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Strategic IT Committee

July 13, 2016

Eccles Broadcast Center, Dumke room

Agenda

Topic and presenter	Purpose
1. Holistic web strategy next steps (Paula Millington)	Action
2. Network connection memorandum of understanding (Trevor Long)	Action
3. Retire a service submission form approval (Scott Sherman)	Action
4. UIT Project Management Office (Jill Brinton)	Inform
5. UIT service management platform (Jim Livingston)	Inform
6. Strategic plan progress (Steve Hess)	Inform
7. UShop implementation timeline (Jeff West)	Inform
8. Set next meeting date/time	Action
9. Open floor	Discuss
10. Adjourn	

[View related materials for these agenda items in the SITC Box folder by clicking here.](#)

1. Holistic web strategy next steps

As suggested by SITC at the end of the previous meeting, University Information Technology and University Marketing and Communications have met to solidify more details on their relationship regarding campus web site management. The groups have agreed to the following:

1. Our goal will be a unified web presence for campus. We will work together to accomplish that goal.
2. We will bring this about through a governance process. The SITC will convene people to rewrite the web policy, establish campus standards, find a central tool, train and work together to provide service. Paula Millington will facilitate the organization of this group.
3. We will have two separate web groups. USS needs user interface people and has web ERP web sites that need to be developed.
4. UMC and USS will retain their customers and continue to help them and USS will shift over time to a pay for service.
5. UMC will set design templates for University web sites.
6. USS will upgrade CIS with design help from UMC, and will pursue student mobile applications provided by Oracle that fit our student's needs.
7. UIT and UMC leadership will meet periodically to discuss any adjustments that need to be made.
8. What those people decide will go to the SITC.

Paula Millington will present additional details of the plan and answer questions.

2. Network connection memorandum of understanding

University Information Technology's Common Infrastructure Services team is in the process of writing service-level agreements and memorandums of understanding surrounding common-good services it offers.

The Architecture & New Technology Committee is considering a network connection memorandum of understanding, which outlines the expectations and responsibilities of both the university and any part of the organization that wishes to run its own equipment on the network. If the ANTC approves the MOU, this committee will be asked to vote on it as well.

The network connection MOU can be found in the governance Box folder, or [click here to see it](#).

Jim Livingston, Mike Ekstrom and/or Trevor Long will be available to answer questions or address concerns.

3. Retire a service submission form approval

This form was requested as part of the approval of other governance forms in the previous meeting. The committee is being asked to approve this form, or to suggest changes.

Retire a service

Please use the following form to request IT governance consider retiring an IT service for general campus use. This form is not intended to be used for help desk services, such as password resets, or requesting minor changes to existing services. It is meant to provide input into broader IT issues across campus. If you have any questions, please contact scott.sherman@utah.edu.

- Name
- uNID
- Title
- Department
- Email
- Phone
- Suggested service to retire (Open text field, 30-word limit)
- Are you responsible for this service? (Yes or no radio buttons)
- [If answer is “No”] Who is responsible for this service? (Name, service unit, phone, email, plus an option for I Don’t Know)
- How is this service used on campus? (Open text field, 1,000-word limit)
- Why do you believe this service should be retired? (Open text field, 1,000-word limit)
- Estimated number of people affected (1-50, 51-250, 251-500, 500 or more) (radio button)
- Would this have any effect on academic instruction? (yes or no radio buttons)
- Will the functionality of this service need to be replaced by another service? (yes or no radio buttons)
- [If answer is “Yes”] Has a replacement been identified for this service? (yes or no radio buttons)
- [If answer is “Yes”] What is the replacement, and who is the primary University contact for the replacement service (if known)? [Open text field]
- Is there a contract still in place for this service? (yes, no and don’t know radio buttons)
- [If answer is “Yes”] What is the vendor and length of contract? (short open text boxes)
- Additional information (Not required field, open text, 1,000-word limit)

4. UIT Project Management Office

Jill Brinton will present this information item.

Overview

The University Information Technology (UIT) Project Management Office (PMO) is a service organization created for the specific purpose of delivering the business value on cross-functional IT projects at The University of Utah.

Our Mission

Provide a solid foundation for UIT and its business partners by creating an environment of professional, measurable, and disciplined project management upon which:

- The University receives the benefit of a carefully-planned investment
- Projects/portfolios are aligned with the University's business goals and objectives
- Project teams are empowered, collaborative, and proud of their work

Objectives

1. Establish a performance-focused environment for all projects the PMO is accountable for
2. Build project management discipline and professionalism by developing a standard methodology, best practices, and templates for planning and reporting
3. Provide UIT employees and business partners training and mentoring on UIT PMO
4. Collaborate with IT Governance Groups on the project selection process
5. Provide expertise/assistance for creating projects requests and business cases that bring value to our business partners and The University of Utah
6. Project Management tool selection and implementation for a standard project/portfolio mgmt.

PMO Team

The PMO office is within the Office of the CIO, with full-time PMs reporting to the PMO Associate Director:

- Jill Brinton – Associate Director
- Earl Lewis – Project Manager
- Jody Sluder – Project Coordinator
- Jayci Minjares – Project Manager
- Clay Postma – Project Manager

5. UIT service management platform

Chief Technology Officer Jim Livingston will discuss the hospital and campus IT organizations' implementation of the ServiceNow service management platform. He will address the current functionality, rollout timeline, upcoming capabilities and future considerations. A copy of the slide deck can be found in the governance Box folder, or [click here to read it](#).

6. Strategic plan progress

Chief Information Officer Steve Hess will review the status and progress of some of the key items listed in the campus and UIT strategic plans.

7. UShop implementation timeline

Associate Vice President for Financial and Business Services Jeff West will speak about UShop’s implementation and adoption timeline.

UShop MARKETPLACE



WHAT ARE YOU WAITING FOR?

Users access 15 Punch-Out Supplier Sites:

- Electronic workflow means less paper, online approvals, seamless payment
- Enjoy contract pricing for a large portion of our supply needs
- Less time between order and delivery



USHOP IS REPLACING THESE PAPER-BASED PROCESSES:

- **PROOF REQUISITIONS/BLANKET ORDERS (DISCONTINUED)**
- **PAPER-BASED REQUISITIONS (AUGUST '16)**
- **LIMITED PURCHASE ORDERS (SEPTEMBER '16)**
- **PAYMENT REQUEST DIRECT PAYMENTS (OCTOBER '16)**
- **PAYMENT REQUEST REIMBURSEMENTS (NOVEMBER '16)**
- **CAMPUS ORDERS (TBD)**

U Shop
MARKETPLACE



CLICK HERE AND SIGN UP FOR TRAINING TODAY!

8. Set next meeting date/time

The committee needs to determine when and where it would like to meet in the future.

- Location (Dumke at EBC, or something more central?)
- Consistent day (ie: Third Thursday of the month)
- Time of day (Morning, afternoon)
- Frequency (Monthly for first six months and then reassess?)

Please consider that the Architecture & New Technology Committee meets the Fourth Monday of each month. In order for items that are approved by the ANTC to make the next SITC agenda, the SITC would need to meet no earlier than the first Tuesday of the month.

9. Open floor

Any issues that need to be discussed here publicly before we next meet?