

Terms of Reference

Official Name: IT Managers Working Group

Members/Composition:

- Chair: Ted Dodds, CIO and Associate Vice-President Information Technology
- Members of Central services including:
 - UBC IT: Jens Haeusser and Richard Spencer
- IT Managers representing other units including:
 - UBC O: Don Thompson
- VP Portfolios
 - Office of the President
 - Office of the Provost and Vice President Academic
 - Faculties
 - Applied Science: Luca Filipozzi and Ronald Siy
 - Arts: Tim Wang
 - Dentistry: Stephan Friedersdorf
 - Education: Michael Shepard
 - Forestry: Carl Johansson
 - Graduate Studies: Alan Tromba
 - Land and Food Systems: Cyprien Lomas
 - Law: Bernie Flinn
 - Medicine: Larry Carson and Christopher Pryde
 - Pharmaceutical Sciences: Christopher Weiz
 - Sauder School of Business: Pat Darragh
 - Science: Tom Yerex
 - Centre for Interdisciplinary Studies
 - Information Technology
 - Office of Learning Technology
 - Library: Rue Ramirez
 - Office of the Vice President Administration & Finance
 - Human Resources: Robert Boudreau
 - Finance: Lyla Crighton
 - Business Operations: Ken Leighton
 - Land and Building Services
 - Office of the Vice President Development & Alumni Engagement
 - Alumni Affairs
 - Office of the Vice President External, Legal and Community Relations
 - Public Affairs
 - Office of the Vice President Research
 - Office of Research Services
 - University Industry Liaison Office: Dara Tabareh
 - Office of the Vice President Students

- Enrolment Services: Hugh Wallace
- Student Development & Services
 - Classroom Services
- Housing and Conference Services
- Athletics and Recreation
- Development
- External

Formation Details:

The University of British Columbia's information technology services are delivered to the university via decentralized IT groups. This decentralization takes the form of a central IT group (UBC IT), Faculty IT groups, Departmental IT groups, Research IT groups and Ancillary IT groups among others.

In order to represent this decentralized body the IT Managers Working Group has been formed to provide a coordinated effort for the delivery of IT throughout UBC. This group is an integral part of the overall information technology governance structure at UBC and as such, it brings together the distinct knowledge, expertise, views, opinions and experiences of the IT leadership throughout the university to drive and coordinate the overall IT strategy for the university.

Goals:

1. To represent the major academic, administrative and research initiatives throughout the university with respect to planning and prioritizing the delivery of services across the enterprise
2. To prioritize the delivery of IT services throughout the university with respect to quality of service delivery while taking into account the financial requirements of those services; ROI will be taken into consideration but finances will not be a driving factor as the primary focus will be on needs, availability, ease of use and compatibility driven by the business needs of the enterprise
3. To review the university's strategy with respect to budgeting for IT delivery across the enterprise and make recommendations for the ongoing IT delivery model
 - a. Identify relevant IT services to be delivered at UBC
 - i. Identify common services required enterprise-wide
 - ii. Identify services to be delivered to specific groups but required across the enterprise for business needs
 - iii. Identify services to be delivered to specific units that are not required across the enterprise
 - iv. Identify appropriate delivery bodies and mechanisms for services. E.g. central delivery, mixed centralized and decentralized delivery, decentralized delivery
 - v. Estimate Life cycle costs of services
 - vi. Identify appropriate funding sources
4. Recommend IT Policies for campus wide application
5. To leverage existing resources and services developed by one or more units to be used across the enterprise for the greater benefit and efficiency of the University overall

6. To identify opportunities where economies of scale can be leveraged:
 - a. Hardware & software volume purchasing will be reviewed
 - b. Employ strategic initiatives enterprise wide to gain efficiency by review and adoption of industry standards. E.g. SOA, ITIL
7. To deliver recommendations from this body to the IT Steering Committee
 - a. To provide three representatives from the IT Managers Working Group to the IT Steering Committee
 - b. To provide at least one of those three representatives attending the IT Steering Committee to the Financial Managers Working Group as a representative to that group
8. To evaluate and respond to requests for information and recommendations from:
 - a. The IT Steering Committee
 - b. The Financial Managers Working Group
9. To deliver updates on strategy and planning to the represented units
10. To review and assess whether recommendations being presented to the IT Steering Committee are being acted upon; this will be done by reviewing the feedback received from that committee
11. To shop ideas for coordinated efforts and gather information about potential services that can be scaled across the enterprise in order to provide a more coordinated effort for the University

Deliverables:

- Recommendations to the IT Steering Committee
- To foster coordinated, collaborative and consistent delivery of IT Services throughout the enterprise at UBC
- An environment that fosters the sharing of ideas can be sounded out amongst peers for the benefit of the university
- Annual review of the Terms of Reference to ensure that they are effectively aligned with the university's needs

Governance:

Quorum for the group must include representation from two thirds of the members. Deliverables to be presented from the group should be accompanied by a summary of support from the group.