Joint Steering Committee (JSC) Charter

| Team Name & Type | Joint Steering Committee  
| Type: Steering Committee coordinating team |
| Authorizing Agent | Darrell Bazzell, Vice Chancellor for Administration |
| Establishment Date | August, 2006 |
| End Date (May be extended) | August, 2007 |

**Purpose/Vision**
Identify UW Strategic Administrative Projects (SAPs) and Strategic Interoperability Points (SIPs). Achieve cross-project coordination, collaboration, alignment, change management, issue resolution, and information sharing to ensure optimum success.

**Scope of Authority**
- Advisory to the Vice Chancellor for Administration (VCA)
- Advisory to UW System Governance Bodies
- Advisory to Administrative Council (AC)
- Oversight and empowerment of the Joint Project Manager’s Committee (JPMC)

**Principles**
The JSC:
- Provides an open, constructive forum for anticipating and resolving issues related to Strategic Administrative Projects (SAPs).
- Focuses on SAPs as a portfolio of projects rather than individual projects.
- Focuses on solutions that result in the best balance and value to the university across the portfolio of projects.

**Goals/Deliverables**
- Establish and maintain a 5-7 year “roadmap” of future SAPs
- Oversee and address issues identified in the consolidated high-level timeline Note: The timeline is created and maintained by the JPMC and includes Strategic Administrative Projects, Strategic Interoperability Points (SIPs) and Cross Project Decisions (CPDs).
- Remove roadblocks and barriers identified by the JPMC
- Delegate appropriate decisions to the JPMC
- Identify, obtain and balance the allocation of resources across SAP projects.

**Operating Procedures / Communication**
- JSC will meet bi-weekly, Mondays, 1:30-3:00 – alternate weeks from the JPMC.
- JSC communicates via e-mail distribution lists.
- Agendas, and meeting decisions and action items are posted to My WebSpace in the Joint Project Documentation group directory. The My WebSpace directory is available to the JPMC, the JSC, and the Administrative Council.
- Project documentation related to the SAPs is available on My WebSpace.
- SIPs will be defined and documented as projects using the SIP Project Charter Template (included in the Project Management Approach document). Documentation will be available on My WebSpace.
- CPD processes and documentation will be available on My WebSpace.

**Structure/Organization**
- Administrative Council
- Joint Project Manager’s Committee
- Strategic Administrative Project Managers & Teams
- Administrative units and staff
- Faculty, students, staff
- UW System Administration and Governance Bodies

**Executive sponsor**
Darrell Bazzell, Vice Chancellor for Administration

**Co-chairs**
George Watson, UW-Madison, OQI
Lorie Docken, UWSA
Team Membership & Roles

**Roles:**
Each JSC team member serves on a Steering Committee of a SAP project or holds a leadership position impacted by the SAPs. JSC members are expected to fulfill the following roles:

- Leadership roles for development and enhancement of administrative systems
- Monitor progress using the High Level Timeline for SAPs and SIPs
- Facilitate the allocation/re-allocation of budget dollars to address needs of SAPs and SIPs
- Address/resolve SAP/SIP issues based on the analysis of options and recommendations presented by the JPMC
- Advisory to the Vice Chancellor for Administration
- Advisory to UWSA
- Advisory to System Governance

**Team Members**

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<thead>
<tr>
<th>Roles *</th>
<th>Team Members</th>
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<tr>
<td></td>
<td>Al Benzschawel, Bob Dye, Jack Duwe, Steve Hahn, Mike Hardiman, Paul Jelle, Pennie Maclean, Paul Matcha, Don Miner, Ken Mount, Kim Moreland, Diane Mann, Carol Block, Tim Norris, Dwan Schuck, Carla Raatz</td>
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Organizational Structure

See attached Administrative Projects Structure diagram and Strategic Administrative Projects – Project Management Approach.

Decision-Making

**Process**

- Planning Decisions – Develop and maintain a 5-7 year “Roadmap” for Administrative Systems. Possible topics include:
  - Timing of HRS
  - Timing of IBIS / e-Procurement
  - Infrastructure
- Addressing Significant/Contentious SAP/SIP Issues – The JPMC will analyze the issue and develop recommendations. The recommendations will be presented to the JSC for approval/resolution/escalation. Examples of issues might include:
  - Allocation of DoIT or User resources
  - Critical Path or Timeline issues
- Escalation of issues
  - The Vice Chancellor of Administration
    - Campus Budget/Resource
  - Administrative Council
    - Campus Business Policies and Practices
  - UWSA
    - System Budget/Resources/Policies/Practices
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<th>Term</th>
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<td>Administrative Council</td>
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<tr>
<td>CPD</td>
<td>Cross Project Decisions</td>
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### Change Log

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<td>George Watson</td>
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### Approval Signatures

**Sponsor / Authorizing Agent**

(Signature)  
Name: Darrell Bazzell  
Position: Vice Chancellor for Administration  
Organization: UW-Madison  
(Date)