ERP Planning Group Minutes

Date: January 8, 2014

Attendees:
Donna Artho, Somer Franklin, John Hitzeman, Karyl Horn, Aaron LeMay, Diane McCormick, Matt McKnight, Chuck Mize, Dave Hammonds, Scot Mertz

Agenda:

1. **Enterprise Planning Roadmap (Chuck Mize)**
   Chuck presented some PowerPoint slides regarding suggestions for the Enterprise Planning Roadmap as specified in the purpose statement for the committee. The roadmap was discussed as being a tool that would facilitate the committee accomplishing the following:
   
   - Identifying University initiatives
   - Discuss enterprise-wide priorities
   - Identify gaps between functions
   - Aid in the resolution of threats in a more timely way

   **Roadmap Example**
   As an example and starting point for developing the enterprise planning roadmap was as follows:

   ![Roadmap Example Diagram]

   Any initiative placed on the roadmap should have a sponsor who defines the scope of the initiative and how it aligns/supports the university mission. Initiatives that do not appear to clearly align or support some aspect of the university mission would not be part of this group’s normal work.

   For the purpose of the enterprise planning group, four items would be appropriate for being on the road map. Each initiative, at a reasonably high level, would identify the goals, objectives, deliverables and measurements. In order to discuss how initiatives fit within the enterprise, possible priorities, gaps or threats, it is important to clearly identify what goals will be met, how they will be met, what the result will be and how we will know when we got the result intended.
The take away from meetings of the group should be a clear understanding of the initiatives and how each committee representative should involve their respective divisions as they plan and manage their individual departmental operations.

The enterprise road map nor the enterprise planning group in any way dictates the priorities or management needs of individual divisions or departments, but it should be a partnership that helps all areas of the university be better informed as to the needs and impacts of any ongoing initiative.

**Initiative Examples**

Two examples were given as initiatives that could be considered representative of items to be included on the roadmap. They were the Student Application Process and Report System Stabilization / Improvements. Both of the initiatives are wide reaching and pervasive across the enterprise. Although each is localized in a particular area, in order to achieve maximum success resources from many parts of the campus must be committed and appropriately sequenced for objectives to be delivered in a timely manner and as expected.

Although not the responsibility of the enterprise planning group, there at times may be merit in understanding the steps involved in achieving initiative goals. Managing the steps and related projects are the responsibility of individual divisions and departments. However, the enterprise planning group and the enterprise planning roadmap should share information that helps each participant better understand and communicate ongoing enterprise initiatives and use that knowledge to plan their respective division and department work activities.

### 2. Open Discussion

An open discussion yielded the following questions and comments:

- What defines or what constitutes an initiative?
  - An initiative should generally have enterprise-wide impact. While there at times may be merit in discussion individual department work to gain perspective, an initiative should not be confused with the work being done in any individual department. However the work being done in individual departments should contribute to meeting the outcomes expected for any initiative.

- Who develops an initiative and defines the goals, objectives, etc.?
  - This work would originate with the sponsoring department or division. Sponsors may solicit the help of other group members to flesh out a draft of the goals and objectives of the initiative before it goes on the roadmap. Once the initiative is roughed out, it should be placed before the group for consideration and discussion.

- Could the roadmap be made public and updated on some regular schedule?
  - This is certainly possible and has merit to aid communication. Probably needs further discussion as to what information would be helpful to the university community and how it should be presented.

- Where and how does project management fit into the roadmap?
  - Project management fits as part of each divisions and departments managerial strategies. The sponsor for each project would be instrumental in determining how their projects are managed.

- Should outsourcing be considered as a solution for initiatives?
  - This group isn’t about developing individual solutions to specific problems. It should be about trying to facilitate the best possible outcomes for university initiatives whatever the specific solutions may be.

- How granular should the work of this group be?
  - The enterprise planning group should not be concerned or construed to be involved in directing the operations of individual departments. This group should be concerned with enterprise-wide initiatives and how each area can plug in to help the initiative
succeed. The group should work to be a partnership between representative areas to share information and reduce roadblocks.

The following recommendations were made:

1. Work to define the terms used for the roadmap?
   a. What is an initiative?
   b. What is departmental work and what is enterprise planning group work?
2. Develop an idea for public viewing of the roadmap and an update schedule.
3. Develop an idea of how new initiatives will be designed and placed on the roadmap.

<table>
<thead>
<tr>
<th>ACTION ITEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roadmap Example</td>
</tr>
</tbody>
</table>

3. **Next Meeting**
   AB1 Room 307, 2/12/2014 at 2:00PM