



Applications Steering Committee

Agenda – October 28, 2009

Present: Dan Burcham, Don Flickinger, Denise Grinnell, Mary Kay MacIver, Leah Monger, Melanie Mulder, Kristin Salomonson Jennifer Thede, John Urbanick, Deb Yost

Absent: Amy Buse, Cheryl Cluchey, Sandra Davison-Wilson

Meeting Schedule – Adjustments

Meetings in November and December were adjusted for the holidays. New meeting times: Nov. 23 from 10:30-noon and Dec. 17 from 3:30-5:00; both in IRC 104.

Membership - Faculty Representation

Amy Buse will be able to attend the November and December meetings and should be able to attend in spring semester. Two faculty members, Barbara Ciaramitaro and Sandra Balkema, are PMI (project management industry) certified and are assisting with the project portfolio management advising. Perhaps Sandra from Arts & Sciences could be on the ASC...**Don to check.**

Group Ranking of Projects

Project Charter Reviews, Banner Work Flow, OrgSync, Business Continuity Planning Software. Ranking is how important is the project to the University and the impact on the University vs. prioritization which will determine order.

Discussion on Group Exercise

The ASC utilized FerrisConnect to rank three projects. Teams worked through the assessment and provided feedback on issues and improvements. This was a pilot exercise and did not rank the projects officially.

John reviewed the rankings with the group. Business Continuity rec'd a score of 47/60. Workflow rec'd 36/60, and OrgSync rec'd 35/60.

The information provided to rank the projects was not necessarily enough and are the questions flexible enough to rank properly. IT faces the dilemma of spending time providing information before ranking has been applied, but yet how do you rank without enough information. How do you value the student constituency and what products will benefit them most? ASC members need to wear their committee hat vs. their department hat.



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Feedback for John:

- Question 5 needs more options. There was not an answer that applied or sometimes more than one applied.
- Project request date should be on customer form and project charter
- Clickers
- Individual ranking is more challenging than working as a group. It is difficult to create enough documentation for an individual to rank? Use clickers after group discussion to log individual answers.
- Collaboration – who would need to work together to carry it out – this might need to be added to new strategic plan

Question modifications:

1. The charter should include whether or not a strategic goal is met
2. Add none of the above option or a Not required but will enhance operations
 - a. Is it required or not? If not, how will it enhance
 - b. Should risk and cost be grouped together? Move institutional cost?
 - c. Should they be separate yes/no questions: does this reduce risk, does this reduce cost, does it enhance operations, etc.?
3. Does the timeline question need to be clarified...desired vs. required
4. Degree of importance: needed sounds necessary but not immediate
5. Need more options or add "no effect". Reduce staffing or staff time?
6. OK
7. OK
8. Add "does not currently exist"
9. Include training and personnel in explanation of project cost (maintenance?)
10. OK

Adjournment