

READY-TO-SERVE OPERATING COMMITTEE (ROC)

Charter
August 23, 13

OVERVIEW

Comprising the ITS Staff members of the Technology Operating Committee, this group oversees projects, budgets, external spending, and holds overall accountability for the day-to-day management of the Ready-To-Serve program of projects, as well as non-capital projects that are Ready-to-Serve (operational) in nature.

OBJECTIVES

The ROC is led by the Director of Strategy and Portfolio Management and provides governance over non-strategic projects under \$50k and all projects within the Ready-to-Serve Program, by monitoring portfolio delivery progress and removing delivery barriers. The ROC will serve as the gatekeeper for these projects through the management of requirements, the monitoring of project budgets, the approval of spending requests and project change requests, and the preparation of quarterly Portfolio Discussion Reports to the TIC as a part of the organization's Quarterly Business Review.

The objectives of the ROC are to

- Align work and resources with TIC priorities
- Allocate project funding and make decisions about ongoing spending on non-capital projects and RTS projects
- Approve or deny project spending requests and change requests
- Resolve escalated issues and evaluate risks
- Advise and help remove obstacles to successful delivery

RESPONSIBILITIES

The ROC works closely with TOC, escalating and informing the TOC of any strategic issues or impacts to the overall portfolio caused by activities under the purview of the ROC; All members of the ROC are also members of the TOC.

The ROC oversees the projects in the RTS program and the non-capital and non-strategic projects proposed by the TIC, the TOC, or the ROC and

MEMBERS -

Leader: Faith Brown,
Director, Strategy and
Portfolio Management

Len Peters, Associate
VP and CIO

David Campbell, ITS
Director of Finance &
Budgeting

Jeff Capuano, Senior
Director Campus
Technology Services

Susan Kelley, Senior
Director, Infrastructure
Services

Gary Kidney, Deputy
CIO for Academic
Solutions

Jane Livingston,
Associate CIO, Campus
Community
Technologies

Rich Mikelinich, Chief
Information Security
Officer

Kim Miller, Director,
ITS Project
Management Office

READY-TO-SERVE OPERATING COMMITTEE (ROC)

Charter
August 23, 13

approved by the officers.

The alignment, selection, and prioritization of the Portfolio are the responsibilities of the TIC. The ROC informs the TOC and the TIC when:

- There is a conflict with a particular resource that would impact the ability of ITS to deliver one or more projects
- Approval from the TIC is required when estimated costs are >\$250K over the original program allocation approved by the Officers and the overall budget portfolio is affected
- Approval from the TIC is required for new project proposals >\$250K
- The ROC recognizes strategic issues or decisions that should be considered or reconsidered by the TIC.

The ROC presents a bi-annual report to the TIC including details of:

- Pre-committed funds, committed funds, and actual spend
- Program and project status
- Changes
- Newly proposed and approved projects <\$250K
- Changes in original program allocation when the overall budget portfolio is not affected

Joe Paolillo, Associate
CIO, Medicine and
University IT Partners

Russell Sharp,
Executive Director,
Office of the CIO

Marc Ulan, Associate
CIO, Business Systems
Group

Brian Wolson,
Associate CIO, Shared
Solutions

FREQUENCY

Twice per month