



Project Details

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

Project Overview (What is going to be accomplished)

This project will:

- Create ways to reduce the cost of procuring and managing end user devices
- Identify use cases and cost models for VDI
- Develop and implement a process that gives the University CIO oversight of all IT-related purchases
- Centralize and improve the procurement of IT software licenses to assure best pricing and terms

Project Staffing (Who will perform the work)

Who	Skill Set	Estimated Time Commitment
Tim Evans	ITS Senior Director, Project Co-Lead	80 hours
Patrick Delin	Athletics IT Director, Project Co-Lead	80 hours
Kirk Corey	Project Management	100 hours
Tom Neese	VDI Subject Matter Expert, Subproject Lead	50 hours
Tim Wolf	Procurement Subject Matter Expert, Subproject Lead	50 hours
John Watkins	Purchasing Subject Matter Expert, Subproject Lead	40 hours
Tracy Scott	Software Subject Matter Expert, Subproject Lead	50 hours
Dan Mentzer	VDI Subject Matter Expert	30 hours
Tracey Schmidt	Software Subject Matter Expert	30 hours
Additional subproject team members	VDI and software interest and expertise	10-15 hours each

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Project Schedule (When will the work be started/completed)

Subproject 1 – VDI

Task	When	Who	Status	Notes
Review work already started and define use cases	Fall 2015	Entire subproject team	Complete	Review information from Deloitte, as well as previous cost estimates and models from UI and ISU. Discuss potential use cases for deployment
Draft report	Spring-Summer 2016	Tom, Dan, Kirk	In progress	
Review and finalize draft; publish results.	Fall 2016	Entire subproject team	Not started	

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Subproject 2 – Standardization of devices and strategic sourcing

Task	When	Who	Status	Notes
Solicit input on standard configurations and negotiate pricing	Fall 2015- Spring 2016	Tim, Tracy, Purchasing, interested stakeholders	In Progress	Standard Dell configurations defined and currently being purchased
Review purchase numbers and identify additional opportunities	Summer 2016	Tim, Tracy, Purchasing, interested stakeholders	In Progress	Currently looking at additional laptop options
Define next steps	Fall 2016	Tim, Tracy, Purchasing, interested stakeholders	Not started	

Subproject 3 – Transform software office

Task	When	Who	Status	Notes
Define and review current state	Fall 2015	Subproject team	Complete	
Design future state	Spring 2016	Subproject team	In Progress	

Subproject 4 – CIO oversight

Task	When	Who	Status	Notes
Gather requirements	Fall 2015	Kirk, Tim, Steve F.	Complete	
Changes to procurement software	TBD	TBD	Not started	Start and duration pending availability and sequencing with other changes to procurement software

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Project Budget

This project does not involve any equipment expenses. The proposed project relies primarily on staff time.

Change Control Plan

Substantial changes to project scope will be brought to the OneIT Steering Committee for evaluation and resolution. Minor changes will be handled by project leadership. The project manager and leadership will determine the scale of changes.

Communications Plan

Target Audience	Primary Contact	Communication Mechanism	Frequency	Purpose/Description of Communication	Owner
OneIT Steering Committee	Program Office	Email, meeting discussion	As needed	Updates on project, feedback, change mgmt	Kirk Corey
OneIT Leaders	Chris Clark	Email, meeting, sharepoint, website	Ad hoc as needed	Project Updates, vetting proposed plans	Kirk Corey
Collegiate IT Leaders	Boyd Knosp	Email, meeting, sharepoint, website	Ad hoc as needed	Project Updates, vetting proposed plans	Kirk Corey
OneIT Community	Nicole Riehl	Email, website	Ad hoc as needed	Project Updates, vetting proposed plans	Kirk Corey
ITAdmin Community	Jessica Church	Email, Meeting, website	Ad hoc as needed	Project Updates, vetting proposed plans	Tracy/Tim W.
ITAC	Lynette Racevskis	Email, Meeting, website	Ad hoc as needed	Project Updates	Kirk Corey
Associate Deans Group	Chris Clark	Email, Meeting, website	Ad hoc as needed	Project Updates, vetting proposed plans	Kirk Corey
UI Faculty Governance	Laura McLaren	Email, Meeting, website	Ad hoc as needed	Project Updates, vetting proposed plans	Kirk Corey

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Risk Management Plan

Risk Number	Risk Description	Likelihood (H,M,L)	Impact (H,M,L)	Mitigation Strategy
1	Logistical challenge of handling legal and regulatory review, identifying functionality and duplicate use and providing self-service capability for all software titles across campus.	H	H	The current software review process is complex; mitigating this risk is part of the purpose of the project. Achieved by better balancing the workload among groups, to avoid bottlenecks.
2	Resistance of users to go through a central process.	H	M	Well-designed controls should minimize workarounds.
3	Lack of resources to implement and maintain the work outlined in this project.	M	L	Primarily affects CIO oversight because of dependence on programming.