



## **Student Systems Steering Group**

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### **Terms of Reference**

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## DOCUMENT CONTROL

### Approvals

This document requires the following approvals. A signed copy should be placed in the project files.

Name	Title	Date of Issue	Version
Wendy Appleby	Secretary to Council & Academic Registrar	17 Oct 2012	1.1
Tony Higgins	Assistant Director of Applications, IT Services	17 Oct 2012	1.1
Alistair Owens	Reader, School of Geography	17 Oct 2012	1.1
Sue Sullivan	LLM Programme Co-ordinator, Centre for Commercial Law Studies	17 Oct 2012	1.1
Mark Jenkinson	Teaching Services Manager, School of Electronic Engineering and Computer Science	17 Oct 2012	1.1
Francis Wright	Reader in Mathematics, Director of Undergraduate Studies, School of Mathematical Sciences	17 Oct 2012	1.1
Nick Croft	Reader in Clinical Paediatric Gastroenterology, Blizard Institute	17 Oct 2012	1.1
Lucy Price	General Manager, Institute of Dentistry	17 Oct 2012	1.1

### Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version
Trudy Mason	Deputy Academic Registrar, Student Administration	17 Oct 2012	1.1
Jason Bunning	Head of Student Systems, IT Services	17 Oct 2012	1.1
Charles Loving	Faculty Relationship Manager for Professional Services, IT Services	17 Oct 2012	1.1

Purpose	The purpose of the Steering Group is to provide a robust governance regime that will facilitate greater business control of the SITS portfolio.
Goals	The Steering Group will facilitate oversight and management of the SITS portfolio by providing a governance regime that will: <ol style="list-style-type: none"> <li>1. Provide a composite view of the existing portfolio and any requested changes</li> <li>2. Manage the prioritisation and composition of the complete portfolio to maximise benefits realisation.</li> <li>3. Identify and manage all risks and issues across the portfolio.</li> </ol>
Objectives	The Steering Group is a delivery focused forum that will ensure the SITS portfolio is governed to maximise the return on investment by: <ol style="list-style-type: none"> <li>1. Understanding the overall business impact of the portfolio on the College</li> <li>2. Approving and prioritising new requests in order to maximise benefits realisation</li> <li>3. Reprioritising requests in order to accommodate changing business requirements.</li> <li>4. Producing a comprehensive portfolio status report that illustrates the overall schedule of changes.</li> </ol>
Dependencies	In order for the Steering Group to succeed it will require timely access to information and processes, in particular: <ul style="list-style-type: none"> <li>• The impact of proposed changes to the SITS portfolio on the business processes within the College</li> <li>• The impact of the identified risks and issues to the College</li> <li>• The ITS change management process</li> <li>• The relationship between the SITS portfolio and the business streams within the remit of the IT Strategy Board</li> <li>• The resources available to the SITS development team within the ITS structure</li> </ul>
Scope	The scope of the Steering Group includes: <ul style="list-style-type: none"> <li>• Providing the overarching governance framework for the SITS portfolio by defining: <ul style="list-style-type: none"> <li>○ Who may request changes to the SITS portfolio</li> <li>○ How such requests are made to the Steering Group</li> <li>○ How they are approved and prioritised – and subsequently reprioritised</li> </ul> </li> <li>• Reviewing the implementation of changes to the portfolio</li> <li>• Managing portfolio risks, issues and changes to ensure that business outcomes are not jeopardised.</li> <li>• Financial oversight of the portfolio but <b>not</b> budgetary approval.</li> </ul>
Out-of-Scope	The Steering Group does not have budgetary approval authority. Any requirements for additional funding will need to go through the usual approval process.
Accountability	The Steering Group is led by the Academic Registrar, however, the Steering Group has collective accountability for the successful delivery of its portfolio and in particular: <ul style="list-style-type: none"> <li>• Ensuring that the overall portfolio is delivered on-time and within budget.</li> </ul>

	<ul style="list-style-type: none"> <li>• Implementing a robust quality assurance regime that oversees the documentation and review of all new requests.</li> <li>• Measuring, tracking and reporting the benefits that are accrued as changes to the portfolio are delivered.</li> </ul>
Responsibilities	<p>The Steering Group will be comprised of senior stakeholders across the College who are already involved in the delivery and use of the SITS portfolio. The Steering Group will be responsible for:</p> <ul style="list-style-type: none"> <li>• Regular monitoring of the overall status of the portfolio.</li> <li>• Evaluating new requests and preparing recommendations for the new investment.</li> <li>• Terminating requests that no longer have a valid business requirement or business case.</li> <li>• Provide leadership and direction, particular in the area of business change.</li> </ul>
Membership	<p>The Steering Group will be flexible to accommodate the changing stakeholder requirements during the lifecycle of the portfolio; it will be comprised of permanent and temporary members:</p> <p>Permanent Members</p> <ul style="list-style-type: none"> <li>• ARCS: Academic Registrar (Chairperson)</li> <li>• ARCS: Deputy Academic Registrar (Registry) (Deputy Chairperson)</li> <li>• ITS: Assistant Director of Applications</li> <li>• ITS: Head of Student Systems</li> <li>• Faculty Representatives (2 per Faculty)</li> </ul> <p>Temporary Members</p> <ul style="list-style-type: none"> <li>• Faculty stakeholders</li> <li>• Professional Services stakeholders</li> </ul>
Frequency	<p>The Steering Group will meet on a regular basis to ensure that the portfolio has the appropriate level of governance applied. At a minimum the portfolio Board will meet every three months.</p>
Outputs	<p>The Steering Group exists in order to expedite the governance required to define, prioritise and optimise the business effectiveness of the SITS portfolio:</p> <p>The key outputs that will be produced by the Steering Group are:</p> <ul style="list-style-type: none"> <li>• Meeting minutes</li> <li>• Approved content summarising the status of the complete portfolio</li> <li>• Schedule for implementing new requests</li> <li>• Updated Risk, Issue and Action logs</li> </ul>