# Agenda

<table>
<thead>
<tr>
<th>COMMITTEE</th>
<th>Operational Management Group - DASHBOARD</th>
</tr>
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<tbody>
<tr>
<td>Meeting 9/2014</td>
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<table>
<thead>
<tr>
<th>DATE / TIME</th>
<th>4 June 2014, 11:00am – 12:00pm</th>
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<tr>
<th>VENUE</th>
<th>Allan Barton Forum, CBE Building #26C</th>
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## 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. * OMG Structure Discussion
6. * Change Advisory Board - Delia Ritherdon
7. * Service Desk change requests - Bernard Lineham
8. * Recruitment opportunities - Daisy Gao
9. * Contracts update - David Hall
10. * Summary of proposed OMG Dashboard discussion topics - Kus Pandey
11. * Items for escalation to Executive

### PART 3 – OTHER BUSINESS
PART 1 – REGULAR ITEMS

1. * Apologies

   - Daisy Gao
   - Pirra Elford
   - Darren Coleman

2. * Accept previous minutes

   - Attached as OMG Meeting Document_1.

   **ACTION REQUIRED**
   - For decision
   - For discussion
   - For information

   **RECOMMENDATION**
   It is recommended that the OMG confirms the minutes of the meeting held on 9/4/2014.

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>New Action Register: Action #</th>
<th>Meeting #</th>
<th>Action</th>
<th>Owner</th>
<th>Status</th>
<th>Expected Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>09/04/2014</td>
<td>BL to report on Greentrac and power management at next meeting</td>
<td>BL</td>
<td>In progress</td>
<td>May 2014</td>
</tr>
<tr>
<td>2.</td>
<td>09/04/2014</td>
<td>PD to provide update to short courses in the student system at next meeting</td>
<td>PD</td>
<td>In progress</td>
<td>May 2014</td>
</tr>
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</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. * OMG Structure Discussion – OMG potential name change, structure, potential training

6. * Change Advisory Board – Delia Ritherdon
   - Attached as OMG Meeting Document_2.

7. * Service Desk change requests – Bernard Lineham
   - Attached as OMG Meeting Document_3 – 5.

8. * Recruitment opportunities – Daisy Gao
   - IT related positions that are currently advertised:
     - Senior Network Support Engineer (ANUO8 IT)
     - Network Support Engineer (ANUO7 IT)
     - Information Security Specialist (ANUO7 IT)
     - Senior Service Desk Officer (ANUO5/6 IT)
     - Associate Director (IT Service Management) (SM3)
   - Bernard needs a short-term Service Desk Officer (ANUO5/6 IT) for approx 4 weeks. Position in David Hall’s team for a short-term period as well.
   - These positions are all within ITS. There are no advertised IT related positions in other areas.

9. * Contracts Update – David Hall

10.* Summary of proposed OMG Dashboard discussion topics – Kus Pandey
11. * Items for escalation to Executive

PART 3 – OTHER BUSINESS

Next Meeting

OMG and LITSS Session

Guest Speaker/s:
David Hall, ICT Contracts Manager
Joanne Meddemen, IT Purchasing and Asset Manager
David Richardson, Associate Director Infrastructure

Wednesday 18 June 11am – 12pm
Allan Barton Forum, CBE Building #26C