



Rail Section to Division (s2d) Roles and Responsibilities

Sponsor – Michael Avery

- Clarify targets and expectations for the s2d transition team.
- Work with Rail Leadership and s2d Lead to help identify priority issues, decision points, and determine prioritization of s2d transition work.
- Help identify system-wide effects (across Rail, Metro, and partners) and encourage cross-group communication and resolution of issues.
- Be available to support team for strategic advice and participation in meetings as needed.

Rail Leadership – Rail Superintendents

- Support face to face communication with employees regarding s2d, and s2d transition implementation within the workplace.
- Help identify system-wide effects across (Rail, Metro, and partners) and encourage cross-group communication and resolution of issues.
- Work with the Sponsor and s2d Lead to help identify priority issues, and assist in determining prioritization of s2d transition work.

s2d Lead/Facilitator – Amanda Nightingale

- Support face to face communication with employees regarding s2d, and s2d transition implementation within the workplace.
- Help identify system-wide effects across (Rail, Metro, and partners) and encourage cross-group communication and resolution of issues.
- Work with the Sponsor and s2d Lead to help identify priority issues, and assist in determining prioritization of s2d transition work.
- Lead transition team in understanding the strategy of s2d transition and how it relates to the KCM d2D transition.
- Engage SMEs in a transparent manner to implement the change associated with the s2d process, and explore new ways of thinking that will support continuous improvement in our communication, employee engagement, and deliverable results. Encourage team members to seek and understand outcomes that are “greater than the sum of the parts.”



s2d

- Facilitate transition team meetings and dynamics by developing agendas as necessary, seeking active participation from all participants, managing time, reading and responding to group dynamics, facilitating decision-making and honoring group working agreements.
- Compile and display understandable information and materials that can be communicated through the transition team effort and to other audiences as appropriate.
- Report work group progress, resource needs, and potential process issues to the Sponsor, Rail Leadership and the d2D design team.

s2d Transition Team Members – Team Members from each Rail Section

- Serve as ambassadors of the work group to s2d, and bring both individual and work group perspectives to the s2d transition team.
- Support face to face communication with work groups regarding s2d.
- Work collaboratively, and respectively within their work groups and across work groups while providing new ideas.
- Provide subject matter expertise and innovative thinking to new ways of approaching work that lead to meeting s2d future state goals.
- Attend and actively participate in all team meetings.
- Challenge assumptions and engage in dialogue.
- Filter and manage influence from internal and external sources about priorities.
- Maintain confidentiality of sensitive information as needed.