ITTP Project Meeting
Minutes – January 5, 2006

Attendees: Marion Bashista, Christi Bengard, Naomi Guenther, Ann Berry-Kline, Dave Klein, Aaron Melgares

Action Items/To Do

1. Investigate project collaboration software – Ann

Notes

Discuss and finalize mission statement

Mission Statement – After discussion, statement was finalized as “To create and manage to successful completion a high-level plan that includes all identified projects within the IT Transformation Program Phase III.”

Discuss and finalize projects included

Approved
Information Worker Rate Model
Information Technology Review
Desktop Support
Staff Transition Plan
Change Management Board
Support Center (Currently talked about as T3)

Active
Support Center, Phase II
Service Catalog
Application Solutions
Server/Storage Consolidation

Closed
Support Center Phase I

Other projects may be added as the IT transformation Program unfolds.

Discuss and finalize goals and objectives

To create a high level plan for projects within ITTP
   Standardize plans (start, end, milestones, etc)
   Use technology to merge plans (work toward meaningful use of ms project or merlin to create a high level plan)
To pilot role out of project/program/portfolio methodology where possible
To communicate project status, issues, and risks regularly. Mitigate and/or resolve redundancies, resource issues, etc
To create success and completion criteria for each project.
To communicate and provide information for ITTP quarterly planning meetings.
Discuss and finalize frequency, length of meetings

The team agreed to meet every other week for two hours. Meetings will continue regularly every other Thursdays from 9-11. Teleconferencing will be encouraged.

In addition to the agenda items

The team talked about definitions for milestones, phases and projects.

The team talked about how does a non-management employee exist in a matrixed organization. How do you manage your self?

The team talked about the transition of roles from specialist to generalist and some of the difficulties that occurring due to those changes.

The team talked about project collaboration tools. Ann explained that she’d like to see the ITTP PMs take an active role in requirements setting for finding a project management tool however that the ownership and driver of that project be within PMG. Like many other projects, acquiring a project management tool would be advantageous to many groups at UCSC.

ACTION ITEM: Ann to talk to Mark about the status of this project.