

Initiatives and Strategy Implementation Plan Governance Committee - Membership and Terms of Reference

Section 1 - Establishment

(1) The Initiatives and Strategy Implementation Plan Governance Committee is established by the Vice-Chancellor on the recommendation of the Senior Executive Committee.

Section 2 - Purpose

(2) The purpose of the the University's Initiatives and Strategy Implementation Plan Governance Committee (ISIPGC) is to provide direction to and strategic oversight of system initiative approvals, developments and implementations.

(3) The ISIP is overseen by the ISIPGC which has cross-the University representation and is chaired by the Deputy Vice-Chancellor (Administration).

Section 3 - Glossary

(4) The ISIP is a portfolio of strategic initiatives requiring planned change that transform process, information management and systems. Delivered within a project framework, these initiatives are complex undertakings incorporating a major Information and Communications Technology (ICT) component and with an impact that usually transcends organisational units.

Section 4 - Scope

(5) Excluded from the ISIP are system maintenance upgrades, licensing, support and associated costs in the implementation of ICT infrastructure or equivalent Internet based virtual services unless they are of significant organisational impact, are intra-organisational unit initiatives and/or are significant projects that the Senior Executive Committee determines should be managed through alternate processes.

Section 5 - Membership

(6) The regular members of the ISIPGC shall be:

- a. Deputy Vice-Chancellor (Administration) as Chair;
- b. Executive Director, Division of Information Technology ;
- c. Executive Director, Finance;
- d. Pro Vice-Chancellor, Division of Student Learning;
- e. Executive Dean (to be nominated by Deputy Vice-Chancellor (Academic));

- f. Director, Research;
- g. Dean of Students; and
- h. Director, HR Partnerships, Division of Human Resources.

(7) The ISIPGC will be serviced by the Deputy Vice-Chancellor (Administration) Executive Officer.

(8) A regular member may appoint another person to attend a meeting or meetings on their behalf, or to act on their behalf for a specified timeframe. A person so appointed will be deemed to be a regular member of the Committee for the specified time and may vote as a regular member.

(9) Right of audience and debate shall be granted to:

- a. Initiatives and Strategy Implementation Plan Portfolio Manager, Division of Information Technology;
- b. Director, Enterprise Architecture, Division of Information Technology; and
- c. Director, University Projects, Division of Information Technology.

Section 6 - Conduct of Meetings

(10) A quorum shall be five regular members of the ISIPGC. Approximately six meetings will be held annually. These will be from one to three hours in duration depending on need. Of these, at least two meetings will consider 'new initiative' submissions for funding.

(11) Where approvals are required between meetings due to criticality or urgency of decision required, the Executive Director, Division of Information Technology may seek the approval of the Deputy Vice-Chancellor (Administration) to address such issues via 'flying minute' with the ISIPGC.

Section 7 - Terms of Reference

(12) The ISIPGC has and may exercise the following functions for and on behalf of the the University:

- a. assess project initiatives and make strategic decisions on projects based on their value contribution and in the overall context of the portfolio of activities to be undertaken through:
 - i. maintaining alignment of the ISIPGC to the the University Strategy,
 - ii. improving initiative handling proposals, and
 - iii. improving governance processes related to ISIPGC;
- b. authorise the initiation of a scheduled project, on agreement of scope, timeline, budget and expected outcomes;
- c. monitor and as appropriate, review, approved projects to ensure the health of the project portfolio expected project outcomes maintain their value contribution;
- d. authorise the launch of projects at the critical point in a project where infrastructure, timeline, downstream and other estimates are deemed to have been satisfactorily refined to provide a "go/no go" decision point i.e. at Project Definition;
- e. approve or reject requests to proceed at relevant "stage gates" (decision points) of a project based on spend, scope, quality, resources, strategy, timeline/ schedule, key risks and issues, business /support readiness, etc.;
- f. approve closure and mainstreaming of projects though a Project Closure Report submitted to the ISIPGC which has been signed off by the Project Sponsor and Project Manager;
- g. report to the Planning and Strategy Group bi-annually on:
 - i. identified downstream implications as individual projects progress toward mainstreaming (infrastructure,

- human resources, licensing, system maintenance and significant change components),
- ii. progress of projects including budget,
- iii. completed projects and extent to which they met their expected outcomes, and
- iv. other issues as appropriate e.g. where the portfolio may impact or be impacted by external factors;
- h. make recommendations to the Planning and Strategy Group on additional project funding requirements;
- i. approve funding and resource allocation to minor works to take place outside the portfolio;
- j. place projects on hold where it is deemed to be appropriate; and
- k. promote and support the rationale and objectives of the Initiatives and Strategy Implementation Plan Governance Committee within the the University community.

Status and Details

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Unit Head	Ken Dillon Deputy Vice-Chancellor (Administration)
Author	Ken Dillon Deputy Vice-Chancellor (Administration)
Enquiries Contact	Office of the Deputy Vice-Chancellor (Administration) +61 2 69334476