

**UF HSC ISAC**  
**HSC Information Services 'Current State' Project**  
**Project Status Report**  
**September 13, 2006**

Project approved by HSC ISAC. Project Scope document reviewed by HSC Leadership. Approved for implementation by Jan van der Aa. (See initial draft Project Scope/Proposal: <http://www.health.ufl.edu/aiss/isac/HSC-IS-CurrentStateProposal-Final-20060413.pdf>)

HSC ISAC discussed approached to ISAC Planning and Project Management Processes at their July 13<sup>th</sup> meeting (See July 13, 2006 Minutes: <http://www.health.ufl.edu/aiss/isac/minutes.html> ). Excerpts:

- Need to identify specifically what ISAC should address at the HSC level.
- Need to be responsive to larger goals of colleges and UF.
- Identify projects and initiatives we are currently doing. What is working? Where are there opportunities for consolidation?
- Difficult to address planning process without knowing what is current state.
- ISAC needs to address enterprise-wide and infrastructure needs.
- Perhaps begin by working with individual IT provider groups to identify current large projects that overlap across colleges and units (shared needs).
- Suggest compiling list of currently known projects, initiatives, needs, then continue on an ongoing basis.
- Decision: Jan and staff will continue compiling currently known information and recommend processes.

Recommend the following changes to HSC IS Current State project:

Add to Goals and Data Elements:

- Current and anticipated HSC or College level IT goals, initiatives, needs and projects.

Add to assessment participants:

- College or Unit leadership and advisory committees responsible for IT planning and decision making.

Convene Project Teams:

- Sponsor: Jan van der Aa and ISAC
- Oversight Team - TBD. Solicit recommendations from ISAC and Project Team.
- Project Team Composition: IT Managers or Experts from:
  - Each HSC College (including representatives for each mission),
  - Clinical Enterprise,
  - IT Center,
  - VPHA Office or COM Dean's Office (Administration & HR).
  - Up to 9 Members
- Project Team - desired knowledge and skills:

- Knowledge of College of Unit organization, IT environment, IT needs of their faculty, staff and students.
- Experience with data collection/analysis, design and methodology.
- Experience with Project Management processes and tools.
- Ability to commit 10% effort for approximately 6-12 months including weekly project team meetings.

Impact of changes:

- Increases project duration from 4 months to approximately 6-12 months.
- Decreases Project Manager commitment from 50% to 25 % effort.
- Adds commitment from HSC IT community of 9 project team members at 10% effort each for duration of project.
- Provides expanded information regarding current IT goals, needs, projects and governance structures.
- Provides opportunity to develop and pilot a replicable model for ongoing IT assessment methodology and tools.

Issues:

Need to determine impact of and opportunities for collaboration with UF IT Reorganization efforts relating to IT assessment.

Anticipated start date: October 2006.

M. Boyle