Initial Six Month Progress Report for the Enterprise Application Resources Planning Board

This first semi-annual report of the activities of the Enterprise Application Resources Planning board (EARP) is a review of its formative activities and outcomes. Its scope includes IT-dependent applications relevant to the support of the university’s business. These are academic, administrative, research, and student information support systems.

Since its first monthly meeting in September 2007, EARP has devoted its efforts to developing the structure and supporting documentation to facilitate enterprise wide major project prioritization. The outline of activities below represents the numerous tasks necessary to provide a sustainable process. Most significant among these early outcomes are the creation of models for the prioritization process/timeline, priority analysis (rationale), a project submission template, and a web site resource for departmental and administrative stakeholder information.

I. Objectives, progress and activities to date

1. The EARP Board began meeting on August 9, 2007
2. Group began meeting monthly and moved to meeting bi-monthly
3. Process has been governed by limited number of meetings
4. Board members are comprised of stakeholder representatives
   (1) Student Information Systems – Bob Turvey and Dorothy Knoll
   (2) Academic Information Systems – Susan Zvacek and Mary Roach
   (3) Administrative Systems – Richard McKinney
   (4) Research Support Systems – Barbara Armbrister
   (5) Project Management (Gateway) Liaison – Julie Loats
5. Foundation work has been established including group practices and objectives
6. Board members have acquired a common understanding of issues regarding large technology projects
7. Encouraged the creation of leadership/stakeholder groups that did not previously exist
   (1) Research Support Systems
   (2) Academic Information Systems
8. Identified an appropriate strategy for managing the numerous non-priority projects
9. Identified appropriate sources for requests
   (1) Project Sponsor
   (2) Funding Sponsor
   (3) Project Owner
10. Created a process and procedure for the intake of project proposals
11. Developed project rating guidelines and rationale
12. Conceived a process timeline for managing projects and proposals
13. Developed a website which will provide an overview, timeline, forms and other information [http://www.informationservices.ku.edu/enterpriseapps](http://www.informationservices.ku.edu/enterpriseapps)
14. Established and email address – enterpriseapps@ku.edu
II. Strategy for communication – process initiation

1. Website will be the main resource for communication
2. An initial communication will be sent to the DDDC-I – this list included the program and functional areas where most projects will emerge.

The next phase of EARP will involve communication to departmental and administrative leadership informing them of the board’s work and soliciting the first quarterly project submissions (early May 2008). While the formative work of EARP evolved, no suspension of existing or critical occurred. Consequently it is anticipated the board will incorporate these, as well as new projects into its process. The first wave of projects will determine whether the process timeline initially developed is realistic. The board anticipates the need to make appropriate adjustments to its processes based on real-world experience.