# University Committee on Information and Systems Technology (UCIST) Agenda Item Template

Template version: 15 April 2014

Provide this information no later than one week before the intended UCIST meeting date so UCIST members can be prepared for the discussion. Please send to the Secretary to UCIST, Darren Bondy, [dmbondy@uwaterloo.ca](mailto:dmbondy@uwaterloo.ca).

## Topic Origin and Expectation

|  |  |
| --- | --- |
| **Brief description** | *Title or very short explanation.* |
| **Topic Sponsor or Champion, other Presenter(s)** | *Sponsor/Champion should attend, lay out overall strategic view, and coach other presenters to emphasize strategic IT aspects.* |
| **Other committees attended** | *IT or non-IT forums where the topic has been discussed.* |
| **Mapping to Strategic Objectives** | *Alignment to IT Strategic Objectives (Our Users, Internal Processes, Org. Capabilities, Resource Mgmt)* <https://uwaterloo.ca/it-strategic-plan/our-overall-strategy-and-tools/strategic-objectives> *.[[1]](#footnote-1)* |
| **Deadline for UCIST response** | *If a UCIST response is required by a specific date.* |
| **UCIST meeting date** | *Date when you would like to attend (work with Secretary).* |
| **Topic time estimate** | *How long you would like at UCIST. Include time for Q&A.* |
| **Submission date to UCIST Secretary** | *Date submitted to UCIST Secretary.* |

## Expanded Description (Background)

*Focus the description around the strategic aspects of the topic as it relates to IT and UCIST. (E.g., Benefit, impact, critical aspects, risks and mitigation, related policy, involvement of users in your activities.)*

## Recommendation of Presenter

*Provide your recommendation for the topic, e.g., adoption of a new service, activity, or practice; request UCIST become aware of the topic; request feedback from UCIST; etc.*

1. See entire IT Strategy Map (click to see image): <https://uwaterloo.ca/it-strategic-plan/our-overall-strategy-and-tools/strategy-map> [↑](#footnote-ref-1)