## IT Strategic Plan Core Team Charter

<table>
<thead>
<tr>
<th>Team Name:</th>
<th>IT Strategic Plan Core Team</th>
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<tbody>
<tr>
<td>Purpose:</td>
<td>Provide ongoing management of the IT Strategic Plan project to ensure goals are met.</td>
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<td>Timeframe:</td>
<td>August 2003 through April 2004</td>
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<td>Team Sponsors:</td>
<td>Dr. Jim Garland, President</td>
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<td>Core Team Leader:</td>
<td>Reid Christenberry, Vice President for IT</td>
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<td>Team Members:</td>
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<td></td>
<td>Luis Actis</td>
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<td></td>
<td>Debi Allison</td>
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<td>Stan Brown</td>
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<td>Tecumseh Bryson</td>
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<td>Daniel Hall</td>
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<td>Carolyn Haynes</td>
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<td>William Knisely</td>
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<td>Team Resources:</td>
<td>Cornelius &amp; Associates, Kay Roman</td>
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### Team Duties:

1. Provide day-to-day input and direction on the overall strategy and implementation of the project to develop an IT Strategic Plan for Miami University.
2. Ensure that the project stays within scope, completes the deliverables, and meets the specific time frames set.
3. Review and oversee the tactical decisions necessary for the ongoing management of the project.
4. Monitor the progress of the project and take corrective action when satisfactory progress is not being achieved.
5. Receive regular updates and provide input as needed.
6. Identify and resolve critical issues.
7. Ensure the development and implementation of the project communications plan.
8. Provide regular updates to the project sponsor.
9. Ensure the development and implementation of a communications plan for the project.
1. An IT Strategic Plan for Miami University will be developed with input from the entire institution by February 2004. The plan will include:
   a. An introduction and executive summary
   b. A background summary report
   c. An environmental analysis overview with supporting documentation
   d. A strategic vision for Information Technology at Miami University
   e. Missions for the various technology functions at the university
   f. Overall IT guiding principles
   g. Strategic goals or initiatives with related objectives
   h. Overall and specific recommendations
   i. Outline of the recommended ongoing planning process
   j. Implementation timeline for first cycle of tactical plan development

2. An ongoing strategic planning process will be implemented, customized and adopted by April 2004. The planning process will…
   a. Include four iterative phases
      (1) Environmental analysis (First year to be completed by Dec. 1, 2003.)
      (2) Development, revision and alignment of planning document (First year to be completed by January 2004.)
      (3) Integration, planning and development of tactics and measures. (First year to begin by April 2004.)
      (4) Implementation, monitoring, evaluating, and adjusting.
   b. Identify and involve all critical stakeholders.
   c. Coordinate and coincide with the University budgeting processes and cycle.
   d. Align with and directly supports "First in 2009."
   e. Use a project management methodology including:
      (1) Developing a scope document
      (2) Chartering a steering team
      (3) Chartering a project team
      (4) Creating a high-level project plan/timeline
      (5) Conducting critical issue session(s)
      (6) Developing and monitoring a dependency-driven project plan
      (7) Developing and implementing a project communication plan
## IT Strategic Plan Core Team Charter

### Boundaries:

1. The information technology strategic plan will include all technology functions within Miami University.
2. Cornelius & Associates will provide the majority of the coordination, meeting facilitation, and interviewing throughout the process.
3. Cornelius & Associates will write and edit the strategic planning document and communications.
4. Project will use previous assessments and benchmarking studies as the base for developing the strategic plan.
5. The IT Strategic Plan must be aligned with and support "First in 2009."
6. An IT Strategic Planning Steering Committee must be available for monthly meetings.
7. An IT Strategic Planning Core Project Team must be available for monthly meetings, a 2-day planning retreat, and a 1-day tactical planning retreat.

### Operating Guidelines:

1. Bi-weekly status reports will be provided to the project sponsor.
2. The core team will meet bi-weekly, or as needed, during the project.
3. This team will form sub-teams, or assign individuals, to work on specific goals of the project, as needed and as approved by the sponsors.
4. Decisions of the team will be made by consensus.
5. The project leader and project sponsor will make final decisions.
6. This team will follow structured group processes for holding meetings, carrying out-group problem solving, reaching consensus and handling group conflict.
7. This team will develop ground rules of conduct.
8. This team will periodically conduct an assessment of its effectiveness as a group.

### Ground Rules:

To Be Determined by the Core Team