



## Student Information Systems Project Board Terms of Reference

The SIS Project Board has the responsibility and authority to develop the Student Information Systems (SIS) subject to report to and within the priorities and constraints approved by the Information Services Board (ISB).

Specific responsibilities include:

1. To provide input from the primary stakeholders and provide overall direction and management for the development of the Student Information Systems (SIS).
2. To agree a schedule for purchase and implementation of new SIS.
3. To ensure risks to successful completion are identified and managed.
4. To ensure the project is adequately resourced to deliver the expected outcomes to the desired quality.
5. To approve the set up of the Project Team and other groups necessary for the
6. development of the project.
7. To ensure that the project remains on course and delivers the desired outcomes identified in the Business Case.
8. To approve initiation and closure of key project stages including:
  - a. Business/Process analysis
  - b. Procurement, including contractual arrangements
  - c. Implementation, including acceptance of final solution
9. To approve changes to project specification which are within the agreed constraints for
10. the project.
11. To recommend deviation from budget and timescales within the tolerance level set by
12. ISB.
13. To ensure relevant information is communicated to all stakeholders.

*January 2010*