ITTP Project Manager Meeting Minutes
08/03/06

Action Items
* ReadyTalk tryout postponed until next meeting (8/17) as we had a small number of participants.
* The team will go through the ITTP risk log to make updates and clarifications.
* Ann will talk to Mark about PMGs role in big projects such as AD or Asset Management.
* Christi will get a web page made for Application Solutions program. Web site for Applications Solutions underway; will have pointers to Applications Solutions; portfolio consolidation web page. This is pending final definitions of services.
* Marion will talk to Mark about the criteria for project to be a part of ITTP and...when is the end of consolidation?

Project Status
  Support Center Consolidation, Phase II – Communications have been sent to ITS staff about Support Center Operations orientation sessions. The orientation introduces the processes for using IT Request.
  Service Catalog – Aaron reported having initial meetings to define a common update process for changes to the catalog. This is a long term task and the final defined process will require resources for catalog maintenance. There are questions about instructional services and services for QA and testing. Aaron has begun developing a review of upcoming application/OS releases (i.e. Vista and OS X 10.5).
  ITR, Phase 2 – Per a conversation with Bruce, the Phase 2 report is complete and distributed to SMT for their review. Heather and Bruce will discuss the report with SMT once Heather returns from vacation (She’s due back on 8/16). Phase 2 closure and Phase 3 plans will also be discussed with SMT at that time.
  Server and Storage Consolidation – Dave reported they are going to SMT next week to request Phase 2 money. OLA and testing are complete. The evaluation report will be distributed early next week.
  Application Solutions – Christi reported they are working with Mel to gather list of problems/opportunities and projects and are working toward identifying resources working on current body of projects. No work is happening on the charter.
  Desktop Support – Aaron stated that he and Vicki still are not receiving enough information from the DLs and their staff. They developed a task list for completion of the project in August 2006 and will proceed with the targeted implementation goal of September 06. The phasing of the project has been changed to remove/lessen
  Information Worker Rate Model – No progress on this project. The scope is being defined.

Aaron and Christi reported Asset Management is close to SMT approval. They are finalizing the business plan information requested by SMT.

ITTP Risk Log will be revised per updates from the team.

The next ITTP PM meeting is 8/17…we will test out ReadyTalk for this one.