TO: Information Technology Review Steering Committee Members

FROM: Donald DeHayes,
             Provost and Vice President, Academic Affairs

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DATE: August 18, 2014

SUBJECT: Committee Charge

Introduction:

As a result of the Administration Management Review Committee (AMRC), we are moving forward with the primary recommendation of the AMRC IT Subcommittee: to engage an outside consultant to assist URI in its organization, planning, operations, and applications of information technology and, more specifically, Information Technology Services. The work of this Steering Committee is intended to maximize the productivity and effectiveness of this review by working directly with the consultant. The resulting recommendations and implementation plan must focus on meeting the full array of information technology needs of the URI community, now and in the future.

Implemented recommendations are intended to enhance an information technology environment that enables and supports the goals of each individual at the University of Rhode Island.

Charge:

• Develop a Scope of Work and other charge documents needed for the consulting engagement.
• Develop an IT Strategic and operational plan to be review and refined with the external consultant. This plan must describes a vision and direction for IT investments and the delivery structures for support, growth, collaboration, training, development and planning
• Deliverables for the work of the consultant and URI community are:
    o Develop an IT Strategic and operational plan.
    o Determine the most appropriate organizational structure for Information Technology at URI, defining a strategic balance of centralized and decentralized needs.
    o Establish and initiate business process re-design.
    o Identify appropriate IT Governance structures.
• Act as the primary point of contact for:
    o The external consultant(s) conducting the review.
    o The URI campus community, facilitating communications, and change management the consultant(s), faculty and staff.

- Act as content experts and facilitators during review, extracting details, analyzing information and providing direction as required.
- Create and facilitate small work or advisory teams of subject matter experts, focused on specific tasks, as required.

- Work with consultant(s) to develop final recommendations for initial review by the Provost and Vice President of Administration, and ultimately shared with the President's senior team and the extended URI Community.
- Develop and facilitate an Implementation Strategy for recommendations.
  - Ensure that the Implementation Strategy includes measurable achievements towards meeting goals set forth by the recommendations.
  - Develop a realistic short-term and long-term timeline for achievement of goals that ensures institutional progress.

Reports to:

- Provost and Vice President, Academic Affairs.
- Vice President, Administration and Finance.

Meetings:

- Initially Bi-Monthly. More frequent meeting may be required during the consultant engagement.

Deliverables:

- Ensuring a comprehensive report from consultant(s) that meets the expectations of the AMRC recommendation and the Committee's Charge.
- An Implementation Strategy of the recommendations in the form of a report from the Committee.

Duration:

- Committee's work is completed when an Implementation strategy is presented to the Provost and Vice President of Administration and Finance.
  - Approximately one year, dependent upon completion of review and Implementation strategy.