



Project Information

Project Name: Hamilton Campus IT Strategic Plan

Date: September 23, 2004

Project Sponsor: Dr. Daniel Hall

Executive Director, Hamilton Campus

Project Sponsor is the ultimate project escalation point. Typically owns the majority of the project resources and/or is the key customer.

Project Steering Team: Dr. Daniel Hall

Executive Director, Hamilton Campus

Debra Allison

Deputy Chief Information Officer, IT Services, Oxford campus

The Steering Team removes roadblocks to the project; addresses and resolves issues as raised by the Project Manager.

Project Core Team Members:

Susan Reams, NSG

Kathleen Weber, Director, Continuing Education

Carol Stubblefield, Student Services

Chris Connell, Asst. Ex. Dir-Admin/Budget

Beverley Taylor, Faculty, PHY

Scott Isaacs, Student

Kenny Craig, President/CEO, Greater Hamilton Chamber of Commerce

Diane Delisio, Chair, CIT; Coordinator, CSA

Robert Speckert, Chair ENT

Jim Lipnickey, Director of Computing Services

The Core Team is the key work group for the project.

Project Manager: Jim Lipnickey, Director of Computing Services

Manages project tasks, resources, and deliverables. Project Manager facilitates getting project work done, raises issues to the Steering Team and/or the resource manager where appropriate, and coordinates team leaders.

Project Consultants: Debi Allison, Deputy Chief Information Officer

Kay Roman, Cornelius & Associates

Project Consultants facilitate the project management process: attend meetings, track issues, coach the Project Manager on process steps.

Document History

Document Version	Document Version Date	Revised By	Requestor	Approved By	Description(s) of Change
1	07/06/2004	Debra Allison	Daniel Hall		Development of Draft #1
2		Jim Lipnickey		Daniel Hall	Identified Core Team Members



Document History

Document Version	Document Version Date	Revised By	Requestor	Approved By	Description(s) of Change
3	9/4/2004	Debra Allison			Clarified steering team, core team
4	9/23/04	Debra Allison			Updated student representative
5	9/24/04	Jim Lipnickey			Updated with Hamilton Campus log

1. Objective:

- 1.1. Develop a strategic plan and ongoing strategic planning processes for information technology on the Hamilton Campus. This strategic plan and process will integrate with and support the overall University vision and mission, including the University's IT Strategic Plan.
- 1.2. The project will follow an abbreviated process, building on what has been learned through the University's IT Strategic Planning process. The phases will include: 1) a fast track environmental analysis; 2) development of the strategic plan; 3) development of tactics and measures; and 4) implementation, monitoring, evaluation and adjusting in line with the University's IT Strategic Plan.

2. Background & Narrative:

- 2.1. Daniel Hall, Executive Director, Hamilton Campus, requested the assistance of IT Services in developing an IT Strategic Plan for the Hamilton Campus. Given that this effort will further extend the impact of the University's IT Strategic Plan, as well as enhance its relevance to the Hamilton Campus, Reid Christenberry is lending his support to the project.

3. References:

- 3.1. Miami University IT Strategic Plan, May 2004, located at <http://www.muohio.edu/itplan>
- 3.2. Miami University IT Tactical Plan, May 2004, located at <http://www.muohio.edu/itplan>

4. Deliverables:

- 4.1. An IT Strategic Plan for the Hamilton Campus that includes:
 - 4.1.1. an introduction and executive summary
 - 4.1.2. an environmental analysis overview, including identification of all critical stakeholders
 - 4.1.3. missions for the various technology functions on the Hamilton Campus
 - 4.1.4. overall IT guiding principles
 - 4.1.5. strategic goals or initiatives with related objectives
 - 4.1.6. outline of the recommended ongoing planning process
 - 4.1.7. implementation timeline for first cycle of tactical plan development

5. Boundaries:

- 5.1. The plan must be aligned with and support "First in 2009." [involvement of regional campuses in First in 2009?]
- 5.2. The plan must align with and support the University's IT Strategic Plan and Tactical Plan and process.
- 5.3. A core team must be available for monthly meetings.
- 5.4. Involvement and input will be sought from students, faculty, and staff on the Hamilton Campus.

6. Assumptions:

- 6.1. The mission of the Hamilton Campus of Miami University builds upon the overall University mission, while addressing the flexible academic needs of the community in which it resides to meet the needs of non-traditional, non-residential students.

Miami Hamilton is close to home and work, comfortable and affordable, and gives you the same great nationally recognized academic quality of Miami University with the convenience of a commuter campus. Whether you are updating your job skills, changing careers or



starting/completing a degree you have always wanted, Miami Hamilton will help you successfully obtain your educational goals. [*Miami University Hamilton web site*]

- 6.2. The different needs of the Hamilton Campus students require a different approach to information technology services.

7. Risks:

- 7.1. Hamilton Campus may have unique information technology needs that conflict with the needs of the university as a whole or one of the other campuses.
- 7.2. It may be difficult for the Hamilton Campus to identify the funds necessary to implement tactical plans.