Minutes

COMMITTEE | Operational Management Group
Meeting 9/2013

DATE / TIME | Wednesday 3 July 2013, 9:30 – 10:30am
VENUE | South Oval Building 88T1, Main Meeting Room
ATTENDEES | James Ashton (CECS), James Blanden (Enterprise Systems), Andrew Churches (CBE), Christopher Delfs (RSC), Rim El Kadi (CMBE & CPMS), Ali Emirlioglu (IT Security), Cathie Gough (Communications), David Hall (ICT Contracts Manager), Christine Keogh (IT Change Process Manager), Alan Lew (CoL), Bernard Lineham (Service Manager), George Lovrincevic (CASS), Allison Magoffin (ITS Finance), Roy Meuronen (Technical Services), Nalini Nair (Business Analysis), Adam Reed (a/g Manager Systems & Information Technology, F&S), Robert Snape (Infrastructure as a Service)

PART 1 – Regular Items

1. * Apologies

Phil Drury (CoL), Judy Apps (a/g Manager, TLCSS), Sean Batt (CAP), Darren Coleman (Networks & Communications), Belinda Day (ITS HR)

2. * Accept previous minutes

Previous minutes accepted without changes.

3. Action Register

Action Item #1: Analysis of the Survey to be circulated on or before the next meeting on 17 July 2013.

PART 2 – Standing Items

4. * ITS Data Centre Report - Noted

5. * Recruitment Opportunities
   - It was advised that Infrastructure portfolio has a number of vacancies, to be advertised soon.
PART 3 – Other Business

6. New process for ITS purchase to payment
   - ITS Finance Manager provided an overview of the new process for purchase to payment being implemented by ITS.
     - If the purchase is straight forward, the Purchasing Office will obtain the quotation, if more complex the area expert will obtain the quotation.
     - A purchase order will then be raised in PeopleSoft Financials and approved electronically by the delegate.
     - Goods will be received by the Purchasing Office unless they are very large and approved in PeopleSoft Financial allowing the invoice to be paid.
     - At this stage Finance & Business Services have no project in scope to include workflow for Purchasing however the ITS process provides the most straightforward process outside the Finance system and includes controls to ensure proper process is followed.
     - It is planned to have a pool of available equipment that will be restocked as items are taken out. This will enable common items to be supplied quickly without the need to go through purchasing process.

Action:
All feedback on the new process to be sent to Allison Magoffin.

7. Workshops to define statement of work for Dell Services to be provided to ANU
   - Workshops are being organised to define statements of work for Dell Services provided by ANU as part of the end user computing lifecycle project. This process has been scoped for the whole of ANU.
     - The workshops will cover the areas of deployment, service management, asset management, patch management, application distribution and antivirus management.
     - One College IT manager will be selected to take part in the workshops from the nominations received. Notification will be set out on Thursday 4 July 2013.
     - Apple products are in scope with Dell charging only a service cost, there will be no mark up on the price of Apple products.
     - The statement of work will define ANU responsibilities and Dell responsibilities very clearly.
     - First level support will still be done by ANU.
     - Printer supply and support will also be investigated.

8. Document and Records Rollout Project Update
   - The project manager for Document and Records Rollout, spoke to the group about phase two of this project, previously referred to as ‘UniDocs’.
     - This phase will deliver basic shared document storage to the whole of ANU. It will promote a more structured, standardised approach to the storage of corporate documents. It is intended to replace shared group files and reduce the need to email large files by allowing a link to the document in the Documents and Records management system.
     - The project will concentrate on delivering basic functionality across the campus by 31 March 2014.
     - The process to engage an implementation partner is underway and when the agreement has been signed, stakeholders will be consulted and work will begin on requirements gathering.
     - Existing paper records of high importance will be identified and scanned into the system.
     - The Chief Librarian will be the owner of the system and it will be run from the Records Office. There will be a substantial change in business process and skill sets for Records staff.
     - ‘Champions’ will be trained to provide assistance at the local level.
     - A web interface will be used to access the system from all platforms. Client software is not required.
     - The licensing model will be based on CPU’s per server.
     - Future phases have the potential to integrate other ANU systems into Document and Records management.

9. Items for escalation to the ITS Executive Team
   - There were no items for escalation to the ITS Executive Team.
Meeting close 10:30am.

**Next Meeting**

OMG Meeting
9:30 – 10:30am
July 17 2013
Hedley Bull Seminar Room 3,
Building #130