

Technology Governance Steering Committee Charter

Committee Description & Purpose

The Technology Governance process at the Georgia Institute of Technology exists to provide the mechanism by which enterprise technology investments, programs and policies are vetted, approved, prioritized and monitored throughout the lifecycle. The purpose of the Technology Governance Steering Committee (TGSC) is to oversee Technology Governance for the Institute. To support and enable the TGSC to fulfill its mission a limited number of Functional Committees will be implemented (chartered separately) to provide expert advice and counsel to the TGSC.

Guiding Principles for Technology Governance

The Georgia Institute of Technology adheres to the following technology governance guiding principles:

- *Strategic Alignment*: Advise and coordinate the enterprise IT portfolio and policy with institutional priorities.
- *Learning Impact*: Measure the impact of the portfolio on scholarship & research.
- *Transparency*: Decisions and actions made with full transparency, and clearly communicated to the Institute as a whole.
- *Value Delivery*: Continuously assess the value proposition of the portfolio.
- *Resource Impact*: Consider the impact on institutional resources: human, financial, space, equipment, etc.
- *Risk Management*: Consider & account for risks as related to strategic initiatives.
- *Performance Measures*: Review & advise on portfolio performance against strategic priorities of the Institute.
- *Innovation*: Identify, assess, and advise on innovation opportunities across enterprise IT

Responsibilities of the Committee

The Steering Committee is comprised of Senior leaders from the Institute with an understanding of the Institute's strategic goals and direction. This group will focus on the following responsibilities to fulfill its mission of technology governance oversight:

Project/Program review: The TGSC will review and approve program, project, initiative, and investment proposals or make recommendations to the ELT regarding approval of items that are beyond the approval authority of the Steering Committee. Decisions will be based on advice from Functional Governance Committees, the knowledge and experiences of the Steering Committee members and other perspectives as appropriate.

Portfolio Management: The TGSC will employ portfolio management processes to prioritize approved items into an Enterprise Technology Portfolio and manage the portfolio to optimize the Institute's technology investments.

Appropriations: The Steering Committee will have delegated authority to approve programs, projects and initiatives up to a dollar amount defined by the Executive Leadership Team, and all approvals by the TGSC under that authority will be reviewed and ratified by the ELT. Beginning in FY18, the ELT will consider establishing a budgeted amount that the TGSC will have available to allocate to programs, projects and initiatives approved by the TGSC.

Policy Review: The TGSC will work with the CIO to develop, review, recommend, and/or approve appropriate technology related policies.

Functional Committees: The TGSC will appoint chairpersons for each of the Functional Committees, and will work with those chairpersons to ensure the Functional Committees are staffed appropriately to fulfill their duties. The TGSC will approve functional committee charters and membership rosters.

Responsibilities of Committee Members

Committee members should review materials provided prior to a meeting, and conduct any additional inquiry or research so they can come to the meeting prepared to discuss topics from an informed position. Committee members are not expected to be Subject Matter Experts in all areas, but should approach their deliberations and decision making activities with the Institute's strategic goals and long term directions in mind.

Committee members are expected to attend each of the quarterly meetings as well as additional meetings if at all possible. If a member is unable to attend a meeting, instead of sending a delegate in their place they should work with the Chair or the Chair's designee to review the content of the meeting and provide their input to any decisions made during the meeting.

A representative from Georgia Tech Strategic Consulting will serve on the Committee to facilitate the Committee's activities, help drive decisions, provide thought leadership regarding governance, and coordinate with the Committee Chair to facilitate the functions and operations of the Committee as well as the functional committees and any sub-committees.

Committee Decision Making Authority

By ratification of this Charter the ELT is providing the TGSC with the following decision making authority:

- Approve/deny technology programs, projects and initiatives with budgets of less than \$500,000 (All Steering Committee decisions will be reported to the ELT for ratification).

- Beginning with the FY18 budget year the TGSC will request an annual budget allocation that the Steering Committee can utilize to fund programs, projects and initiatives it approves.

Committee Membership

Committee membership will consist of the following:

CIO (Committee Chair)
Academic/Learning Strategy Representative (Appointed by Provost)
Auxiliary Services Strategy Representative (Appointed by EVP A&F)
Business Strategy Representative (Appointed by EVP A&F)
Online & Special Programs Strategy Representative (Appointed by Provost)
Research Strategy Representative (Appointed by EVP Research)
Student Systems Strategy Representative (Appointed by Provost)
Chairpersons of each of the functional committees
Director IT Governance and Planning
Strategic Consulting Representative (non-voting)

With the exception of the CIO, the Director IT Governance and Planning, and the Strategic Consulting Representative, members will be appointed by the ELT as noted above and will serve for two year terms beginning January 2017. To avoid having all terms be coterminous, the initial appointments for Business Strategy and Student Systems Strategy will be for a single year beginning January 2017. Subsequent appointments to those positions will be for two year terms. The CIO, Director IT Governance and Planning and the Strategic Consulting Representative shall be permanent members of the TGSC.

Meetings

The Committee will meet at least quarterly with additional meetings called as needed at the discretion of the Committee Chair. Quarterly meetings will be scheduled at least 1 month in advance. Additional meetings will be scheduled with as much advance notice as possible, with the goal being to provide sufficient notice to the Committee members to facilitate their attendance.

Communications

Following each meeting of the Steering Committee, a report detailing any decisions made will be forwarded to the ELT for ratification and will be posted on the Technology Governance website.

Periodic Review

This charter, any additional governing documents, and the make-up of the Steering Committee will be reviewed at least annually to determine if any changes are needed to any aspects of the Committee's structure, membership or operating procedures.

Approved by EVP A&F: Approved via email Date: _____
Steve Swant

Approved by Provost: Approved electronically Date: _____
Rafael Bras

Approved by EVP Research: Approved electronically Date: _____
Steve Cross

Approved by CIO: Approved electronically Date: _____
Mark Hoeting