IT Governance Committee Meeting minutes  
May 11, 2011 3:30 – 5:00PM
4-202

Attendees:
Martin Schmidt  
Marilyn Smith  
M. Frans Kaashoek  
Claude Canizares  
Armand Doucette  
Dan Hastings  
Israel Ruiz  
David Segaloff  

AGENDA  

Guests:  
Bart Dahlstrom, Assoc. Dir. Administrative Systems, IS&T (via TelePresence Video Conferencing)  
Kevin Lyons, Enterprise Architect, IS&T  
Gerry O’Toole, Director of Financial Operations, VPF  
Wayne Turner, Dir. Business Partnerships, Employee Relations & Operations, Human Resources  

1. Approve April 11th Meeting Minutes – 5 minutes  
2. Review Administrative Systems Roadmap – 45 minutes  
4. Decision on Digital MIT Funding Allocation – 15 minutes  
5. Review FY2011 IS&T Progress against Plan – 10 minutes  
6. Next Meeting Wednesday September 21st 3:30 – 5pm 4-202

Decisions:  
• Approved minutes from 4/11/2011 meeting  
• Approved the approach presented in the Administrative Roadmap to reorganize activities by splitting into 3 work streams with dedicated resources:  
  o Day to Day Operations – Bart Dahlstrom  
  o Support & Enhancements – Wayne Turner  
  o Projects – Gerry O’Toole  
• Agreed on criteria for Digital MIT Projects  
  o Reducing cost/pain in selected areas or processes (e.g., Global activities support, research administration, procurement, online registration, etc.)
Improving or expanding service to wide segments of the community (e.g., MIT travelers, MIT AOs, MIT faculty, etc.)
Builds on priority areas connect to ITGC / ASPCC / SSSC / MITCET/ ... (i.e., should be part of an approved Roadmap)
Advances or has the ability to demonstrate principles endorsed by the Task Force / IT Governance Committee

Overall Readiness

Next Steps/Action Items:
- Present updated Administrative Systems Roadmap to IT Governance committee at the September 21st meeting – Bart, Wayne, Gerry
- Develop a Digital MIT Roadmap - Marilyn
  - Develop a Strawman proposal
  - Refine the scope of the projects and guesstimated costs
- Schedule a summer IT Governance meeting: Agenda – Decision on Digital MIT Funding - Marilyn
- Draft a message to Rafael and Terry recapping the IT Governance Committee’s first year and send to the Governance Committee for input - Marilyn

Discussion:
- Presented DRAFT Administrative Systems Roadmap
  - Roadmap outlines a direction and approach, but the exact projects have not been determined yet as the team is reviewing staffing.
  - ASPCC approved the DRAFT roadmap last week.
  - The new model will improve delivery, increase capacity and set priorities.
  - Same people in IS&T and the business are involved in many projects
  - Divide into 3 workstreams (operations, support & enhancements and projects) and dedicate people to each workstream
- Approved the minutes from the April 11th meeting
- Reviewed the SWD funding for FY2012
- Reviewed the list of potential projects for Digital MIT funding (FY2012)
  - There is not enough definition to the projects, need to refine the scope, ensure we have enough resources to do the projects
  - Schedule a July meeting to review a strawman proposal, refine project scope and have more accurate costs
- Marilyn to develop and email to Rafael and Terry summarizing the IT Governance Committee accomplishments as we conclude the fiscal year