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## Applications Steering Committee

Agenda – November 23, 2009

Present: Amy Buse, Rick Christner, Cheryl Cluchey, Don Flickinger, Denise Grinnell, Mary Kay Maclver, Leah Monger, Jennifer Thede, John Urbanick, Deb Yost

Absent: Dan Burcham (sick), Sandra Davison-Wilson, Melanie Mulder, Kristin Salomonson

### Review minutes

- Don to check on PMI certified faculty rep for ASC next semester

### Review IT's work on Project Management

- Project Request Form
  - Using Innotas software, a simple request form was created. It is not currently available to the public, but John showed the draft to the group. Corrections to the form on project definition are in progress.
  - John walked through the project request form and filled in a test project. The FSU strategic goals will be listed to choose from depending on what goal the project is serving.
  - Suggestions:
    - Add college/department to the form
- Project Process and Stage Gates
  - Start with online request
  - Technical team meets with requestor
    - Get data for ranking questions from requestor
  - Review to go to appropriate committee depending on what existing software the new software is being integrated with (FACT, FAB, or PAC)
    - What impact does this have on other departments, i.e. think about other stakeholders
  - Take total cost to the department head or person approving the project
  - The review team form includes things like training, maintenance, backups, FERPA considerations, etc.
  - The ASC's role is to prioritize projects, not to deny projects at this time
    - Should thought be given to denying projects rather than prioritizing them years out?



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### Review changes to ranking questions

- John reviewed the suggestions for the questions on the ranking sheet
- Suggestions
  - Eliminate 3e to remove a no deadline option
  - Change 3a to 3-6 months
  - Change 3b to 6-12 months
  - Concerns over #3 and how a shorter timeline would boost ratings
    - Perhaps give higher points for planning ahead
    - Perhaps the technical review team selects the timeline and not the requestor
  - Possible changes for #5
    - Have letter b become a; d becomes b; add c “no change” to staffing and system processes
    - Staffing, systems, processes – should those common factors appear in each question?
    - **REVISIT**
  - ASC prioritizes/ranks discretionary projects, not do that process for mandated projects
  - Question 9
    - One-time costs or ongoing?
    - Change total to “implementation”
    - *Additional* staffing not just staffing
    - *1<sup>st</sup> year maintenance*
  - Question 10
    - Return on investment should have more options
    - Add category such as *will yield savings* or similar
    - Remove “generate cash”
    - Avoid or reduce cash expenditures
    - **REVISIT**

Adjournment