

Terms of Reference

Official Name: IT Managers Working Group

Members/Composition:

- Chair: Ted Dodds, CIO and Associate Vice-President Information Technology
- IT Managers representing the 12 Faculties <To be listed individually>
- Members of Central services including <To be listed individually>:
 - UBC IT
 - Finance
 - HR
- IT Managers representing other units including <To be listed individually>:
 - UBC O
 - Library

Robert Boudreau, Larry Carson, Lyla Crighton, Pat Darragh, Ted Dodds, Luca Filipozzi, Bernie Flinn, Stephan Friedersdorf, Jens Haeusser, Carl Johansson, Ken Leighton, Cyprien Lomas, Christopher Pryde, Rue Ramirez, Michael Shepard, Ronald Siy, Richard Spencer, Dara Tabareh, Don Thompson, Alan Tromba, Hugh Wallace, Tim Wang, Chris Weiz and Tom Yerex

Formation Details:

The University of British Columbia's information technology services are delivered to the university via decentralized IT groups. This decentralization takes the forms 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:

- To represent the major academic, administrative and research units throughout the university with respect to planning and prioritizing the delivery of services across the enterprise
- To prioritize the delivery of IT services throughout the university with respect to qualitative delivery while assessing the financial requirements of those services
- 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
 - Identify relevant IT services to be delivered at UBC
 - Identify common services required enterprise-wide

- Identify services to be delivered to specific groups but required across the enterprise for business needs
- Identify services to be delivered to specific units that are not required across the enterprise
 - Identify appropriate delivery bodies and mechanisms for services. E.g. central delivery, mixed centralized and decentralized delivery, decentralized delivery
 - Estimate Life cycle costs of services
 - Identify appropriate funding sources
- To deliver recommendations from this body to the IT Steering Committee
- To evaluate and respond to requests for information and recommendations from:
 - The IT Steering Committee
 - The IT Financial Working Group
- To deliver updates on strategy and planning to the represented units via their business leadership
- To review and assess the effectiveness of deliverables presented to the IT Steering Committee; this will be done by reviewing the feedback received from that committee

Deliverables:

- To provide recommendations to the IT Steering Committee
- To review the Terms of Reference annually and 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 are considered to have been approved when two thirds of quorum supports the deliverable.