

## **EISE Project Meeting Notes Eastern Illinois University**

Team/Group: EISE Steering Committee

Date: June 15, 2005  
Time: 9:00am-12:00 noon  
Place: ITS Conference Rm  
Attendees: Bill Witsman, Jeff Cross, Sue Harvey, Jone Zieren, Linda Moore and Mike Hutchinson from Internal Auditing

Note Author: Bill Witsman

### **Agenda and discussion items**

The near final draft of the Data Standards Team responsibilities and members was distributed. Bill will incorporate this into the Organization Plan.

Bill is working on the web site. Planning documents are on-line but in draft form.  
Suggestion: Each process teams/modules needs a page that is subject to change that would include their objectives. . . inc. agenda, goals.

There was much discussion about the planning documents. Changes will be made to these as discussed and the new versions will be placed on the EISE web site. The committee should review and attempt to approve the documents at the next meeting.

Bill will meet with new VPSA Dan Nadler to review the EISE project.

### Project Definition Document

#### Monitoring, Tracking, Quality Assurance

Jeff brought up the subject of monitoring along the way. Are we doing what we think we are doing? Look back at objectives we wrote and compare point for point.

Sue suggested we should have a survey now to measure progress. Example: to see what "shadow" systems exist now.

Chat suggested a rough survey in each VP area.

Jeff: Can be qualitative rather than quantitative to assess progress.

Bill suggested these ideas should be incorporated into a Quality Assurance Plan or other document.

Bill will:

- Converse with Neil Plaistow, SSCT PM, about this
- Seek examples for measurement tools from U of I and others institutions
- Find and place on web site SCT Template plans and those of other institutions

Bill asked for 2 or 3 to work as a subcommittee for these issues.

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Subcommittee: Jeff, Linda and Jone will begin looking at the issues with some ideas following:

- What do we need to track effort?
- Time spent on project?
- How will we measure success?
- Collect measurement information now and during the project.
- Nature of write up to be included in a planning document

**ORGANIZATION PLAN**

Note: we sign off but SCT does not.

Bill will add Cross Functional Group and Data Standards details to the Organization Plan.

**COMMUNICATION PLAN and communication in general**

Suggestion: Use link to a website in e-mails instead of sending attachments. Want people to go to one source.

Is there software available to perform automatic notification via email to a group of people when a web site is changed? This would allow for efficiencies when documents such as meeting notes or agenda are added to the EISE web site. Chat will follow up on this.

An area/facility is needed that would allow collaborative work on documents. Chat will look into this matter.

A newsletter and/or other campus wide communications should be established for the project. The committee discussed having at least monthly and possibly bimonthly publications. Bill will talk with VP Nilsen about gaining assistance with publication production and about the best mode, paper or EIU electronic newsletter, of publications.

The EISE web site needs a FAQ for people to refer to. Also for rumor control a facility like "Ask Ramona" is needed to address issues and concerns that folks have heard about.

**Decisions Made**

**Decisions for referral**

**Tabled/Future discussion Items**

**Ongoing Task List , Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status
AISC012	Review planning documents for	SC Members	Before next	Ongoing

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Item Identifier	Item Description	Owner	Target Completion Date	Status
	next meeting		meeting	
AISC013	Determine members for Data Standards Team – names to Bill	SC Members	Before next meeting	Completed
AISC014	Determine members for Reporting Standards Team – pass names to Bill	SC Members	Before next meeting	Ongoing
AISC015	Discuss with areas the needs and nature of a reporting tool	SC Members	Before next meeting	Ongoing
AISC006	Find a Project room	Bill W		Still looking
AISC020	Start up Data Standards Team	Bill W	ASAP	Completed

**New Action Items**

Item Identifier	Item Description	Owner	Target Completion Date	Status
AISC021	Add Cross Functional Collaboration Group and Data Standards Team to Organization Plan	Bill	ASAP	
AISC022	Meet with VPSA Dan Nadler to review the EISE project	Bill	After Aug 1	
AISC023	Make the changes to the planning documents as discussed	Bill	ASAP	
AISC024	Research software to automatically notify via email when web site is updated	Chat		
AISC025	Research method for collaborative document manipulation	Chat, Bill		
AISC026	Discuss potential publications with VP Nilsen	Bill	ASAP	
AISC027	Formulate measurement issues and methods	Jeff, Linda, Jone		
AISC028	Discuss with SCT appropriate document for quality assurance and measurement issues. Find template and examples from SCT and others	Bill	By next meeting	

**Attachments and/or meeting Handouts listed:**