

## Applications Steering Committee

April 8, 2011

Amy Buse, Eric Menold, Denise Grinnell, Don Flickinger, Rick Christner, Jim Cook, Jennifer Thede, Cheryl Cluchey, Mary Kay MacIver, Deb Yost, Kristen Salomonson

### Review project request materials

Goal is to confirm that the provided project materials are sufficient when supported by discuss to prioritize projects. If they are not what else do we need to provide?

- The committee often feels they don't have enough information to assign a priority to a project. What additional info could be included in the report to help make decisions?
- Jim made a list of project ranking terms
  - 1. As time permits (low)
  - 2. Minor
  - 3. Notable
  - 4. Important
  - 5. Significant
  - 6. Major
  - 7. Critical
  - 8. Urgent
  - 9. Emergency
  - 10. Extreme (high)
  - Other: University directive, mandatory, by deadline \_\_\_\_....
- Stage Gates for Projects
  - Initial meeting.
    - Kristen commented that meeting with Jim Cook prior to the tech review meeting was helpful and allows a person submitting a project to gain more knowledge on the process.
  - Tech Review
  - FAB/FACT/PAC Review
  - Dept/College
  - ASC
- Don wanted a format that the projects be presented in to provide a worthwhile reaction. It needs to be easily understood and interpreted. A summary page or highlights with additional data as backup was determined to be the preferred way to receive the information.
- Jim reviewed the project and the parts of the scope. Certain parts of the process are important to the ASC for a project summary.
  - Project description
  - Project impacts
  - Project timing
  - IT Ranking
  - One Time Costs (no labor included)
  - Ongoing cost
  - Staffing commitments
    - Don said specific #'s of staff is helpful to understand the impact. Is it 4/17 employees, 10/17 employees, etc.
  - FACT/FAB ranking (with legend!)
  - Amy suggested for historical purposes, being specific in the project scopes is better, regarding names, semesters, etc. – anything where you read it several years later and you would want to understand who people are talking about or when it is happening.

- Amy said the format of the project reports are difficult to read and asked if they can be modified?
- The ASC rating (1,2, or 3) goes into Innotas. We may modify to increase the rating options in the future.
- **Omni Update Implementation**
  - The University has made the implementation of this content management system a priority. ITS is moving their web pages over into the new system.
- **One-time funds**
  - IT and other areas are having some difficulty managing projects for one-time funds.
  - IT wants to do better planning but when one-time funds come and there are 2-3 months to spend it, are we prioritizing properly, taking the time to research properly, and spending properly?
    - Can departments carry over the one-time funds?
    - To have carryover is sometimes viewed as a negative when often times the money is in the process of being spent but has not all been spent because of the time taken to properly research the right products.

### **Review progress on projects**

Categories - Goal to confirm project categories from last meeting that ASC will prioritize, make corrections were appropriate

- Classrooms, infrastructure, and hardware projects should be moved forward as info points only; ASC does not need to rank.

Sizing - Goal is to share information on current thinking and gather feedback, work in progress

### **Prioritize New Projects - Goal is for ASC to prioritize**

A&F Website Migration

IT Services Website Migration

- The ITS and A&F migration to the CMS has already started
  - The committee said it is fine to share information on projects that are underway, but don't bother to have ASC rank them if they are already going. This is especially because ASC can only rank 1, 2, or 3 and the Omni updates are already a 3. The committee understands that sometimes because of timelines that IT may start working on a project before ASC ranks it. Is the ASC only rubber-stamping the projects if they are already underway? Only bring projects where there resource conflict. This would include getting ASC to re-rank projects as resources are assigned.
- Open/closed projects list is helpful for the ASC to list, and Jim will bring a copy of that and the submitted project report.

### **Round Table**

Amy: COB has investigating off-campus hosted cloud computing solution so students can access classes 24x7 and improve reliability and ease of use.

Kristen: Enrollment Services spoke with a company about text solutions to do better text based communication with students. As students receive grades for spring semester, ES is on target to ask students to update their address and emergency contact information prior to being able to view their grades online. This would be continued each spring and fall. Denise said IT would be interested in how it will work with mobile computing; the add-on may not appear on a mobile app.

### **Adjournment**