

TASK TEAM GUIDELINES

DESCRIPTION

A task team is a group of industry and USPS members focused on a clearly defined task. A task team differs from a workgroup in that it has a shorter timeline and less structure but has a higher level of oversight. Task team issues are usually ones that do not impact the entire mailing industry and can be addressed with a smaller, select group of members.

SUBMISSION OF NEW/PROPOSED ISSUES

Any MTAC representative or USPS executive can propose an issue that would require the formation of a task team. The proposal should be submitted to the MTAC Program Manager for consideration by the Executive Committee. The Executive Committee will discuss the suitability of the issue and will approve the task team, reject the issue or table it for further research. The Executive Committee will also evaluate the issue to determine whether it is better suited as a workgroup or user group or, if it should be considered by an existing workgroup. Upon approval by the Executive Committee, the full Leadership Committee will be notified and the task team will be entered into the MTAC Task Team Issue Tracking Summary on the MITS system. The Executive Committee members are responsible for managing the progress of the newly formed task team.

APPROVAL CRITERIA

1. The purpose of any task team must support the stated purpose of MTAC:

The Postmaster General's Mailers' Technical Advisory Committee (MTAC) is a venue for the United States Postal Service (the Postal Service) to share technical information with mailers and to receive advice and recommendations from mailers on matters concerning mail-related products and services in order to enhance customer value and expand the use of these products and services for mutual benefit.

2. Problems and issues must be industry-related (as opposed to individual company concerns - specific individual concerns should be addressed one-on-one with appropriate USPS staff).
3. Identified issues should be timely.
4. The potential solution should pertain to something that concerns both the industry and the USPS.
5. The issue should not be redundant with another issue that is already being addressed by MTAC.
6. The issue should have defined measurable objectives and a quick timetable for completion.

TASK TEAM LEADERSHIP

The Executive Committee will appoint industry and USPS task team co-leaders. The task team leaders are jointly responsible for directing the task team activities:

- Task Team leaders have the primary responsibility for ensuring that the direction of task team efforts and recommendations meet stated objectives and are acceptable to both Industry and USPS.
- Task Team leaders select members of the work group (see below), schedule meetings and ensure that those meetings are conducted in a professional manner.
- Minutes are not required, although they are strongly encouraged. It is not necessary to enter them into the MITS system but should be distributed among the task team members.
- Task team leaders must provide the Program Manager with a task team roster, listing all task team participants, as soon as it is finalized after the inception of the task team and at any subsequent time when the participants change.
- Task team leaders determine meeting frequency and duration suitable to accomplish the completion timetable established by the Executive

- Committee. The schedule should facilitate as much progress as possible between MTAC quarterly meetings.
- Task team leaders must ensure that the Executive Committee members are kept updated on progress.
 - If the task team leaders determine that the task team is experiencing obstacles that may require additional resources, significant delays, or unusual conflict within the task team; they should report the situation to the Executive Committee for guidance.
 - Task team leaders may be called upon to make formal progress reports at MTAC general sessions.
 - Task team leaders are responsible for a resolution statement detailing the resolution of the issue and recommending any implementation plan that may be required.
 - Prior to the presentation of the final report and resolution statement for a MTAC task team, the task team co-leaders will enter any recommendations into the Resolution Issue Tracking System (RITS). The initial focus area will be the same focus area as the task team and the lead name and contact information will either be the USPS task team leader or the industry leader. Both co-leaders will agree on the initial status and response date.

A list of the RITS recommendations, including the assigned Request Number, Title, Lead Name, and initial Response Date will be included in the Resolution Statement and will be presented to the Executive Committee.

MEMBERSHIP & PARTICIPATION

The Executive Committee and the task team leaders will extend an invitation to key stakeholders and mailing industry representatives to participate in the task team. The invitation to participate should clearly define the mission of the task team, expected outcome, and completion timeline for the specific issue. The invitation can be as informal as an email or a phone call.

Task team members can be MTAC representatives or interested industry personnel who are not representatives to MTAC, provided, however, that no non-member may participate in a task team without prior Executive Committee approval as provided in Section XII of the MTAC Charter. USPS will appoint a suitable number of staff with appropriate skills and expertise necessary to the success of the task team. The USPS work task team leader is responsible for arranging suitable staff participation.

Those accepting membership in a task team acknowledge that they will attend task team meetings (in person whenever possible), participate in conference calls, be willing to share their experience and that of their companies, and participate in test or pilot projects.

OBJECTIVES

Task team leaders should ensure that the members understand the goals of the group and should develop a work plan that will accomplish the objectives within the completion timeline.

MEETINGS

Task team meetings, conference calls, etc., can be scheduled between or immediately prior to MTAC general sessions, but should be scheduled so as to accomplish the task in a timely manner.

The MTAC Program Manager (202-268-2066) must be informed at least two (2) days in advance of the location and attendees for all meetings planned at USPS headquarters. The USPS task team leader will be responsible for securing a meeting room, arranging for any refreshments, and clearing members through security for any work group meeting held in USPS headquarters.

INTERIM REPORTS

The Executive Committee will determine when a status report should be given to the MTAC general session. The Executive Committee members should be prepared to provide status updates to the full Leadership Committee at their quarterly meetings.

RESOLUTION STATEMENT

The Executive Committee will indicate to the full Leadership Committee when the task team considers their task completed. A resolution statement is required to confirm a task team has completed its task. The resolution statement is provided by the task team leaders and sanctioned by the Executive committee

The resolution statement is provided in MITS as a very brief reference to the work group's objective and accomplishments, and indicates where to look for additional information and next steps, if any. The task team's status in MITS is changed to "complete" and the "final closure date" is recorded.