



Applications Steering Committee

Agenda – September 30, 2009

Present: Cheryl Cluchey, Leah Monger, Mary Kay Maclver, Jennifer Thede, Karen Thompson, John Urbanick

Absent: Dan Burcham, Amy Buse, Don Flickinger, Sandy Davison-Wilson, Denise Grinnell, Melanie Mulder, Kristin Salomonson, Deb Yost

Meeting Schedule

Our faculty representation has a conflict. Alternative times were discussed with little success. Jennifer to look for alternate meeting times for faculty member and holiday conflicts.

Membership

Faculty Representation – additional faculty representation. John will talk to Don about appointing a person. For Admin & Finance Rick Christner is re-joining the group. Karen Thompson is leaving the group but thinks the committee is moving in the right direction. Additionally, do we have the right membership? Karen suggested that we have a backup rep. Need to ask the people that were missing if they want to continue serving and if not, who should. John thanked Karen for her participation over the years.

IT Projects Web Page

John shared the website that was created over the summer. There is a [projects](#) tab on the IT website. This page provides a mechanism to request projects in a standardized way. This will help the IT staff and the ASC prioritize projects. General methodology says that customers should drive the project prioritization, not IT, so IT would like the ASC to help with that. John discussed the process for requesting a project and how IT staff assists the customer with time estimation, cost estimation, and planning of the project. Projects that integrate with Banner will have additional steps. The current project request form will likely be changed in the future to be more user friendly and less technical. An IT member will work on the project charter and the charter will help define the project. The project page/form was advertised on a UWN and the Technology Newsletter but may need more visibility.

Project Prioritization Discussion

The IT staff is doing their best to prioritize projects, but John thought the ASC should help prioritize what is most important for the University. John shared the list of measurable criteria for a project as defined, mainly, by Educause. Examples: is the project required to sustain operations? A project would be rated for each question and as people filled out their project request, the answers would be rated and the project would get prioritized based on score. Then, how does the ASC review that request and



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rate/evaluate the project as well? Information would have to be laid out for the ASC to review and prioritize the ratings vs. rating it. The process is a change in business, but eventually it will be something that customers can look to for structure and guidance. The next step is to figure out a way to incorporate the information in a request form that comes to ASC for review. Group expressed concern over how the cost of the project is rated, i.e. just because cost is high does not mean the value is low. Until this practice has happened a few times, it will be hard to say if values have been assigned properly.

Project Management Software for IT

John shared the charter for the IT implementation of project management software. The software will be used to organize, communicate and manage IT projects for the university.

New Project Request

Project Charter Reviews, Banner Work Flow, OrgSync, Business Continuity Planning Software

- Workflow – Karen Thompson is the sponsor for that and Rick Manuszak is the project lead. Workflow will allow many opportunities for automation. Grade change process is the first automation project.
- OrgSync – integrated with MyFSU. Goal of sw is to maintain a db for RSO's to track volunteer activities/hours. Do they have a functioning system right now to track this, or is OrgSync the way they want to start tracking. A concern was raised by Mary Kay about how community members will track their volunteer hours. John will follow up on this concern.
- Business Continuity Planning Software – web application to allow them to go to all the different departments on campus and capture what is happening in each department and will make a plan based on that.

Adjournment