

Agenda and Proposed Plan of Action

UCLA IT Planning Task Force

September 30, 2008

10:00 am – 11:00 am 2121 Murphy

Agenda

I. Introduction of Task Force members and Review of Agenda (5 minutes)

a. Introduction of Mel Barracliffe

[Mel Barracliffe is an external consultant who has worked extensively with UCLA and UC and also has extensive experience with other higher education and corporate institutions. Mel will facilitate our planning sessions and provide external organizational and technical reference points.]

II. Motivation, Objectives and Charge to the Task Force (15 minutes)

- a. Expectations of Task Force recommendations in overall campus planning (Scott Waugh) – Carol is checking on Scott's time as I was told he wouldn't arrive until 10:30
- b. Task Force motivation and objectives (Jim and Sam)

III. Review, discussion and agreement on Statement of Work (30 minutes)

- a. Proposed Table of Contents for a "UCLA Strategic IT Plan" as organizing principle for Task Force plan and schedule
 - i. Key Factors Impacting UCLA IT Strategic Vision
 - 1. UCLA's Vision for Academic Excellence and the UCLA SWOT analysis: the role of IT
 - 2. Review of 2003 IT Vision – progress and gaps
 - 3. Environmental Scan – external factors and trends shaping a long range strategy over 10 years
 - 4. IT SWOT analysis
 - ii. UCLA's 2018 IT Vision and Priorities
 - iii. IT Principles
 - 1. High level statements about how IT will be used to create value
 - 2. Proposed areas for principles

- a. IT Governance
 - b. System and Project Portfolio Management – institutional fiscal and resource understanding
 - c. Intra and inter unit IT solutions
 - d. Medical and campus interoperability
 - e. Mission and supporting applications
 - f. Institutional, local and layered IT services and support, i.e. centralized, decentralized and matrixed deployment
 - g. Enterprise network, data center and security principles
 - h. Institutional data
- iv. Strategies, Tactics and Initiatives
- 1. Major initiatives needed to implement campus IT vision based on the Principles
 - 2. Critical assumptions
 - 3. Organizational and fiscal frameworks
- v. Institutional Requirements and Investment Model
- 1. Integration of IT planning in campus planning
 - 2. Institutional and unit planning
 - 3. Investment models
- b. Issues raised by Task Force members through individual discussions and discussions with Executive Committee and Deans
- Development/gift possibilities for IT
 - Leveraging vendor relations
 - Institutional data management and storage
 - Licensed content
 - Professional development and job growth for IT
 - Pros and cons to organizational consolidation
 - Federation with synergy
 - Life cycle planning
 - Understanding how and how much UCLA is investing
 - Fundamental business model – bargaining model, capital planning model, opt-in versus opt-out
 - Institutional data
 - TIF and the broader concept of ‘taxation’ funding
 - How to stop functions
 - Changing student
 - Metrics
 - UCOP
 - Program Management
 - Helpdesk and support

IV. Tentative Schedule (5 min)

2008 Fall Quarter

- a. September - open campus discussions about Task Force objectives with Executive Committee, Deans, Senate, ITPB and other IT Governance groups; deans and director's memo from Scott
- b. September - Task Force kickoff meeting**
- c. October - open Task Force *Vision/Priorities/SWOT/Scan* focus with ITPB
- d. October/early November - 3-hour facilitated task force session on Vision/Priorities**
- e. December - Task Force *Vision/Priorities/SWOT/Scan* results to ITPB
- f. December - 1- hour task force meeting to finalize draft documentation of Vision/Priorities statements**

2009 Winter Quarter

- g. January - Draft *Vision/Priorities/SWOT/Scan* to Deans, Senate, IT governance committees and other campus groups
- h. January - 3-hour facilitated task force session on *IT Principles***
- i. February Task force draft *IT Principles* to ITPB
- j. February - Task Force progress report to Chancellor, EVC, Executive Committee, Deans, Senate and other Governance groups
- k. March - 3 hour facilitated Task Force Session on *Strategies, Tactics and Initiatives***
- l. March - Task Force draft *Strategies, Tactics and Initiatives* to ITPB

2009 Spring Quarter

- m. April - 1 hour task force meeting to finalize draft *Principles, Strategy/Tactics/ Initiatives***
- n. May - 3 - hour Task Force meeting on *Institutional Requirements and Investment Models***
- o. May - Task Force draft *Investment Model and Institutional Requirements Recommendations* to ITPB
- p. May - 1 - hour Task Force meeting to finalize comprehensive IT Strategic Plan and Recommendations**
- q. June IT Strategic Plan and Recommendations to Chancellor, EVC, Executive Committee, Deans, Senate and other Governance groups

V. Task Force "Homework" (5 min)

- a. Additional comments on SOW, agenda, plan of action and schedule
- b. Use listserv
- c. Introduction to advance materials and documentation relevant to the October session
- d. Talk freely about the task force objectives; announcements will encourage bringing comments and input to you