Nov-05	Dec-05	Jan-06	Feb-06	Mar-06	Apr-06	May-06	Jun-06	
Open by July 31	Ryan Gardner	X												
Regular and frequent staff meetings to plan layout/timeframe for move	Ryan Gardner	X	X											
Maintain contact with architects and contractors for proper construction	Ryan Gardner	X	X											
Coordinate delivery of fixtures and inventory	Ryan Gardner	X												
Hire/train new staff	Ryan Gardner/ Stacey Henecke	X	X											
Move EagleCard Operations	Ryan Gardner/ Stacey Henecke	X												

**Personnel: Ryan Gardner, Stacey Henecke**

**Success Indicators: The new cstore/EagleCard location is open for business and able to meet customer needs by the first day of classes, August 23, 2005**

**KPI's: Human Resources; Customer Service; Community Responsiveness**