

Terms of Reference

Official Name: IT Managers Working Group

Members/Composition:

The intent of this group is to represent the IT interests of the University as a whole. As such representation is designed to represent: the faculties, major units across the UBC community and the various campus locations. Others units not specifically identified below, who are interested in contributing to the direction/decisions of this group can be included.

For specific initiatives, the group envisions that sub-groups will be created to research, review, recommend and report back to this group.

This broad representation allows the CIO to speak to the IT Advisory Committee and the University's executive with the voice and weight of the IT community at UBC. Members are encouraged to send a proxy if they are unable to attend.

- Chair: Oliver Gruter-Andrew, CIO
- Development: Bob Heavenor
- External
- Office of the President
- Office of the Provost and Vice President Academic
 - College for Interdisciplinary Studies: Syed Hassan
 - Faculties
 - Applied Science: Luca Filipozzi, Ronald Siy and Alex Etesami
 - Arts: Gustav Veso and Tim Wang
 - Dentistry: Stephan Friedersdorf
 - Education: Michael Shepard
 - Forestry: Carl Johansson
 - Graduate Studies: Alan Tromba
 - Land and Food Systems: Cyprien Lomas and Edmund Seow
 - Law: Bernie Flinn
 - Medicine: Dennis Chow
 - Pharmaceutical Sciences: Christopher Weiz
 - Sauder School of Business: Pat Darragh
 - Science: Moyra Ditchfield and Tom Yerex
 - Library: Rue Ramirez
 - Office of Learning Technology: Novak Rogic
 - Office of the Vice Provost Information Technology: Jens Haeusser
- UBC IT
 - Academic Systems Management: Hugh Wallace
 - Administrative Systems Management: Tony Darling
 - Client Services: Jennifer Burns

- Information Security: Larry Carson
- Infrastructure: Michael Thorson
- Transformation & Project Management: Claudio Pini
- Office of the Vice President Administration & Finance
 - Business Operations: Ken Leighton
 - Human Resources: Robert Boudreau
 - 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
 - Athletics and Recreation
 - Housing and Conference Services
 - Student Development & Services
 - Classroom Services
- UBC Okanagan: Don Thompson
- Continuing Studies:

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 contribute to an overall IT vision for UBC as a whole
3. To recommend priorities, for the delivery of IT services and initiatives across the University in support of the IT vision to the CIO and the IT Advisory Committee
 - a. Recommendations to be based on a number of factors, not just cost; these factors may include their relative costs, risks and foundational advancement
 - b. Recommendations may contain a number of options for the consideration of the CIO and the IT Advisory Committee. Of equal importance with respect to the options, is the cost of not pursuing any of the recommended options

- c. To provide three representatives from the IT Managers Working Group to the IT Advisory Committee
 - d. To provide at least one of those three representatives attending the IT Advisory Committee to the Senior Working Group as a representative to that group
4. To review and influence the university's strategy 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 institution
 - 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
5. Recommend IT Policies for campus wide application
6. 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
7. 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
8. To evaluate and respond to requests for information and recommendations from:
 - a. The IT Advisory Committee
 - b. The Financial Managers Working Group
9. To deliver updates on strategy and planning to the represented units
 - a. To influence the represented areas in aligning with the articulated IT vision and adoption of recommended practices, services and initiatives
10. To review and assess whether recommendations being presented to the IT Advisory 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 Advisory Committee
- A maintained overall IT vision for UBC as a whole
- A 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

- An annual review of the Terms of Reference for this working group
- To encourage and actively build the communities of practice at UBC

Communications

- There are communications responsibilities for this group:
 - To communicate to the IT Advisory Committee and executive via the office of the CIO and the three representatives of the Working Group.
 - To solicit ideas and proposals from the body of IT professionals at UBC for consideration of the Working Group.
 - To disseminate ideas and recommendations of the working group to the IT community of UBC.
 - To provide input into communication plans for changes to existing services or deployment of new services
 - As members of the Working Group – to lead by example.

Governance:

Deliverables and or recommendations to be presented from the group are to be accompanied by a summary of support from the group.