IT Governance Meeting Minutes
July 28, 2011 3:30 – 5:00 PM
4-202

Attendees:
Martin Schmidt
Marilyn Smith
M. Frans Kaashoek
Claude Canizares
Armand Doucette
Christine Ortiz
Israel Ruiz
Rita Geller

AGENDA

1. Approve May 11th Meeting Minutes – 5 minutes
2. Update on Administrative Systems Progress – 10 minutes [Israel & Marilyn]
3. Decision on Digital MIT Funding Allocation – 1 hour
4. Update on changes to Domain Naming by Internet Corporation for Assigned Names and Numbers – 10 minutes [Marilyn]
5. Review FY2012 Draft list of IT Governance Committee Topics for Discussion
6. Next Meeting Wednesday September 21st 3:30 – 5pm 4-202

Decisions:
• Approved minutes from 5/11/2011 meeting
• Approved Phase I Digital MIT funding for the following projects:
  o Online Registration
  o Graduate Admissions
• Approved IS&T Carry Forward funding for the following project:
  o Test Automation

Next Steps / Action Items:

• Digitization of Forms, Web-based OPA, Electronic Storage of Documents and Enterprise Digital Document Repository – Need to examine intersections and architectural implications
• Location Independent Work – Need to evaluate potential link to MITCET work already underway.
• Comprehensive Video Production – Marilyn & Armand will investigate further.

Discussion Highlights:

• Administrative Systems update:
  o Four new projects are being put in place: Day-to-Day Operations, Support and Enhancements, Project Execution and Discovery, and Strategy and Planning.
  o This approach has been a collaborative effort between VPF, HR and IS&T and led by Gerry O’Toole, Wayne Turner and Bart Dahlstrom.
• An example of day-to-day operations is the current scheduler has been utilized since 1997. A new scheduler has been purchased. It will help to streamline the 1500 jobs currently in production support.
• The next steps for these four projects are to identify resources and then begin to execute.
• Development of the roadmap is currently underway. A draft should be ready to share in August. The plan is to present and discuss it as the September IT Governance Committee meeting.

- Digital Projects Discussion (most of these projects were divided into multiple phases for ease in the approval process):
  • On-Line Registration phase 2 will enhance the advising and registration processes at MIT. There are two phases to this project, with a cost of $.5M & $1.5M respectively. Total cost for the project is $2.0M and will run from 9/2011 through 6/2014.
  • Graduate Admissions includes the transitioning of the EECS graduate admissions system to additional graduate programs while addressing integration and data issues. The three project phases are expected to cost $100K each for a total project cost of $300K. The timeframe is 7/2011 through 6/2014.
  • Digitization of paper forms and petitions is a 3-year project, beginning 9/2011 and continuing through 6/2014. The team will focus on the top five forms in phase I, rolling out additional forms in phases II and III. The total cost of the project is $1.6M.
  • The Web-based Outside Professional Activities projects will enable the annual submission/collection of outside professional activities to be done more efficiently, securely and will eliminate the need to store paper submissions.
  • The Electronic Storage of Award Documents will enable OSP to upgrade file management operations to accommodate electronic research administration. Modifications to OSP systems and processes are required to accept and integrate electronic federal award notification and other key documents for access by multiple MIT office and by the growing international MIT research community.
  • The Location Independent work project would provide the ability to enable people to work seamlessly from anywhere off campus. Funds would be used to hire expertise to explore technology requirements, explore cultural and organizational challenges, and conduct pilots to test options.
  • Comprehensive Video Production/Management at MIT includes the coordination and alignment of plans, activities and investments in video technology across the institute. Currently, services are splintered across multiple areas. Issues include infrastructure, storage, retrieval and distribution. MITCET is examining the impact of video interaction vs. lectures.
  • The Test Automation project automates the business and regression testing required to test the SAP administrative systems after implementation of annual SAP support pack changes. The work done so far on the project work has cut the time it takes for testing from 8 weeks to 6 weeks.

- In January the Internet Corporation for Assigned Name and Numbers will begin to accept applications to purchase high-level domain names. There is an initial application fee of $185K and an annual fee of $25K per year. The committee discussed the pros and cons of purchasing the .mit high-level domain to protect MIT’s “brand”. More discussion is required on this topic. However, the TLO is proceeding, with the help of outside counsel, to prepare an application per approval of the Provost.