

May 23, 2017

To: Faculty and staff

From: Jerry Scoby, on Behalf of the IT Governance Committee

Subject: Process to Request New or Replacement Systems or Software Applications

As many of you know, we created a new 2016 – 19 University Plan for IT during the period leading up to its approval in May 2016. This new Plan is for the three years ending in the summer of 2019. You can access this Plan electronically at:

<https://www.ferris.edu/HTMLS/administration/adminandfinance/UniversityPlanforIT2016.pdf>.

Given the University currently owns and has installed on its servers and University owned computers approximately 5,500 software packages, the University Plan for IT calls for the creation of a new IT Governance Committee. This group started in the summer of 2016 and its membership includes Kendall President Leslie Bellavance, Provost Paul Blake, Vice President Jeanine Ward-Roof, and myself. The charge of this Committee includes:

1. Review all requests for new applications or software at the University, and make decisions about whether to approve the requests.
2. Oversee the review of all current university owned applications or software, with the charge to reduce the number from the current numbers to a more manageable number.
3. Establish relative priorities for the timing of implementations of software purchases, version upgrades, and other projects.

To assist in the review process for each new request, a Project Request form was created and a copy is attached. In addition, an Input Form was created as part of this process, and is attached. Those of you familiar with the UCC process may recognize the Input Form as it is similar to the UCC input process. Please review these forms and familiarize yourself with them. We encourage you to have communications with your staff or colleagues about this new process.

Thank you for the input some of you provided on the draft forms sent out to some of you in late March. The following outline is provided to identify when this process will or will not apply.

1. This process applies to a request for any new software, including shareware. It also applies to these circumstances regardless of hosting location. See below for further clarification on this issue.
2. The process applies to system replacements. For example, if a department has been using scheduling software from vendor X, and wants to change to vendor Y, this process would apply.
3. This process does not apply to a version upgrade. For example, if a department has a system in place using 7.0, and wants to go to version 8.0, this process does not apply.
4. This process does not apply to adding a mobile app to an iPhone or similar device.

As an informational item, it will be important for departments to plan ahead as the Committee only meets once a month. The Committee will find ways to consider truly urgent requests should one arise between regular meetings.

This new process will go into effect June 15 and the current thinking is that this process will be in place for at least the next two to three years to allow us to reduce the overall number of outdated and redundant applications in place on our servers and University owned computers. It is very important to the Committee to make sure colleges and units have the software needed to do a great job of educating our students and providing the services needed to the campus. At the same time, we know that by reducing the number of software packages in place our IT staff can better serve the campus by removing older or outdated applications and consolidating some functionality through the elimination of duplicate systems. In addition, this will allow us to reduce the IT security risks by getting rid of older software packages no longer supported by vendors.

If you have any questions about this new process, please contact any of the IT Governance Committee members.