

## ITTP Project Manager Meeting Minutes

09/14/06

*Attendees: Aaron Melgares, Christi Bengard, Marion Bashista, Dave Klein, Ann Berry-Kline, Naomi Gunther.*

### *Action Items*

- \* The team is to send Ann names of people on their project teams for the next ITTP Working Meeting.
- \* Christi will get a web page made for Application Solutions program. Web site for Applications Solutions underway; will have pointers to Applications Solutions; portfolio consolidation web page. This is pending final definitions of services.

### Reminders

- Please ensure that monthly project status reports are sent near/around the first of the month.
- Send Ann names of project team members for the next ITTP “Working” meeting.

ITTP, Phase 3 – What is part of transformation/consolidation and what is not? What specifically remains yet?

The team walked through a mind map that Ann has been working on. The purpose of the exercise was to get buy-in from the team of deliverables that remain in ITTP, Phase 3 and time frames if known. Ann will be discussing remaining deliverables in ITTP, Phase 3 with SMT next week. Ann will meet with SMT a second time to gain approval of scope.

Dependency diagram – any updates?

The team made updates to the project dependency diagram. Asset Management and Applications Solution projects were changed from red to transparent since they are not active projects. Only projects that are active have statuses of red, yellow or green. Projects that are on-hold, scheduled to launch in the future, in proposal or problem/opportunity do not have a status state of red, yellow or green. The updated diagram is attached to the email.

The team talked about some of the confusion that is trying to be rectified through guidelines for when, how and possible outcomes for presentations to SMT for projects. The team would really appreciate a to see decisions posted and disseminated among ITS management when decisions are made and what implications they have for that particular unit.

ITTP Risk and Issues Log – Update and add items

The team went through the ITTP Risk and Issues Log that was last updated one month ago. An updated ITTP Risk and Issues Log is attached to the email. One item moved from yellow to green; that being 3a that

### *Project Status*

- *Service Catalog*

- Aaron has one remaining deliverable. He is having trouble getting the right people together to finish the process.
- *Application Solutions*
  - Christi has a program charter started that includes 5 project proposals ready for Pat to approve. Next steps include using the PM training with the project teams to help the project teams work through their proposals and getting them to charter quickly.
- *Storage and Server Consolidation*
  - Dave reported that phase 1 is closing out and phase 2 is ramping up. He has started to order hardware and set up the phase 2 team.
- *Desktop Support*
  - Aaron reported that he and Vicki have been working with David and Mel on vision statements for desktop support. Aaron also reported that they are changing the service approach such that there are only 2 services now instead of 9. Initial feedback on the approach has been very positive.
- *Staff Transition*
  - Ann reported that 9 of 10 TSAs remain unsigned; 7 or so are going to SMT tomorrow for review/approval. Each TSA will then need to go to the Dean/AD for review and signature there after. Two transition plans and 2 job descriptions need to be completed yet. The "Dog and Pony" presentation by CRM for division units will be completed by 9/18.
  - Ann took an action to talk to Bill about propagating TSAs. I reported that 7 or so TSAs are getting reviewed/approved by SMT tomorrow, no one from the team had seen them. The teams concern is that staff will not know what ITS has agreed to for the service agreements.

#### *Inactive Projects*

- *Support Center Consolidation*
- *Change Management Board*
- *Instructional Technology Review*
- *Funding Model/Information Worker*