Agenda

COMMITTEE | Operational Management Group
Meeting 1/2014

DATE / TIME | Wednesday 29 January, 11am – 12pm
VENUE | The Garran Room, Innovations Building #124

AGENDA SUMMARY

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1. * Welcome to New Year and new staff .............................................. 2
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8. * Reporting/Metrics .................................................................... 4

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PART 1 – REGULAR ITEMS

1. * Welcome to New Year and new staff

2. * Apologies
   - Josh Straub (CAP)
   - Adam Reed (F&S)
   - Cathie Gough (Communications)
   - Darren Coleman (Networks and Communications)
   - Nalini Nair (Business Analysis)

3. * Accept previous minutes

   ACTION REQUIRED
   For decision ☑ For discussion ☐ For information ☐

   RECOMMENDATION
   It is recommended that the OMG confirms the minutes of the meeting held on 20/11/2013.

4. * Action Register

   ACTION REQUIRED
   For decision ☐ For discussion ☑ For information ☐

   RECOMMENDATION
   It is recommended that the OMG approves the updated action items below.

<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>
</table>
| 1        | 8/5/2013    | NCI to present on the services they offer.  
**Update:** 19/6/2013 NCI had been approached to attend and this should be confirmed soon.  
**Update:** 28/8/2013 this item is on hold until the ITS SLA has been completed  
**Update:** 20/11/2014 John Parry & Allan Williams to KP | In progress | February/March 2014 |
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<tbody>
<tr>
<td><strong>brief OMG on research data management early in 2014</strong></td>
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<td><strong>2</strong></td>
<td><strong>11/9/2013</strong></td>
<td>When the IT Communication plan has been released, Bernard Lineham will form a working party on appropriate mailing lists</td>
<td><strong>BL</strong></td>
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<td><strong>3</strong></td>
<td><strong>11/9/2013</strong></td>
<td>ITS draft policy and procedure for disposal of IT equipment to be circulated to the group when available. <strong>Update:</strong> 9/10/2013 Policy is still being drafted. A trial is being undertaken with Verser to dispose of ITS equipment. F&amp;BS &amp; purchasing have been consulted and agree that an ANU wide policy is needed. <strong>Update:</strong> 23/10/2013 Verser have taken away ITS equipment and are currently completing the stocktake. More details will be available in November. Verser details to be emailed to OMG &amp; LITSS</td>
<td><strong>AM</strong></td>
</tr>
<tr>
<td><strong>4</strong></td>
<td><strong>9/10/2013</strong></td>
<td>Run a survey of ANU IT Forum members on topics and speakers for future sessions. <strong>Update:</strong> 23/10/2013 Survey will be sent out in November. <strong>Update:</strong> 20/11/2013 Survey will close on Friday 22 November 2013</td>
<td><strong>DR</strong></td>
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<tr>
<td><strong>5</strong></td>
<td><strong>23/10/2013</strong></td>
<td>List of 900 users yet to be converted to Microsoft365 to be sent to the group. <strong>Update:</strong> 20/11/2013 Conversion to Microsoft365 is now complete and if users were not converted they need to raise a job in</td>
<td><strong>RS</strong></td>
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<th>Service Now to get access to their email.</th>
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<tr>
<td>6</td>
<td>23/10/2013</td>
<td>John Parry to brief OMG on concept of SLA agreements to provide IT staff to ANU departments.</td>
<td>DR</td>
<td>Ongoing</td>
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<tr>
<td>7</td>
<td>23/10/2013</td>
<td>Generic ITS SLA template to be circulated when approved. <strong>Update:</strong> SLA is still underdevelopment</td>
<td>KP</td>
<td>Ongoing</td>
</tr>
<tr>
<td>9</td>
<td>20/11/2013</td>
<td>Siobhan Muir-Williams will provide OMG Secretariat in 2014</td>
<td>KP</td>
<td>Complete</td>
</tr>
<tr>
<td>10</td>
<td>20/11/2013</td>
<td>Leanne Shorb to attend and provide an update on the Drupal Project</td>
<td>DR</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

5. * Notice of Other Business items

**ACTION REQUIRED**

For decision ☐ For discussion ☐ For information ☑

**RECOMMENDATION**

It is recommended that any Other Business items for discussion be tabled and agreed on at this point.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Proposed Meeting Date (if not current)</th>
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PART 2 – STANDING ITEMS

6. * 2014 OMG meeting framework

7. * Master Services Agreement (MSA)

8. * Reporting/Metrics

PART 3 – OTHER BUSINESS

Next Meeting
OMG: Dashboard Session
Wednesday 12 February 2014
11am – 12pm
The Garran Room, Innovations Building #124