I.T. Planning & Projects Monthly Meeting

Thursday, 11.8.2018

Invitees/Attendees (bold)

Alen, Barb, Cathy, Charlie, Darlene, **David, Denise,** Dennis, **Derek,** Don, **Ed,** Eric, Fred, **Jennifer,** Jim, John, Josh, **Kenny,** Lee, Loretta, Matt, **Pat**, Paul, **PhilA, PhilBP, Prisscella,** RayK, **RayS, Robert,** Rodger, **Russ, Todd**

Agenda

Drop-Ins for Today's Meeting:

1. None

Last Meeting Follow-up

President's Cabinet Top 7 Projects

Monthly Reports to the Cabinet - first slated for release on November 9

I.T. Datasheet

Updated Org Chart

Today's Agenda:

1. FIRST ORDER OF BUSINESS - Notetaker? Volunteer? - PhilA was volunteered
2. Foundation Info (Alen)
3. Policy and Procedure Enforcement Ideas
    a. First - review and update existing procedures (remember the do's, the don'ts and the why's)
    b. Second - identify any new procedures and/or policies that we need
    c. Last - market policies and procedures to the campus and enforce via breach of policy/procedure letter with follow-up
4. Information Technology Newsletter
    a. Frequency
    b. Content (some ideas below)
        i. Security - SEC_RITY is not complete without U!
        ii. Note from the CIO
        iii. I.T. Joke
        iv. Project Updates
        v. COPPS Updates/reminders

      c.   Content Collection Methods
5. Jira Tips & Tricks
6. Related Projects (aka Program) - Looking at projects holistically
   a. PMI Definition: A program is defined as a group of related projects, subsidiary programs, and program activities managed in a coordinated manner to obtain benefits not available from managing them individually.
   b. At Lane for clarity - we can use the term related projects so we can clearly understand the difference between related projects and academic programs.
   c. IDM, Mobile App, Portal, Credit Application, Steps to Enroll
   d. Meeting on 11/20/2018
7. Simon Sinek - [Start with WHY](#)
8. [Department Planning](#) - Time for annual planning work
9. [System Support List](#)

Current Projects Review

1. 2018-2019 I.T. Project Tracker
   a. https://docs.google.com/spreadsheets/d/1Dtx8n9RL7UloYxxzxczp_wQO3j6lSqFNVHSNER7BTcA/edit?usp=sharing
   b. Stand-ups

Action Items

What	Status	Who	Due by
Expand and Group system support list	In progress	Matt/Barb	October 24, 2018
Updated Org Chart	Done	Bill/Barb	October 24, 2018

Next Meeting Agenda Items

Meeting Notes

Updated ORG Chart
- Where does IT live?
  - Blog, wiki, webpage, The Weekly
- Two versions of org chart - one for internal and one for public

Policy and Procedure Enforcement
- Contracts, state ethics laws, appropriate use policy
- Marge regarding security
- Brandon Gibson
- Android devices in ABSE/ESL, IT not consulted with any part of this process

Information Technology Newsletter
- Email, The Weekly

Related Projects
- User stories so IT can provide what the user *really* needs
- Teach the end user how to present a user story

Annual Plan
- Please review and communicate any additions
- Specifications for Banner 9
- Workstation Replacement
  - Tech Council
  - Budget Committee
  - Purchase of hardware needs to be linked with the ability to roll it out
- Annual Planning - funding
  - What are the consequences of non-funding?