MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES

Agenda Item Summary Sheet

Committee: Technology Committee   **Date of Meeting:**   September 15, 2010

Agenda Item: Office of Legislative Auditor Compliance

☐	Proposed Policy Change	☐	Approvals Required by Policy	☐	Other Approvals	☐	Monitoring

☒ Information

Cite policy requirement, or explain why item is on the Board agenda:
Board Chair Paskach requested that the board of Trustees Technology Committee be provided with progress reports on the resolutions of the findings cited by the Legislative Auditor in its February 2010 report, *MnSCU System Office*.

Scheduled Presenter(s): Darrel Huish, Vice Chancellor – Chief Information Officer
                             Carolyn Parnell, Chief Operations Officer

Outline of Key Points/Policy Issues:

Background Information:
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INFORMATION ITEM
OFFICE OF LEGISLATIVE AUDITOR COMPLIANCE

BACKGROUND
Chief Operations Officer Carolyn Parnell will provide a report on Information Technology's progress on Office of Legislative Auditor Compliance.

Minnesota STATE COLLEGES & UNIVERSITIES

Office of Legislative Auditor Compliance
September 2010

Audit Item and deliverables	Status	Completion Date
Survey campus users on their needs and the performance of new systems		
Campus communication preference survey	100%	May-10
Revive and administer 2006 campus service survey	0%	Dec-10
Allot additional time for user testing and training		
Build user testing and usability evaluation into development cycle	100%	Jun-10
Hire consultant for SF usability studies	100%	May-10
Hire usability architect	80%	Oct-10
Increase resources to provide end -to-end training	0%	TBD
Improve IT system data dictionaries and user manuals		
Improve Research & Data Services (RADS) communication and documentation	85%	Oct-10
Document production data marts, enterprise products, processes, procedures	80%	Oct-10
Develop dashboards for ISRS and RADS data dictionary, and APPL/REPL performance monitoring	95%	Oct-10
Improve APPS documentation and content on data flows, mappings and scheduled processes	75%	Oct-10
Provide updated and current user manuals for each ISRS module	0%	TBD
Closely track the status of individual projects		
Formally assess the PMO and its processes	100%	Mar-10
Improve monthly status reporting by improving report formats, reviewing with business owners	100%	Feb-10
Schedule formal, open monthly status review meetings	100%	May-10
Develop and implement a formal external stakeholder communication plan for each project	100%	Mar-10
Develop and implement formal transition plan for operational support of all projects	50%	Nov-10
Develop a project management database for all PMO and infrastructure projects	100%	Apr-10
Specify project deliverables more clearly in contracts		
Develop and implement contractor statement of work template to be used on all ITS projects	100%	Mar-10
Implement a contractor performance review process		
Develop and implement contractor evaluation template for all ITS projects	100%	Feb-10
Operationalize a formal performance review of the contractor and work delivered	100%	Jun-10
Work with other divisions in the OOC to provide consistency in the contractor evaluation process	0%	Oct-10

indicates deliverable is complete.

For additional information please contact:
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