Overview of the SIS Strategy and Prioritization Committee

Vision

Provide robust and flexible administrative support with exceptional service to faculty, staff, and students, and ensure student data and information are available and accurate to effectively operate the institution.

Mission

Effectively prioritize Student Information System related projects.

Objectives

- Make decisions from a strategic, forward-thinking, university perspective.
- Promote cross-unit dialog and collaboration.
- Move away from highly customized solutions and reduce the overall complexity associated with the SIS environment.
- Support projects that align with the MSU’s Bolder by Design strategic framework.

Meetings

The committee will meet monthly, or as needed, to accomplish the following:

- Review the IT Services project prioritization list
- Review and discuss new project proposals
- Provide updates, by unit, regarding break/fix and routine requests (i.e. those that do not require review or approval by the committee)
- Discuss upcoming and/or potential projects (6 months – 2 years out)

Additional topics of discussion will include:

- Best practices for hiring, training, and retaining technological staff
- Review and update the business case document for a new SIS
- Plan for annual budget requests

Procedure for Prioritization Requests

The SIS Project Prioritization Form must be completed to assist with the prioritization of medium and large information technology projects. The Form will be routed as follows:

1. Business unit initiates the project proposal form and sends to the Office of the Registrar (RO).
2. The RO conducts the initial review of the form to verify completeness.
3. RO sends form to IT Services to complete the labor estimates; IT Services sends the form back to the RO.
4. RO sends request to Committee. Committee members bring their scorecard to the next meeting.
5. The proposal is discussed at the meeting; guests are invited, as appropriate, to answer committee’s questions.
6. Committee members send completed scorecards to the RO to be consolidated and maintained.
7. Committee members are notified of final score; IT Services updates its master project prioritization list.