MINUTES

MEETING        Dol Executive Team Meeting

MEET No.      Meeting no. 10/2012
PRESENT      Peter Nikoletatos (Chair), Allan Williams, Anne Kealley, Dominy Evans, Roxanne Missingham,
             Kus Pandey (a/g Secretariat)
ATTENDING    Cathie Gough, Patrick Byrnes, Nalini Nair
APOLOGIES    Susan O’Neil, David Richardson, Samantha Gilbert, Belinda Day, Sarah-Jane Macri
             (Secretariat)
DATE/TIME    Friday 14 September 10am – 11:30am
VENUE        South Oval Meeting Room

Part 1.  Agenda

ITEM 1. Accept previous minutes/actions*
- Defer minutes until later in meeting

ITEM 2. New website concept and draft (CG and PB)
- Make the RSS feed that updates the scheduled downtime box on the website available for any ANU staff to subscribe to. Whole structure needs to be reviewed to ensure all notices are going into the RSS feed.

ITEM 3. Focus groups – 1 INT and 1 EXT
- Will be used in development of Implementation Plan

ITEM 4. Update on business analysis services (NN)
- Documentation of model, which will handle and evaluate enterprise analysis of identified proposals
- Proposal recommends a Business Process Management & Architecture tool and will ensure is in harmony with business architecture
- Importance of agile methodology – regular feedback (iterative) from project owner, design and rebuild as you go along, to eliminate waste/rework
- Currently recruiting – panel is settling on role statements. Will advertise a range of pay grades, to allow for career development; also examining how a graduate program intake might support this activity in the future.
- Discussion relating to BA relationship with Dol PO; the latter undergoing a shift to mature its services to ensure it has a repository of current projects; and developing templates for PM activity.
- Relationship with BAs is critical. PMs manage project on behalf of delegate. They work closely with the BA activity and ensure project runs smoothly.
• Workflow:
  o When a current project (i.e. one that has been developed/implemented prior to the development of this model) is identified as having an issue; we need to engage a BA to conduct a full review.
• RM suggested we needed to conduct a service improvement reassessment/reflection activity on an annual basis

**ITEM 5. Budget 2013 (Peter Nikoletatos)**

• List of projects needs to be updated – will be done by all ADs & KP
  o KP will coordinate revision of current list with business owners: are these projects still important to you; are there new projects you would like to add? On Monday morning, ADs and KP will liaise about which sheet is being updated by whom.
• 2013 Project Plan:
  o DoI IT projects
  o Does the 5 step process still meet our requirements? Where are the gates for identifying a proposal which is not worthwhile and should be abandoned?
• 2013 Approvals process:
  o ICT Governance Committee will review proposals
  o Approved projects will be published online as “2013 Program of Work” endorsed by UITC.
• Vanessa Quigley will be supporting our 2013 budget submission, and will spend time here.

Part 2. Standing Items

**ITEM 6. Portfolio Reports**

  a. Roxanne Missingham (RM)
  • Not given

  b. Peter Nikoletatos (PN)
  • Not given

Part 3. For Noting

**ITEM 7. Items for Noting**

  • None

*Action Register*

<table>
<thead>
<tr>
<th>Action #</th>
<th>Meeting Ref</th>
<th>Actions</th>
<th>Action Owner</th>
<th>Status</th>
<th>Expected completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>22/06/12</td>
<td>SO: after hours on call. Paper to be forwarded to CIO for comments.</td>
<td>SO</td>
<td>In progress</td>
<td></td>
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<td>2.</td>
<td>31/07/12</td>
<td>Discuss the sick leave report provided by Susan.</td>
<td>SO</td>
<td>In progress</td>
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### MINUTES - DoI Executive Team Meeting

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
<th>Item</th>
<th>Responsible</th>
<th>Status</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>3</td>
<td>17/08/12</td>
<td>Implementation plan</td>
<td>KP</td>
<td>In progress</td>
<td>14/09/12</td>
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<tr>
<td>4</td>
<td>28/08/12</td>
<td>On call activity: review required to ensure we capture necessary services &amp; full specification</td>
<td>BD</td>
<td>In progress</td>
<td></td>
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<tr>
<td>5</td>
<td>28/08/12</td>
<td>Exec to give AK feedback to create engagement plan</td>
<td>AK</td>
<td>In progress</td>
<td></td>
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<tr>
<td>6</td>
<td>28/08/12</td>
<td>AK to organise sharing DoI social media list; ANU projects – Twitter, announcements about projects</td>
<td>AK</td>
<td>In progress</td>
<td></td>
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<td>7</td>
<td>28/08/12</td>
<td>KP to coordinate updates for Op Plan w/ PDs</td>
<td>KP</td>
<td>In progress</td>
<td></td>
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<td>8</td>
<td>28/08/12</td>
<td>Mac users cannot access EPM system - DE to further examine.</td>
<td>DE</td>
<td>In progress</td>
<td></td>
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<td>9</td>
<td>28/08/12</td>
<td>PN to distribute BP on ARIES</td>
<td>PN</td>
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**Next Meeting held:**

Peter Nikoletatos (Chair)
Friday 28 September 11am – 12:30pm
South Oval Meeting Room