

OneIT@Iowa

Project Charter



IT PROCUREMENT

Project Information

Project Team Leads: Tim Evans, Patrick Delin
Project Manager: Kirk Corey
TeamDynamix Project Number: 241122

Project Overview

This project will achieve three objectives. The first objective is to create ways to reduce the cost of procuring and cost of managing end user devices, including the use of alternative technologies such as Virtual Desktop Infrastructure (VDI). The second objective is to develop and implement a process that gives the University CIO Office oversight and workflow approval of all IT-related purchases. The third objective is to form a team to implement improvements to the procurement, management and distribution of software to end users.

Project Purpose and Benefits to Campus

- Make sure faculty and staff get the right IT equipment, software and services to be effective in their instruction, research and performance of their jobs.
 - Developing campus-wide standard PC configurations will streamline the new centralized desktop support function due to having fewer variations for the central staff to support.
 - Developing campus-wide standard PC configurations will encourage people to use a standard and discourage people from purchasing more expensive, non-standard alternatives.
 - Enabling CIO oversight will enhance transparency, identify duplicate purchases, and assist with university-wide prioritization of purchases.
 - Improved procurement, management and distribution of software will assure legal and regulatory compliance, achieve best pricing, identify unnecessary duplication, increase awareness of available titles, and streamline distribution of titles.
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Project Scope Statement

- The scope of this project includes IT-related purchases of end user devices (desktops and laptops) and other IT equipment, software and services for the general campus, excluding HCIS and CCOM.

High-Level Requirements

- Develop specific standard configurations of end user devices, negotiate best pricing for standard configuration, and encourage adoption of standard configurations.
- Identify use cases and cost models for VDI.
- Develop efficient process framework to identify needs for individual faculty and staff to get them the “right” equipment, software and services, at the best possible price.
- Enhance workflow functionality (e.g. routing by IACCT) to enable CIO oversight and approval of IT purchases.
- Create a clearinghouse for legal and regulatory review, verifying need, identifying similar functionality, opportunities to consolidate licensing across campus and with other Regents institutions, and negotiating best price. Identify how this relates to software subprojects of other OneIT projects and find a way to coordinate these projects.

High-Level Risks

- Possible risks include availability of team member and stakeholders, coordination with other procurement-related projects (e.g., Printing), staffing/funding for VDI evaluation. Customers may not use standard configurations or contracts. Customers may use incorrect IACCTs or pcards, avoiding review.

Assumptions and Constraints

- Vendors will engage to help us standardize on IT equipment, software and services that meet needs
- UI Purchasing will have resources to partner with IT
- Huron’s work with Purchasing will not duplicate or pre-empt parts of this project.
- Collegiate or local IT groups will be involved in process to identify individual IT needs.
- Workflow can be modified to enable CIO oversight.
- Software office will need additional staff to perform new functions.
- A manageable number of end user device configurations will meet a high percentage (80%) of the campus user needs.
- We will be able to define clearly what kinds of devices are in and out of scope (e.g., patient care devices are out of scope).
- Standard hardware configurations will be more broadly used in certain areas than in others. For example, some research applications will require non-standard hardware.
- We use Deloitte’s reported cost assumptions as the baseline for savings:
 - # of Desktop PC – 13,035
 - Average Desktop Cost - \$900
 - Average Refresh Rate – 4 years
 - Total Annual Spend on Desktop - \$2,932,875

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Project Governance

- Program Office
- Steering Committee
- CIO
- Updates provided by Governance project

Anticipated Cost Savings Categories

- End user device standardization
- Extend useful lives
- CIO review
- Software consolidation and license aggregation

Sub Projects

- VDI evaluation
- Defining standardization of devices and strategic sourcing
- CIO oversight/approval process, develop process framework to identify individual needs
- Transform software office

Preliminary Milestones

Milestone	Target Date
Draft charter	May 1 2015
Final charter	June 1 2015

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Project Team

Tim Evans, Team Leader
Patrick Delin, Team Leader
Kirk Corey, Project Manager

Stakeholders:

Refer to Stakeholder Registry

Potential Implementation Cost:

TBD

Key Dates

Target Start Date:	05/1/2015
Target Go-live Date:	01/01/2016
Charter Ratification Date	06/01/2015