

Principles for Common System Projects

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Manage common systems centrally

- The President and Chancellors will approve strategy and budget
- The UW System Senior Vice President for Administration will:
 - Review recommended allocations provided by Common Systems Review Group (CSRG)
 - Present CSRG recommended budget allocations to the President and Chancellors
- The Common System Review Group will:
 - Review and set priorities between projects and systems
 - Establish direction
 - Recommend budget allocations to the President and Chancellors in consultation with UW Senior Vice President for Administration
- The executive committee for each common system will:
 - Provide oversight to the Steering Committee
 - Review and approve any changes to project cost or schedule
 - Recommend budgets to the Common Systems Review Group
- The steering committee for each common system will:
 - Guide implementations
 - Review and approve solutions to gaps including customizations when necessary
 - Report to an executive committee
- An external review or audit team will:
 - Review the implementation progress on a regular basis
 - Provide an “outside” perspective in the implementation project
 - Report on potential problem areas
 - Monitor previously identified problems to insure they are being resolved in a timely manner

Adhere to a common technical architecture

- Use industry standards and best business practices for implementation
- Keep the technical architecture current
- Leverage current technologies
- Use a common set of middleware tools, optimized for use by all common systems
- Ensure integration between major enterprise systems (i.e. HRS, SFS, Budget, Student Systems) through portfolio management

Minimize customizations

- Review and modify business practices to take full advantage of technology before launching an implementation project
- Customizations will be kept to a minimum to ensure future updates are easier and less expensive
- Business process change and application of best business practices will be explored before customizations are entertained
- All customization requests will be submitted to the steering committee
- Purchase add-ons or develop them internally only after exploring vendor roadmaps and leveraging available mechanisms for product enhancements
- Eliminate shadow systems that produce the same functionality already in place

Address life-cycle

- Capitalize and depreciate both acquisition and implementation costs
- Provide adequate staff and financial resources throughout the implementation and ongoing business operation
- Develop a plan for on-going business operation as part of project implementation plan
- Regularly upgrade to current versions of vendor-supported software
- Ensure optimal use of new and existing features to improve processes and eliminate customizations
- Ensure continuing vendor support