

BANNER OPERATIONS COMMITTEE

Meeting called by:	Jackie McNabb	Type of meeting:	BOC Kickoff
Facilitator:	Jackie McNabb	Note taker:	Carrie Silliman
Attendees:	James Pennix, Carrie Callahan, Wendy Lowe, Allison Pratt, Matthew Brunner, Damien Allen, Stephanie Jannelle, Jimmy Quesenberry, Marc Jacobsen, Debra Johnson, Carrie Silliman, Barbara Portor, Santhosh Parameswaran, Aaron Weeks, Lisa Blackwell, Gwen Hughes, Rebecca Pennington		
Designee Attendees:	Lisa Lorton, Jeannie Weddle, David Horton		
Unable to attend:	Rebecca Conner, Joey Sword, Margaret McManus, Trea Cotton		

MEETING MINUTES

- ✓ Jackie McNabb opened the meeting, welcoming the members of the Banner Operations Committee (BOC) to the kickoff meeting. She discussed:
 - The charter of the BOC is attached to the meeting agenda. This charter, approved by President Kyle, defines the responsibilities and membership of the committee.
 - The committee will nominate members to add and will vote on those nominations. Recommendations have already been submitted for membership from Grants and the Foundation. Key to the addition of new members is keeping the representation on the committee evenly distributed throughout the user offices. Not having too heavy representation, with voting rights, in one office area.
 - The “after we go live” list that grew during the Banner implementation project is the list that must be prioritized and scheduled by this committee initially. At this time, only the task for Systems Engineering will be included in the prioritization. The task lists for the other areas in Enterprise Systems is far smaller than the list for Systems Engineering.
 - Jackie McNabb reminded the committee members that there are not unlimited resources in either IT or their user offices.
 - The Data Standards Committee will be a subcommittee of the BOC and will continue to exist.
 - This is not an optional appointment to the BOC. Please send a designed representative if you are unable to attend. Members can designate a standing delegate.
 - Meeting Scheduling:
 - She will try never to cancel the meetings.
 - She will convene special/subcommittee meetings ad hoc, as required.
 - IT does not want to set priorities. When emergency/unplanned requests arise the BOC members will need to work with their peers to adjust priorities to get the work scheduled with IT.
 - At the start, the BOC may meet more often to get priorities defined. Jackie McNabb expects to have one or two sessions to get through the existing task list for Systems Engineering.
 - Jackie McNabb’s goal is to have the complete list by the end of the month and start monthly meeting schedule then.
 - **The BOC committee agreed:** Meeting schedule will be one a month, every month. Every third meeting, the quarterly meeting, will be a planning meeting with new tasks being prioritized. Additional people may be invited to those meetings.
 - Process to Prioritize:
 - Expect that all tasks will be considered high: High 1, High 2, and High 3.
 - When setting the task priority, consider the criticality, timing of the task and investment of resources for both IT and your office.
 - In the future, it is expected that the cost of the task will be tracked and reported to the BOC.
 - Consider if the task will save 1 hour of work a month and will require three programmers a month to complete there is little return on investment (ROI) for the project. A higher ROI would be on a task that will save 8 hours of work with the same investment on the IT team.

- Rate the priorities using criticality (3 categories – called whatever you like), timing (when the task must be available for use in production), and investment (measure by number of man hours saved in your office per week).
 - Debbie Johnson has completed a guesstimate on the task size: Small, Medium, Large; and how long the task will take to complete.
 - Once the BOC has prioritized the tasks, the work will be scheduled, by quarters, and presented to the BOC for review.
 - **The BOC committee agreed:** Jimmy Quesenberry motioned that a quadrant scale be defined to rate the projects. Allison Pratt seconded the motion and the motion passed. Jackie McNabb will work with Jimmy Quesenberry on this.
- Subcommittee to address Data Standards
 - Address and phone numbers
 - The QAS Quick Address project will ensure postal ready addresses are stored in Banner.
- Distributed the Systems Engineering Task List
 - The list is 5 pages. This list needs to be verified for accuracy. Notify Debbie Johnson or your area's Technical Lead if tasks are no longer required or if tasks need to be added.
 - Timings for task size:
 - Small – less than 1 week
 - Medium – 1 to 2 weeks
 - Large – bigger
- ✓ Stephanie Jannelle asked if the BOC members would be presenting their task to the BOC. Jackie McNabb clarified that yes, if there was a need to change priorities on planned or if the schedule work was not acceptable to a BOC member, it would be expected that the BOC would collaborate to make adjustments.
- ✓ Debbie Johnson clarified that for scheduling purposes, she plans 4 hours per day for her team to work on the task list projects. The other 4 hours of the day are expected to be spent in operational support, meetings, sick, vacation, etc.
- ✓ Jackie McNabb noted that Operational tasks will not be included in the tasks to be priorities by the BOC as these tasks are required to be completed in a timeline designated by the university as a whole.
- ✓ Debbie Johnson asked the BOC members to start a dialog with her team to refine the list. Some of the tasks on the list were entered prior to her arrival.
- ✓ Jimmy Quesenberry asked if there was a quick reference between the Task ID on the list. Debbie Johnson clarified that the Task ID is the key in the SharePoint database.
- ✓ **The BOC committee agreed:** The next BOC meeting, scheduled for Thursday, February 17, could be extended an hour to allow for accomplishing more. It will be changed to 3 to 5pm. The following BOC meeting, scheduled for February 22, will also be extended an hour. It will be changed to 3 to 5pm.
- ✓ The meeting was adjourned at 3:13pm.

Approved by BOC on 3/3/2011