

UNIVERSITY
of GUELPH

Developing a Reporting Program for Privately Funded Chairs



Introductions



But first some background....





The Process Begins

- Review peer templates
- What's missing that's important to you
- Review with donors / chairs / deans
- Develop template



Next Steps

- Buy-in from dean / director
- Email from dean / director
- Legitimacy / endorsement

Meeting with Chair

- Recap details / dates
- Confirm roles / responsibilities
- Details on photos
- Interviewees:
 - Students
 - Researchers
 - Key stakeholders





Compiling Report

- Thank you
- Perspective
- KMb
- Exec Summary



Final Reporting

- Sign-offs
- Reporting
- Hand delivered
- Internal copies
- Processes

Feedback Loop

- Follow-up
- Improvements
- Special notes
- Share changes
- 90/10 rule





Metrics

- Improved engagement
- Increased communication
- Feedback from donors
- Renewed contracts

Obstacles

- No response
- No Input
- No shared approach



Next Steps

- KMb planning for Chairs
- Tailored communication strategy
- Enhanced social media
- Greater ROI for donors

Contact Us

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