Information Systems Planning Advisory Committee (ISPAC)

TERMS OF REFERENCE

Purpose

The Committee will meet the following objectives:

- Provide strategic oversight and priorities for the development of ANU's enterprise systems; including assurance that:
    - Enterprise Systems are developed to meet the relevant administration efficiency objectives of the ANU by 2020 goals.
    - Enterprise Systems are implemented to reflect the administrative improvements and efficiencies articulated in the 2012 administrative reviews.
    - Demonstrable benefits are achieved from all system development.
    - Development increases interoperability between enterprise systems.
- Utility of the systems reflect ANU, ITS and College operational goals.

Membership

- Directors or:
    - HR
    - Finance and Business Services
    - Research
- Registrar
- Planning and Statistical Services
- Information Technology Services & Chief Information Officer
- Representative from the Services Improvement Group
- Three College General Managers, one appointed Chair.

Committee Operating Principles or ToR

The Committee will review and comment on all ANU Enterprise System development activities (proposals) using the following principles as its decision framework:

1. ANU Enterprise system development **_must_** contribute to the continuous improvement of the university's administration capabilities.
    a. Measurable deliverables on efficiency improvements need to be included in all system proposals.
2. Any system development proposal **_must_** demonstrate improved integration with existing enterprise systems.
3. A philosophy of 'create once, use many times' **_must_** be included in system proposals.[i]
4. Systems ability to create efficiencies and streamline or reduce number of existing processes.
    a. To reduce time and cost of administrative activity and automate common and frequently used functions.
5. Meet University, ITS and College operational planning goals.

Process

Meetings to be scheduled to coincide with the ANU's planning and budget cycle. As part of its function, ISPAC will establish priorities for system development through a two-step process.

Step One: Initial Review

Comprising a review of the following aspects of a project proposal:

- Reform/improvements (what problem does this solve)
- Administrative review implementation objective and efficiencies to be gained
- Dependencies
- Utility of project across enterprise systems to improve integration (create once, use many times)
- Estimated cost and timeframe
- Alignment to the academic and services operational plans
- De-duplicates.

Priorities will be allocated to all proposals.

Step Two: Detailed Business Case

Based on the priorities established above, projects that can be achieved within the development budget will be requested to provide a full business case to the Executive Director of Administration and Planning. The Business Case needs to provide information concerning performance measures proposed to ensure the criteria in step one (above), are met.

Step Three: Post Implementation Review (PIR) process

PIR implementation, in relation to meeting budget and timeframe, but focusing specifically on the system utility and realised efficiency gains as well as contributions to improving the interoperability of Enterprise Systems.

Secretariat of the ISPAC to come from the ITS and information regarding proposals should be co-ordinated by ITS.

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[i] 'Create once, use many times' concept applies to both functions and also data within the systems. For example a staff members details should only be created once but accessed by all systems requiring this information.