Information Technology Priorities Committee (ITPC) Charter

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1   Role

The Information Technology Priorities Committee (ITPC) process functions to provide a common approach to solicit, review, prioritize and execute information technology projects involving University Administration (UA) information technology resources including:

- Any project that involves resources from a UA unit, or campus based unit that plans to offer an administrative system for the entire campus.
- Any project that will interface with an Enterprise system.
- Any project that is administrative in nature, and wishes to use funding from the central pool of administrative information technology dollars allocated by the Academic Affairs Planning Committee (AAPC).

Enterprise and campus level systems affect all units, so the ITPC process has an impact across the University. For example, a front-line academic unit will be directly and indirectly affected by changes in major systems such as Banner and the Enterprise Data Warehouse. However, there are some administrative information technology areas that are not directly within ITPC's scope. For example, the ITPC process is not related to independently developed administrative systems housed in front-line academic units (responsibility of the unit), administrative technology in the Medical Center (Med Center administration) or certain campus-wide administrative applications (campus CIOs). Where there are questions about the scope of ITPC on any general area or specific initiative, the issue should be brought to the attention of the ITPC Chair.

2   Structure

The ITPC reports directly to AAPC. In addition to the central committee, there are four functional subcommittees: Finance, Human Resource, Business Intelligence / Performance Management, and Student. These subcommittees function to make recommendations for projects that fall within their respective domains. For projects that do not fit into one of the three functional groups, these projects will be reviewed periodically by a cross-functional group derived from the subcommittees and other constituencies.
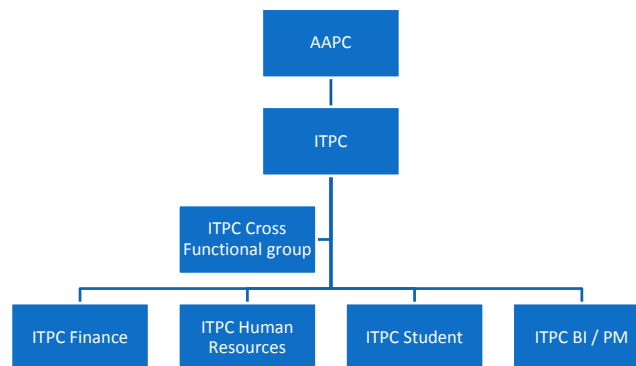
3   Membership

The ITPC membership will be reviewed on an annual basis and will be adjusted by the committee's chair with consultation with the committee's members and AAPC representatives. The subcommittees govern their own membership and this is reviewed on an annual basis with adjustments approved by the full subcommittee. The cross-functional group overall membership is reviewed and approved annually by ITPC with the various groups nominating members on an annual basis.

3.1   ITPC Membership
- *Chair: Michael Hites, Senior Associate Vice President for AITS and CIO
- Andrea S. Ballinger, CIO Alumni Association, UA
- Brian Catherwood, Technical Analyst, Office of Records and Registration, UIS (interim member)
- Cynthia Herrera Lindstrom, CIO, ACCC, UIC
- Dedra (Dee Dee) M. Williams, Assistant Vice President, Academic Affairs, UA
- Dibyen Majumdar, Senior Associate Dean, LAS, UIC
- Dimuthu Tilakaratne, Assistant Vice President of Decision Support, AITS, UA
- Farokh, Eslahi, Associate Provost / Information Technology, UIS
- Ilir Zenku, AVP Health Informatio Services, UIC
- Jaclyn Finch, IT Governance Council - Administration (Chair), UIC
- Jan Novakofski , Associate Vice Chancellor for Research for Compliance & Professor, Animal Sciences, UIUC
- Kevin Browne, Vice Provost for Academic and Enrollment Services, UIC
- Kristi Kuntz, Associate Provost for Academic Programs and Policies, UIUC
- Kristy Kuzmuk, Senior Director of Operations, UA
- Laurel Newman,Chair – Department of Management; Director, Online Programs, UIS
- Mark Henderson, CIO Urbana Campus, UIUC
- Maureen Parks, UA, Executive Director and Associate Vice President for Human Resources, UA
- Michael Bass, Senior Associate Vice President, Office of Business and Financial Services, UA
- Michael McClintick, CIO, University of Illinois Foundation
- Nancy O'Brien, Professor, Social Sciences, Health, and Education Library, UIUC

3.2   Finance ITPC Subcommittee Membership
- *Chair: Gloria Keeley, Assistant Vice President Admin Services
- Colleen Kehoe, Sr Asst Dir, Grants & Contracts, UA-UIC
- Deb Huisinga, Assistant Dean, School of Social Work, UIUC
- Gerard Joseph, Associate Provost for Budget and Administrative Planning, UIS
- Ginger Velazquez, Interim AVP for Business and Finance, UA
- Jocelyn Pamintuan, Assistant Dean for Admin, Great Cities Institute, College of Urban Planning and Public Affairs, UIC
- Joe Vitosky, Capital Programs, Assistant Vice President, UA
- Michael Bloechle, Director Business Services, UA-UIS
- Michelle Rome, Manager of App Dev & Reporting , LAS Administration, UIUC
- Patrick Patterson, Controller, UA
- Thomas Warfield, Institutional Research Analysis, VP Budget and Resource Planning, UIC
- Vanessa Peoples, Interim Asst VP for Business and Finance & Chief Bus Officer, Grants and Contracts, UA-UIC

3.3   Human Resources ITPC Subcommittee Membership
- *Chair: Tony Kerber, UA, Senior Director of Human Resources Information Systems Strategy
- Angela Yudt, UIC, Associate Vice Provost of Faculty Affairs HR (voting)
- Cindy DeBrock, UIUC, Associate Director, Academic Human Resources (voting)
- Deb Stone, UIUC, Director of Academic Human Resources (voting)
- Elyne Cole, UIUC, Associate Provost for Human Resources (voting)
- Jack McEnery, UIC, Director of HR Shared Services (voting)
- Jami Painter, UHR, Asst. VP for Human Resources (voting)
- Laura Alexander, UIS, Sr. Director of Human Resources (voting)

- Maureen Parks, UA, Human Resources: Associate Vice President for Human Resources (voting)
- Michael Ginsburg UIC, Asst. VP Interim Assoc. Vice Chancellor for Human Resources (voting)
- Patricia Sims, UIS, Assistant Provost (voting)

3.4   Student ITPC Subcommittee Membership
- *Chair: Mike Kamowski, Director Office of Student Systems Services, UIC
- Brian Catherwood, Technical Analyst, Office of Records and Registration, UIS
- Brian Clevenger, Director of Records and Registration/Registrar, UIS
- Brian Roessler, Assistant Dean Student Affairs College of Liberal Arts and Sciences, UIC
- Carolyn Schloemann, Director, Financial Assistance, UIS
- Daniel Mann, Director of Financial Aid, UIUC
- Fernando Planas, Director of Admissions, UIS
- Gail Moran, Coordinator of Information Technology and System Programming, Financial Aid Office, UIC
- Kathy Martensen, Assistant Provost for Educational Programs, Office of the Provost and Vice Chancellor for Academic Affairs, UIUC
- Kathy Ryan, Assistant Dean, Academic Affairs, UIUC
- Malinda Lorkovich, Managing Director of Admissions, UIC
- Phillip Geil, Professor, Materials Science and Engineering, UIUC
- Rob Dixon, Registrar, UIC
- Rod Hoewing, Interim Registrar, UIUC

3.5   Business Intelligence/Performance Management ITPC Subcommittee Membership
- *Chair : Dimuthu Tilakaratne, Assistant Vice President of Decision Support, AITS
- Amy Edwards, Assistant Provost and Director, Management Information, UIUC
- Andrea Ballinger, CIO, U of I Alumni Association
- Bruce Vojak, Associate Dean for Administration, UIUC College of Engineering
- Gerard Joseph, Associate Provost Budgeting and Admin Planning, VC Academic Affairs, UIS
- Gloria Keeley, Assistant Vice President Admin Services, OBFS
- Ilir Zenku, Assistant Vice President for Health Information Systems, VP of Health Affairs
- John Evans, Assistant Vice President, Planning and Budgeting
- John Rossi, Executive Assistant Dean, UIUC College of Law
- Julia Hart, Director,Information Management and Research, The Graduate College, UIUC
- Kevin Shalla, IT Manager, Admin Coordinator, Vice Provost Academic and Enrollment Services Administration, UIC
- Lance Kennedy-Phillips, Associate Vice Provost and Director, VP Budget and Resource Planning
- Laura Dorman, Director, UIS Office of Institutional Research
- Mandy Bodine, Assistant Director of Business Information, AITS
- Michelle Rome, Manager of App Dev & Reporting , LAS Administration, UIUC
- Mike Wonderlich, Associate Director BIA, AITS
- Susan Gerini, Associate Director Information Management, UHR
- Tony Kerber, Senior Director of Human Resources Information Systems Strategy, UHR
- Tyler Fitch, U of I Foundation Administrator

3.6   Cross-functional Group Membership
Note: The membership of the cross-functional group must contain 50% campus representatives and also have representation from each campus. The current voting membership breakdown is 6 campus representatives and 6 UA representatives.

- *Chair: Michael Hites, Associate Vice President AITS
- Brian Catherwood, Technical Analyst, Office of Records and Registration, UIS
- Cindy DeBrock, Associate Director, Academic Human Resources, UIUC
- Ed Valentine, Business Systems Coordinator, UIC
- Gloria Keeley, Assistant Vice President Admin Services, OBFS
- Kelly Block, Assistant Vice President for Portfolio and Process Management, AITS (non-voting)
- Mike Kamowski, Director Office of Student Systems Services, UIC
- Pat Patterson, Controller and Senior Assistant Vice President, OBFS

- Richard Harris, Assistant Vice President, Application Development, Support, and Data, AITS
- Rick Getty, Interim Assistant Director Information Solutions, AITS
- Rod Hoewing, Interim Registrar, UIUC
- Scott, Manager HRIS, UHR
- Stephanie Dable, Director of Technical Application Management, AITS (non-voting)
- Tony Kerber, Senior Director of Human Resources Information Systems Strategy, UHR

4 Authority

The ITPC is a project selection, advisory and prioritization group. It makes selection decisions and recommendations (depending on project size) on administrative information technology projects. This authority is established by AAPC. ITPC is not directly responsible for implementation of selected projects; however, individual ITPC members may oversee implementation efforts in their own units.

5 Responsibilities

The foremost responsibility of all direct participants in the ITPC process is to select administrative IT work that provides the most value and is looking out for the best interests of the university. The other principal responsibilities and functions of the AAPC, central ITPC, subcommittees and cross-functional group include:

5.1 AAPC
- **Oversight:** Provide funding for the ITPC process and provide high-level oversight of ITPC operations and endorse the role and responsibilities of the process.
- **Review**: Provide review of ITPC project proposals for Level 3 projects. Level 3 projects – 5,000+ hours of total effort or $250,000 in requested ITPC funding. For level 3 projects ITPC provides an advisory review with recommendation provided to AAPC for final review.
- **Strategy:** Provide input to the ITPC regarding campus initiatives that would benefit from the application of administrative information technology.

5.2 ITPC
- **Oversight:**
  - Provide oversight for the ITPC process and its functions on an ongoing basis.
  - Monitor resource demand and capacity on an ongoing basis and utilize that information to adjust capacity levels and advise project approval decisions.
  - Annually review and confirm membership of ITPC and subcommittees with the Provosts and Vice Presidents. Identify skills and experience needed for membership to fill positions.
- **Review**: Provide review of ITPC project proposals. ITPC projects are classified differently based on the effort and cost associated with the project. Projects are subject to increasing levels of scrutiny based on their resource requirements.
  - Level 1 project – 250 to 849 hours of total effort and up to $100,000 in requested ITPC funding. For level 1 projects, ITPC provides cursory review for informational purposes only. Subcommittees hold final approval authority for Level 1 proposals up to the dollar and effort limitations imposed by ITPC, except for those requesting ITPC funds. The Cross Functional group holds final approval authority for Level 1 proposals that do not originate within a functional subcommittee.
  - Level 2 project – 850 to 4,999 hours of total effort or $100,000 to $249,999 in requested ITPC funding. For level 2 projects, ITPC has final review authority. Subcommittees review level 2 projects in an advisory role to ITPC.
  - Level 3 project – 5,000+ hours of total effort or $250,000 in requested ITPC funding. For level 2 large projects ITPC provides an advisory review with recommendation provided to AAPC for final review.
- **Strategy**: Work with university leadership groups to determine how administrative information technology projects can be deployed in support of university and campus strategic initiatives. Provide guidance to the ITPC subcommittees and other stakeholders to solicit project proposals that fit these strategic requirements.
- **Communicate:**

    o Execute a formal Communication Management Plan for the ITPC process to address all stakeholder information needs.

    o Develop and distribute an annual report that outlines what has been accomplished during the fiscal year and how that accomplishment compares to demand.

5.3 ITPC Subcommittees

- **Review:** Provide review of ITPC project proposals.
  - o Level 1 project – 250 to 849 hours of total effort and up to $100,000 in requested ITPC funding. Subcommittees hold final approval authority for Level 1 proposals up to the dollar and effort limitations imposed by ITPC. The Cross Functional group holds final approval authority for Level 1 proposals that do not originate within a functional subcommittee and that do not request ITPC funds. Level 1 projects are forwarded in summary fashion to ITPC for informational purposes only.
  - o Level 2 project – 850 to 4,999 hours of total effort or $100,000 to $249,999 in requested ITPC funding. For level 2 projects, subcommittees review level 2 projects in an advisory role to ITPC. ITPC has final review authority.
  - o Level 3 project – 5,000+ hours of total effort or $250,000 in requested ITPC funding. For level 2 projects, subcommittees review level 2 large projects in an advisory role to ITPC. ITPC provides an advisory review with recommendation provided to AAPC for final review.
  - o Conduct project review and selection in the context of any resource boundaries provided by the central ITPC.
- **Prioritize:** Provide a prioritization of all approved projects not yet started on a quarterly basis. This prioritization is utilized to guide the scheduling of projects.
- **Strategy:**
  - o Obtain input on a systematic basis from front-line college and department units to identify needs that may be addressed within the ITPC process.
  - o Identify and work systematically with campus level committees to help identify business issues important to front-line units that may be addressed within the ITPC process.
  - o Discuss cross-campus development of templates and share techniques for encouraging cross-campus coordination.
- **Communicate -** In accordance with the Communication Management Plan, communicate with stakeholders appropriately.

5.4 ITPC Cross-Functional Group

- **Review -** Provide review of ITPC project proposals. The results of these reviews will be recommendations to ITPC regarding approval and prioritization. Projects subject to this review include:
  - o Cross-functional templates where the scope of the project crosses across the lines of Finance, HR and Student.
  - o Technology projects that are not mandatory.
  - o ~~Business Intelligence/Performance Management projects that do not clearly belong in one of the functional areas.~~
  - o Any and all other projects that do not have a direct route through one of the established functional subcommittees. No templates are permitted to proceed directly to ITPC without preliminary review.
- **Prioritize for review/approval:** On a quarterly basis, prior to the scheduled ITPC meeting, provide to ITPC a prioritization across all projects scheduled for ITPC review at its next meeting. This is to provide guidance to ITPC regarding funding and resource allocation across functional areas.
- **Prioritize for scheduling:** On a quarterly basis, utilizing the prioritizations provided by the functional subcommittees, prioritize the top 10 projects for scheduling among all projects in the queue. This information is to be provided to ITPC for informational purposes and to the project scheduling offices to be utilized in scheduling.
- **Communication:** As this group reviews all projects for prioritization purposes, the chairs of the subcommittees will provide summary overview information from the cross-functional group back to the subcommittees to raise awareness of other initiatives. At the cross-functional group meetings, the subcommittee chairs should represent their constituencies to better inform the group of projects or actions in their functional areas.

5.5   Summary of final approval authority

	Subcommittee	XFG	ITPC	AAPC
Level 1	Level 1 proposals that do not request ITPC funding	Level 1 proposals that do not request ITPC funding and that do not have a clear subcommittee owner	Level 1 proposals that are requesting funding and approved by the subcommittee and/or XFG	
Level 2	Level 2 proposals—advisory approval for ITPC	Level 2 proposals - advisory approval for ITPC	Level 2 proposals	
Level 3	Level 3 proposals—advisory approval for AAPC	Level 3 proposals - advisory approval for AAPC	Level 3 proposals advisory approval for AAPC	Level 3 proposals

6 Operations

6.1   Meeting Logistics

The ITPC meets on a quarterly basis. Subcommittees meet on a monthly or quarterly basis. The cross-functional group meets on a quarterly basis. In addition, a separate biennial one day ITPC retreat will occur near the fiscal year-end. The location of the retreat will either occur at a central location or will rotate between the campuses. Additional meetings may occur as the Team or its Chair deems advisable. The Teams will publish minutes of its proceedings on the ITPC website. The ITPC members will be furnished copies of the minutes of each meeting.

The committees are governed by the following rules for meetings:

- Meetings are normally held with remote video linking between Chicago, Springfield and Urbana.
- Certain actions can be taken without meetings with review and approval of the group.
- Agenda items are to be submitted to the chair at least 10 days prior to the scheduled meetings. The meeting package will be distributed to the committees one week in advance of the scheduled meetings. Deadlines for materials for each meeting are published on the ITPC website.
- At committee members' discretion, they may send a substitute attendee in their place and empower them with the right to vote on proposals. Committee members with a high absentee rate should be replaced as appropriate.
- If there are no agenda items for a scheduled meeting, the chair may cancel the meeting.
- For voting matters, a simple majority rules.
- The ITPC is authorized to adopt its own rules of procedure, as long as the procedures are consistent with (a) the provisions of this Charter, (b) the provisions of the Bylaws of the University, or (c) the laws of the State of Illinois.

6.2   Mandatory Projects

ITPC projects may be mandatory or discretionary. Mandatory projects are those mandated by the Board of Trustees or regulatory bodies or systems projects that must be pursued to maintain the integrity of the application infrastructure (such as system upgrades). Discretionary projects are those that add new or improved functionality but are not required.   Within project proposals, the elements of a project that are mandatory versus discretionary should be clearly distinguished.

Mandatory projects do not require formal approval by the ITPC committee or AAPC. Projects evaluated as mandatory by the Application Portfolio Coordinator - AITS, will be reviewed by the ITPC Cross-functional group to confirm the assessment of their mandatory nature and provide input on the scheduling of these projects. These approvals are communicated to the ITPC at the next meeting for their review.

6.3   Calendar

The meeting calendar for FY15 and FY16 is maintained on the ITPC web site at https://www.itpc.uillinois.edu/. To view meetings and deadlines for proposal submission, select the Committee Review Schedule menu.   A screen shot of the schedule as of 7/27/2015 is included below:

Committee Review Schedule

To view all events and deadlines, please see the **ITPC Master Calendar.**

ITPC

AUG 26 — ITPC Meeting
All Day

NOV 10 — Revisions to proposals for Nov ITPC meeting due
All Day

NOV 18 — ITPC Meeting
All Day

Cross-Functional Subcommittee

JUL 30 — Deadline for proposals for Aug XFG Meeting
4:19PM - 5:19PM

AUG 17 — XFG Meeting
1:00PM - 4:00PM

OCT 23 — Proposals due for Nov XFG Meeting
All Day

NOV 08 — XFG Meeting
1:00PM - 4:00PM

Student Subcommittee

JUL 31 — Proposals due for Aug Student ITPC Meeting
All Day

AUG 07 — Student ITPC Meeting
1:00PM - 3:00PM

HR Subcommittee

JUL 29 — Proposals due for Aug HR ITPC meeting
All Day

AUG 05 — HR ITPC Meeting
3:00PM - 4:30PM

AUG 26 — Proposals due for Sept HR ITPC Meeting
All Day

SEP 02 — HR ITPC Meeting
3:00PM - 4:30PM

SEP 30 — Proposals due for Oct HR ITPC Meeting
All Day

BI/PM Subcommittee

AUG 04 — Proposals due for Aug BI/PM Meeting
All Day

AUG 11 — Business Intelligence and Performance Management (BI/PM) ITPC Meeting
3:00PM - 4:00PM

SEP 01 — Proposals due for Sep BI/PM Meeting
All Day

SEP 08 — Business Intelligence and Performance Management (BI/PM) ITPC Meeting
3:00PM - 4:00PM

OCT 06 — Proposals due for Oct BI/PM Meeting
All Day

Finance Subcommittee

OCT 12 — Proposals due for Oct FSC meeting
All Day

OCT 23 — Finance Subcommittee (FSC) Meeting
9:00AM - 11:00AM

JAN 12 — Proposals due for Jan FSC Meeting
All Day

JAN 22 — Finance Subcommittee (FSC) Meeting
9:00AM - 11:00AM

APR 12 — Proposals due for Apr FSC Meeting
All Day

6.4   Major Events

There is a normal business cycle to the activities of the ITPC process throughout the year. Significant events are highlighted below:

Quarter 1 – July - September
Normal operations – all committees meet as scheduled
Quarter 2 – October - December
Subcommittees solicit large project proposals for next fiscal year
Quarter 3 – January – March
ITPC subcommittees select large project proposals for next fiscal year
Quarter 4 – April – June
ITPC reports to AAPC regarding plans and resource requirements for the next fiscal year AAPC selects the next fiscal year large projects ITPC compiles the Annual Report All committees select members for next fiscal year

7 Document History

Version	Date	Comments
3.0	7/27/15	- XFG is now empowered with final approval for L1s that come to them for review. They then hit ITPC only as FYI. - Changed wording about annual retreat to biennial. - Added note about deadlines for materials being posted on ITPC web site. - Deleted sentence about BIPM proposals going to XFG. They will go to BIPM subcommittee.
2.4	3/4/15	Updates for membership changes and revised calendar.
2.3	8/15/12	Updates for membership changes, changed AAMT to AAPC, added BI/PM subcommittee, and updated dates
2.2	8/18/10	Updates for membership changes
2.1	11/17/09	Updates for membership changes
2.0	08/26/09	FY10 Draft for FY10 ITPC Review
1.0	10/10/08	Final draft approved by AAMT.