MINUTES
MEETING Operational Management Group Meeting
VENUE McDonald Room, Menzies Library
DATE/TIME Wednesday 30 January 2013 / 9.30–11am
CHAIR Kus Pandey, Executive Officer CIO (Chair)
ATTENDING Kus Pandey (EO, CIO; Chair), Cathie Gough (Outreach), Murray Napier (SIS), David Howse (IT Security), James Blanden (Enterprise Systems), Robert Snape (Systems & Desktop Support: Servers), Chris Textor (ICT Purchasing), Bernard Lineham (Service Manager), Delia Ritherdon (F&S), Belinda Day (ITS HR), Nalini Nair (Business Analysis), George Lovrinic (CASS), Sean Batt (CAP), James Molinari (CMBE & CPMS), James Ashton (CECS), Andrew Churches (CBE), Allison Magoffin (ITS Finance), Shane Geisler (Project Office)

APOLOGIES Geoffrey Barlow (ICT Facilities), Roy Meuronen (Technical Services), Darren Coleman (Networks & Communications), Christine Keogh (Change Process Manager), Phil Drury (CoL)

MINUTES Hayley Calderwood (54378)

Part 1. Regular Business

ITEM 1. Welcome to new year/new staff – OMG welcomed Allison Magoffin (ITS Finance Manager)

ITEM 2. Apologies – as noted above.

ITEM 3. Accept previous minutes – Minutes accepted with no changes

ITEM 4. 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>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>11/07/2012</td>
<td>KP to request more information from the Exec regarding the teams underlying IT portfolios in the wake of the recent restructure. Update: 14/11/12 – BD to send KP the current portfolio structures for publication on the internet. Update: 12/12/12 – BD updated that there are new department codes and new structure in 2013. Will be published soon.</td>
<td>BD</td>
<td>In progress</td>
<td>February</td>
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<td>2.</td>
<td>17/10/12</td>
<td>DMR to circulate project paper for the Identity Management project. Update: 12/12/12 – David Richardson (DMR) will be the Project Manager for Identity Manager (IDM). Hoping to have project paper by early 2013. Update: 30/1/13 – Juliet Fisher will address the OMG at 13 March meeting.</td>
<td>DMR</td>
<td>Closed</td>
<td>February</td>
</tr>
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<td>3.</td>
<td>14/11/2012</td>
<td>KP to raise with Exec to request a governance process for the mid-lower levels of project process. Update: 12/12/12 – Samantha Gilbert (SG) will publish a governance process on the internet in early 2013. It will be circulated when finished.</td>
<td>KP</td>
<td>In progress</td>
<td></td>
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<td>4.</td>
<td>12/12/12</td>
<td>Helena Chan and Rob Snape will circulate an issue register to OMG members for the Single Email platform project.</td>
<td>HC, RS</td>
<td>In progress</td>
<td>13 Feb 2013</td>
</tr>
</tbody>
</table>
ITEM 5. Notice of other business items for discussion

Part 2. Standing Items

ITEM 6. OMG Report
- Kus Pandey (KP) suggested the ease of reporting will be improved if Colleges share their IT work plan for 2013, such as the CBE report. A Service catalogue is a list of services that an area provides, whereas a service charter is a high level stepping-stone to the service catalogue. KP highlighted that a service charter for Enterprise Systems is being developed under the direction of the UICT.
- The ITS Executive Team have decided there will be 5-8 Key Performance Indicators (KPIs) included on the OMG report to discern if OMG needs to refocus the aims and practices.
- OMG agreed a monthly report, with important updates to be given verbally as they occur as to projects.

ITEM 7. Change Management Report
- OMG raised the value of the Change Management report and how the purpose feeds into the scope of the OMG report, highlighting important changes in the information commons. OMG decided however to leave the report separate to the OMG report.

ITEM 8. Project Update – UniDoc – Shane Geisler
- Shane Geisler (SG) presented update for the UniDoc project. Following a security incident in late 2012, Oracle will submit updated architecture documentation. ANU will then review the documentation. Once the documentation is agreed upon, then construction will begin on the environment. SG has finalised the negotiation of an information management vendor. They will be working closely with University Records and Archives.
- There has also been a finalisation of a training proposal between ANU and Oracle University.
- OMG questioned the various information management Microsoft SharePoint repositories across the University. There will be multiple repositories for different project across campus. It can integrate with Oracle, although it is not included in the early scope. Another issue is that Identity Manager (IDM) is very similar in part to UniDoc. This should be included in the new architecture documentation.

ITEM 9. Operational Plan – rolling review (KP) – noted

Part 3. Other Business

ITEM 10. ITS OMG ToR revision (KP)
- Action: KP will incorporate feedback from the Executive Team and recirculate to OMG members by next meeting 13 February.

ITEM 11. 2013 OMG Meeting framework (KP) – noted
ITEM 12. OMG Training tomorrow – Interpersonal Skills
ITEM 13. Items for escalation to the Executive Team (Exec)
- None at this time.
ITEM 14. Other items for noting

- Each Associate Director will address the group on the changes in their organisational chart. Anne Kealley will update the group at the next meeting on 13 February.
- Karl Nissen has negotiated some transition licences for Turn It In. ANU is moving toward a site wide licence rather than departmental licences. Staff can contact Karl Nissen for more details.
- Rob Snape provided update that the Single Email project deadline has been moved from March to June 2013.

Meeting closed 11am

Next Meeting held:
Wednesday 13 February
Moot Court, College of Law
9:30 – 11am