

# Topics from UCIST IT Governance Processes Workshop

Update at CTSC

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Andrea Chappell

# Workshop objective

Establish an operating model to ensure primarily IT strategic topics are addressed by UCIST, with:

- 6-month-horizon agenda
- Formalized meetings with
  - appropriate background and purpose in advance
  - recorded conclusions on topic discussions
- Redirecting operational, non-IT, and detailed technical matters to other appropriate forums

# Item 1: 6 month agenda

- Identify important topics. Consider:
  - Waterloo milestones and events
  - UCIST's strategic responsibilities
  - Cyclic agenda times (return regularly)
  - Major infrastructure/architecture topics
  - Others ...

# Item 1: Agenda Topic “Package”

- Template for presenters (advance info)
- Still being finalized, possibly:
  - Topic Origin and Expectation
    - Brief description
    - Topic Sponsor or Champion, other Presenter(s)
    - Other committees attended
    - Mapping to User-based Strategic Objectives
    - Deadline for UCIST response
    - UCIST meeting date
    - Topic time estimate
    - Submission date to UCIST Secretary
  - Expanded Description (Background)
  - Recommendation of Presenter

# Item 1: Protocol for meetings

- E.g.,
  - UCIST meeting frequency and length
  - How to sustain longer horizon, strategic agenda?
    - How are agenda items added/accepted?
    - Who presents? E.g., sponsor sets up the topic, project manager may present (with coaching).
  - Formalize “conclusion” of topic discussion

# Item 2: IT resource group

Discussed resource groups for UCIST. Further discussion yet.  
Examples:

- Infrastruct./Arch.
  - CTSC – What groups report/input thru CTSC?
- Tech-enabled T&L areas – E.g., input through:
  - UGrad Ops, Grad Ops, LEO
- Student services – E.g., input through:
  - STAC
- Web Steering Committee:
  - Web Advisory Committee is its operational group
- Admin:
  - Admin Info Gov Cttee (AIGC): Info mgmt compliance may infrequently bring items to UCIST
  - Consider how PeopleSoft/Oracle apps plus other major bus. apps interface to UCIST

# Thoughts on ToR

Consider what changes might be needed.

# Next steps

- Finalize 6-month agenda.
- Finalize agenda item package and guidelines based on workshop input.
- Complete any ToR changes.