



May 22, 2008

TO: Lisa Carlson-Warren, Office of the Vice President for Research
Grant Clavelle, Academic Support Resources
George Hudachek, Office of Admissions
Kelly Krattiger, Office of Human Resources
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Bob Rubinyi, Office of Distributed Educational Technology
Susan Van Voorhis, Academic Support Resources
Miriam Ward, Office of Human Resources
Linda Wook, Controller's Office

FROM: Steve Cawley, Office of Information Technology

SUBJECT: **Charge to Enterprise Planning Group**

I am writing to you today to ask for your continued assistance and partnership as the Office of Information Technology (OIT) reconstitutes its governance mechanisms as part of the University's ever-changing technology environment and in support of the 6-Year IT Plan.

The Enterprise Planning Group (EPG) has evolved out of a subcommittee of the PeopleSoft Integration team. Among other accomplishments, the subcommittee did excellent work by defining the enterprise and developing a process to define and prioritize quarterly work-plans. As we prepare for the financial system implementation and shift our focus to new applications and enhancements, it's critically important that we meet both pent-up and new demand for these activities head-on. Coupling this challenge with the institution's financial outlook and in the context of the new 6-Year IT Planning process, never before has it been as important as it is for us to now work together under a common frame-work and methodology to effectively and efficiently prioritize and develop new application and enhancement work-plans.

A Strategic Technology Advisory Team (STAT) has been formed to advise me on institutional technology priorities. Your group's relationship to STAT is primarily to provide greater depth of knowledge to enhancement, compliance and other new application(s) related work. The following 'charge' is in the spirit of this relationship to

STAT, and builds on your previous work by operationalizing your newly created framework and methodology to respond appropriately to the increased demand that meets the financial parameters that have been articulated to us by the Institution through the 6-Year IT Plan.

The Enterprise Planning Group is charged to implement the common framework and methodology that is necessary to create prioritized quarterly/annual functional unit enhancement, compliance and project work-plans in support of the 6-Year IT planning process. Please include the following as part of your charge:

- Align with the goal and principles of the University's 6-Year IT Plan.
- Balance high quality with efficient and effective processes that ensure the long-term sustainability of our collective efforts.
- Adopt common workflow, tools, techniques and disciplines.
- Ensure transparency and discipline in your work.
- Leverage these disciplines and methodologies by applying them to other technology-related initiatives that require them.
- Remain cognizant of the financial parameters articulated to you through the 6-Year IT Plan.
- Escalate unresolved decisions and/or barriers to STAT.

I have asked Garfield Bowen of OIT's Project Management Office and Bernard Gulachek of OIT's Office of Strategy Management to co-chair this group's meetings.

I look forward to our continuing valued partnership and am confident that, together, we can advance the University of Minnesota by serving as catalysts for innovatively leveraging technology to transform this institution and to advance and support extraordinary education, breakthrough research, and dynamic public engagement.

I welcome your questions and/or suggestions. Please feel free to contact me at cawley@umn.edu or 612.625.8855.

Cc:

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