MINUTES

MEETING Operational Management Group Meeting
VENUE Moot Court, Level 4, College of Law
DATE/TIME Wednesday 30 May 2012 / 9.30am–11.00am
CHAIR Maggie Shapley
ATTENDING Maggie Shapley (Chair), Belinda Day (DoI HR), Judy Apps (DoI Space Services), Dominy Evans (AD Enterprise Systems), George Lovrinovic (Systems & Desktop Support: MOE), Paul McNamara (AD Scholarly Info Res Mgmt), David Howse (IT Security), Robert Snape (Systems & Desktop Support: Servers), James Blanden (Enterprise Systems), Darren Coleman (Networks & Communications), Geoffrey Barlow (ICT Facilities), Adele Tyson (Procurement & Contracts), Phil Drury (CoL), Bernard Lineham (CMBE & CPMS), James Ashton (CECS), Andrew Churches (CBE), Helena Chan (CASS), Sean Batt (CAP)
STANDING Kus Pandey (A/g EO, DIS/CIO)
APOLOGIES David Richardson, Kathy Collier (AD Scholarly Info Res Mgmt), Anita Fitch (DoI Finance), Cathie Gough (DoI Outreach)
MINUTES Hayley Calderwood (DoI Outreach)

Part 1. Action Register

ITEM 1. Apologies – as noted above
ITEM 2. Accept previous minutes – Minutes accepted with no changes
ITEM 3. Actions from previous meetings:

<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>16/05/2012</td>
<td>Kus will produce a template for OMG members to review and provide feedback.</td>
<td>Kus Pandey</td>
<td>Complete</td>
<td>30 May 2012</td>
</tr>
<tr>
<td>2.</td>
<td>30/05/2012</td>
<td>ALL to provide 2-3 metrics to measure business for inclusion on the OMG report by Tuesday 5 June. Send to Maggie Shapley.</td>
<td>ALL</td>
<td>Pending</td>
<td>5 June 2012</td>
</tr>
</tbody>
</table>

Part 2. New Business

ITEM 4. IS PPSO presentation on Project Management - Samantha Gilbert

• Sam Gilbert (SG) gave a presentation on Formalising Project Management within DoI. Templates and documentation are listed on the Information Services Planning and Project Support (IS PPSO) website [projects.anu.edu.au](http://projects.anu.edu.au). SG highlighted that the MS Enterprise Project Management Solution was being considered as a means for coordinating project scheduling and tracking across the Division. If considered suitable the Division would look into whether it can be added to the Microsoft suite of programs available to staff.

SG will shortly be requesting members of the Operational Management Group (OMG) forward names of staff who are undertaking project management activities as she will be organising a briefing on the Executive Team’s expectations of this role going forward. Members asked about the timing of project proposal submissions. SG suggested that staff write project proposals at the time of initial idea/discussions.
Item 4 continued...
This will lessen the workload when managers are asked to submit project proposals. SG noted that for proposals to be incorporated in the Division portfolio the IS PPSO would need to know of their existence and managers should keep her in the loop.
Members questioned the use of operational resources on a project. SG noted that operational resources should never be submitted as the project resources unless managers were certain they could be made available to the project in the required timeframe. Where this was not clear funding for additional resources should be sought.
The OMG discussed staff undertaking project management in addition to normal duties, and highlighted the lack of career plans/progression in that area. SG noted that the Executive Team was discussing how to resource the project management role more effectively and that the IS PPSO are currently working with HR to design career paths and supporting documentation for staff.

ITEM 5. Operational Plan discussion – Kus Pandey

• Kus Pandey (KP) spoke to the Operational Plan, and distributed a document to contextualise the Plan within the Division’s overall planning activities. Members of the OMG are encouraged to provide feedback on the information within the plan, as well as a few sentences pertaining to their individual areas. The plan will be published on the Information Services website after this feedback is received. KP emphasised that the Plan is a living document, and will be amended as required so that it reflects an accurate picture of the Division’s activities.

ITEM 6. OMG Report

• It was noted that only two areas had provided input to the report format by indicating what measures they could report on of relevance to the group. All areas are required to provide some indication of the measures which can be used to report on their business. These may be metrics or an assessment of progress on particular significant projects. OMG members to send to Maggie Shapley by next Tuesday 5 June for inclusion in the report for the Executive Team (ET) on Wednesday 6 June.

Action: ALL to provide 2-3 metrics to measure business for inclusion on the OMG report by Tuesday 5 June. Send to Maggie Shapley.

Part 3. Other Business

ITEM 7. No other business at this time

Meeting closed 10:30am

Next Meeting held:
David Richardson (Chair)
Wednesday 13 June 2012
Jean Martin Room, Beryl Rawson Building
9:30am – 11am