Agenda

COMMITTEE | Operational Management Group – DASHBOARD
Meeting 4/2014

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

AGENDA SUMMARY

PART 1 – REGULAR ITEMS
1. * Apologies
2. * Accept previous minutes
3. * Action Register
4. * Notice of Other Business items

PART 2 – STANDING ITEMS
5. * Reporting/Metrics
6. * Change Advisory Board (CAB) Information Session; Major Changes
7. * Recruitment Opportunities (HR Update)
8. * Finance Update
9. * Contracts Update
10. * Items for Escalation to ITS Executive Team/Feedback from ITS Executive Team
11. * Maximo Upgrade – Adam Reed

PART 3 – OTHER BUSINESS
PART 1 – REGULAR ITEMS

1. * Apologies
   - Siobhan Muir-Williams (Secretariat)

2. * 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 12/02/2014.

3. * 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        | 8/5/13      | 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:** 20/11/2013 John Parry & Allan Williams to brief OMG on research data management early in 2014  
**Update:** 29/01/2014 SMW to schedule Allan Williams and John Parry for 26 March 2014 | KP/SMW | In progress | February/March 2014 |
<p>| 2        | 11/9/13     | When the IT | BL | In progress | Q2 2014 |</p>
<table>
<thead>
<tr>
<th>#</th>
<th>Date</th>
<th>Item Description</th>
<th>Owner</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>11/9/13</td>
<td>ITS draft policy and procedure for disposal of IT equipment to be circulated to the group when available. Update: 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. Update: 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 Update: 29/01/2014 AM to update next meeting Update: 12/02/2014 AM to update next meeting</td>
<td>AM</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>23/10/13</td>
<td>John Parry to brief OMG on concept of SLA agreements to provide IT staff to ANU departments.</td>
<td>JP/SMW</td>
<td>In progress</td>
<td>26 March 2014</td>
</tr>
<tr>
<td>7</td>
<td>23/10/13</td>
<td>Generic ITS SLA template to be circulated when approved. Update: SLA is still underdevelopment Update: SLA now referred to as MSA</td>
<td>KP/SMW</td>
<td>In progress</td>
<td>March 2014</td>
</tr>
<tr>
<td>10</td>
<td>20/11/13</td>
<td>Leanne Shorb to attend and provide an update on the Drupal Project</td>
<td>SMW</td>
<td>In progress</td>
<td>April 2014</td>
</tr>
</tbody>
</table>
4. * 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**

5. * Reporting/Metrics

6. * Change Advisory Board (CAB) Information Session; Major Changes

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11. * Maximo Upgrade – Adam Reed

**PART 3 – OTHER BUSINESS**

**Next Meeting**

OMG: LITSS and Guest Speaker
Speaker/s: TBA
Wednesday 26 March 2014
11am – 12pm
Coombs Extension 1.04, Building #8