Principles for Common System Projects
Updated 11/19/2009

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