Minutes

COMMITTEE | Operational Management Group
Meeting 6/2014

DATE / TIME | Wednesday 9 April 2014, 11:00am – 12:00pm

VENUE | Jean Martin Room, Beryl Rawson Building 13

ATTENDEES | Kus Pandey (Executive Officer CIO: Chair); Allison Magoffin (Finance); Ali Emirlioglu (IT Security); Bernard Lineham (Service Manager); James Blanden (Enterprise Systems); Nalini Nair (Business Analysis); Roy Meuronen (Technical Services); Phil Drury (CoL); Rim El Kadi (CMBE and CPMS); Bob Edwards (CECS); George Lovrincevic (CASS); Adam Reed (Facilities); Josh Straub (CAP); Hashantha Mendis (Wattle BSG); David Hall (ICT Contracts)

PART 1 – Regular Items

1. * Apologies

Darren Coleman (Networks and Communications); Siobhan Muir-Williams (Secretariat); Pria Jeevanthan (ITS Communications); Delia Ritherdon (Change Manager); Daisy Gao (HR); Andrew Churches (CBE); Rob Snape (Systems and Desktop Support: Servers).

2. * Accept previous minutes

Previous minutes accepted.

3. Action Register

Action Item #1: Complete.

Action Item #2: Complete.

Action Item #3: BL to report on Greentrac and power management at next meeting.

Action Item #4: PD to provide update to short courses in the student system at the next meeting.
4. * Notice of Other Business items

PART 2 – Standing Items

5. * Gateway Project update (Suzanne Curyer, Service Improvement Group)
   • Suzanne Curyer provided an overview to the OMG regarding the Gateway project. The launch for the new Gateway will be in November 2014, and the launch of the new Staff Intranet will be April 2015. The Steering Committee for the project consists of the Directors of HR, Marketing Office, Risk Management, and Service Improvement Group, ITS Associate Director Infrastructure, along with Chris Grange as Chair. There may be a Project Management Group (PMG) that is yet to be formed. The Terms of Reference (ToR) are still being considered. Marketing Office will be setting up a website for communications. A Communications Strategy will be planned and drafted, and Chris Grange will hopefully sign off the project plan today.
   • IT Security representative questioned as to who would be responsible for the Drupal maintenance, including patching and security. Suzanne Curyer mentioned that it would be Marketing Office. CASS IT Manager questioned if there will be guidelines and policies to support staff, Suzanne clarified yes, but it would be only for the Staff Intranet, and Gateway.

6. * ANU Workspace update
   • This item not available for publication.

7. * Reporting/metrics (All)
   • Not discussed.

8. * Master Services Agreement (MSA) Project
   • Michelle Mousdale provided update to the MSA project. The Service Catalogue is a list of services. The project hopes to provide more detail surrounding these services and gain an understanding of strategy from the ITS Executive team, then feedback from the major stakeholders about the core services, and add-on services.

9. * Change Advisory Board (CAB) information session: major changes (DR)
   • Not discussed.

10. * Service Desk change requests
    • Service Desk report noted.

11. * Recruitment opportunities (HR Update) (DG)
    • Not discussed.

12. * Finance update (AM)
    • Not discussed.

13. * Contracts update (DH)
    • Not discussed.

14. Summary of topic submissions; actions taken
    • Not discussed.
15.* Items for escalation to Executive/feedback from Executive

PART 3 – Other Business

16. Short courses in the University student system (Phil Drury)
   - Phil Drury provided an update from Joan Angel to say that some Colleges are putting students into
     the system under A numbers. Phil will follow up with Mark Erickson and report back at the next OMG
     meeting.

17. Service Desk Project Update (Michelle Mousdale)
   - This item not available for publication.

Meeting close 12:10pm

Next Meeting

OMG Dashboard
Wednesday 7 May 2014
11:00am – 12:00pm
Jean Martin Room (3.32), Level 3
Beryl Rawson Building #13