IT Governance Committee
Terms of Reference: Version 1.2

Terms of reference for the IT Governance Committee (ITGC),
University of Ottawa, Faculty of Medicine

The creation of the ITGC was endorsed by the Cross Functional Team
on September 18, 2013

Document prepared by:
Jean-Francois Dion
Senior Manager, Information Management Services

January 2016
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M E D T E C H

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Document Control

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History

The IT Governance Committee (ITGC) of its name, used to be known as the Change Control Committee (CCC) since September 18th, 2013. The name was changed to IT Governance Committee (ITGC) on December 2nd, 2015 when the new direction of this committee was presented to the members of the Cross Functional Team at the Education Integration Committee meeting.

Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Summary of Changes</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>September 24, 2013</td>
<td>Authored First Draft of the terms of reference</td>
<td>Jim Cassidy Application Manager</td>
</tr>
<tr>
<td>1.1</td>
<td>September 24, 2013</td>
<td>Made changes as per meeting with the Managing IT working group.</td>
<td>Jim Cassidy Application Manager</td>
</tr>
<tr>
<td>1.2</td>
<td>January 12, 2016</td>
<td>Changed Terms of Reference to reflect new ITGC Structure</td>
<td>Jean-François Dion Medtech Senior Manager</td>
</tr>
</tbody>
</table>

Document Review and Approval

| Faculty Body, or Team Member                  | Role                                                           | Date               |
|-----------------------------------------------|                                                               |                    |
| Cross Functional Team                         | Change Control Committee agreed and sign-off the Terms of Reference. | September 18, 2013 |
| Education Integration Committee              | The EIC and CFT members agreed to change the name of the CCC to the ITGC. | December 2, 2015   |
| IT Governance Committee                       | The IT Governance Committee agreed and sign-off the new and revised Terms of Reference. |                     |
**Glossary**
The following table contains terms and definitions related to approval process and the IT Governance Committee.

<table>
<thead>
<tr>
<th>Term or Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA</td>
<td>Business Analyst</td>
</tr>
<tr>
<td>CFT</td>
<td>Cross Functional Team</td>
</tr>
<tr>
<td>CCC</td>
<td>Change Control Committee</td>
</tr>
<tr>
<td>EIC</td>
<td>Education Integration Committee</td>
</tr>
<tr>
<td>FOM</td>
<td>Faculty of Medicine</td>
</tr>
<tr>
<td>IM</td>
<td>Information Management</td>
</tr>
<tr>
<td>IT</td>
<td>Information Technology</td>
</tr>
<tr>
<td>ITGC</td>
<td>Information Technology Governance Committee</td>
</tr>
<tr>
<td>Medtech</td>
<td>Technology and Information Management Services</td>
</tr>
<tr>
<td>PM</td>
<td>Project Manager</td>
</tr>
<tr>
<td>PMO</td>
<td>Project Management Office</td>
</tr>
</tbody>
</table>

**Distribution List**

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members of The CFT All Vice Deans</td>
<td>Voting members of the ITGC. Approvers of the ITGC terms of reference. Authorizing body of the ITGC, the IT Resource and Prioritization policy and the projects approval process.</td>
</tr>
<tr>
<td>Members of the ITGC (See ITGC Membership List for the complete list of members)</td>
<td>Voting members of the committee who aren't part of the CFT. Members who have been appointed by their Vice Deans, to review project requests and participate in approving and scheduling the work of the Medtech team.</td>
</tr>
<tr>
<td>Jean-Francois Dion Senior Manager</td>
<td>Participates directly in the proceedings of the ITGC committee. Senior manager accountable for the Medtech team members who oversee the ITGC. Voting member who represents the IT/IM Services of the faculty.</td>
</tr>
<tr>
<td>Vacant PMO Manager</td>
<td>Chair of the ITGC and Manager of the PMO team. Participates directly in the proceedings of the ITGC. Manager responsible of coordinating ITGC operations and enforcing policies and processes of the ITGC. Provides guidance and information on presented projects.</td>
</tr>
<tr>
<td>--------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Jim Cassidy</td>
<td>Application Manager who oversees the various projects of the Medtech development team. Provides guidance and information on presented projects. Participates directly in the proceedings of the committee.</td>
</tr>
<tr>
<td>Jean Ray Arseneau</td>
<td>Manager of the Medtech IT Support, Infrastructure / Access and eLearning portfolios. Oversees the projects of their various portfolios. Provides guidance and information on presented projects. Participates directly in the proceedings of the committee.</td>
</tr>
<tr>
<td>Employees of the faculty, by invitation.</td>
<td>Members of the faculty who are invited to present the background and rational of a specific IT/IM Project to the ITGC. Provides information on the requested projects to the voting members.</td>
</tr>
</tbody>
</table>
Terms of Reference

Official Name

Faculty of Medicine Information Technology Governance Committee

Alias: IT Governance Committee or ITGC

Mandate

The committee represents the interests of all services and departments associated with the various CFT members of the FOM and is also deemed to represent the overall interests of the FOM. Each CFT member and Vice Dean will have the privilege of attending any meeting of the committee, or of sending a delegate.

The ITGC mandate is to review and prioritize all IT/IM projects that are requested by the various stakeholders of the FOM to the department of Medtech. These projects will be those who have already been authorized by the appropriate Vice Dean and require scheduling and prioritization through the process of the ITGC. The ITGC will go through the list of requested projects and select the projects that will be undertaken on a quarterly basis.

Each meeting will be presented with a budget of available working days, and each project will be expressed in terms of its benefits and the cost in person days to be completed. Each projects approval will reduce the number of available days and the prioritization and scheduling of work will terminate when all of the projects have been considered or when the budget of available working days has been exhausted.

Each project / initiative will be presented with an estimated level of effort in days based on the information gathered prior to the ITGC. Following approval at the ITGC, a more detailed analysis and gathering requirements phase will occur that may result in a change in this level of effort. Should any change to this level of effort impact the timeline of any approved projects, the identified stakeholders will be notified by the Project Management Office.

Available working days are those that do not include ongoing work, meetings, internal and external projects, vacations, scheduled maintenance, training and team events. Holidays and further events or tasks could also impact the amount of working days available for the undertake of projects.

Scope

The mandate of the ITGC extends only to IT/IM projects under the purview of the department of Medtech, and it covers only those projects that have been pre-approved by a member of the CFT (or an associated Vice Dean).
Frequency of Meeting and Manner of Call

The committee will meet on a quarterly basis (every three months). The Medtech PMO Manager will convene each meeting, book the room and prepare the agenda and all required documents for the successful conduct of these meetings. A schedule (date, hour and location) of the quarterly meetings will be provided to ITGC members at the beginning of each year.

Members will be notified at least a week ahead of time of any changes of venue, location or time. In time, an agenda for the meeting, a list of the projects being brought forward with their related documents will be posted on a website or on the document management system selected for the committee, two weeks prior to a ITGC meeting.

Vice Deans and/or their delegates must be present to propose their project requests to the committee. The consequences of not having a representative at the ITGC meeting for a project will be the postponement of the project application. No vote, prioritization or scheduling will occur and the affected project(s) will automatically be deferred to the next quarterly ITGC meeting.

Chair

The Medtech PMO Manager will act as chair as a non-voting member of the ITGC, except in the case of a tie vote.

Quorum

It is recognized that some of the Vice Deans have more a direct interest in the proceedings of the committee than others. Some of the Vice Deans have delegated a representative from their department to represent them at the ITGC. A quorum of at least four voting members (from the ITGC members list) will be required to conduct any committee business. If more then one Medtech member is present to the meeting, only the highest ranking Medtech member will be counted.

Voting Members/Composition

Portfolios

The following portfolios at the FOM are given the right to vote during the ITGC voting process:

- Undergraduate Medical Education
- Postgraduate Medical Education
- Continuing Professional Development
- Francophone Affairs
- Faculty Administration
- Graduate Studies
• Research
• Professional Affairs
• Medtech
• Health and Hospital Services

The committee shall be composed of Vice Deans, FOM Executives or representatives of each portfolios and the following Medtech members: PMO Manager (Chair), Application Manager and Manager IT Support Services. The ITGC members can be found in the Appendix A: IT Governance Committee Members List.

Non-voting attendees can be invited at any time at the pleasure of any Vice Dean or Executive to share and present specifics about a project related to their portfolio. The Medtech Senior Manager can also invite guests when needed.

Voting Mechanism

Voting will occur for each new project or initiative presented at the ITGC. Voting will be done by a show of hands indicating support for the specific project or initiative. A non-raised hand will indicate the voting member does not support the project or initiative. There will be no vote abstentions. In the event of a tie, the chair of the ITGC will cast their vote.

The highest ranking member of each portfolio present at the ITGC will have the right to cast their vote during the voting process. The senior member may, at the time of the vote, choose to delegate their vote to another member of the same portfolio. Only one (1) vote may be cast by each portfolio. In the event of two or more members of the same portfolio hold the same rank, these members must cast one (1) unanimous vote.

Term of Membership

Membership is not limited by time. The committee exists at the pleasure of the CFT, and members sit at the pleasure of each Vice Dean, FOM Executive and the Senior Manager of Medtech.

Formation Details

This committee was struck to ensure that project requests are made in keeping with available IT/IM resources and in a budget of available working days. The priorities of the FOM and each portfolio will guide the decisions that are made by the committee, ensuring that IT/IM resources are used in the most productive and efficiently way.

The committee will also inform the FOM of the progress that is being made on deliverables and projects.
Reporting

The decisions of the ITGC will be published using the most effective means available. At the outset, this will involve the use of email, the document management system and the Web site in which all IT/IM projects will be made available to all FOM members. Minutes for every ITGC meetings will created and decisions will also specified in this document.

Jurisdiction

The ITGC serves at the pleasure of the CFT, and has been authorized to review, prioritize and approve all IT/IM projects requested by the various stakeholders (portfolios) of FOM. Once approved, projects will be assigned to Medtech for management and undertaking. The assignment of individual resources for each project will be reserved to the Medtech management team.

These projects include efforts that are undertaken by Medtech, and covers all of the services that are part of their service catalogue.

Governance

Decisions will be made by a majority vote of attending members. In the case of a tie vote, the chair will cast the deciding votes.

Related policies / By-laws

The CCC was struck under the mandate that was given to the CFT by the Leadership team.

The name change of the CCC to ITGC was approved by the CFT members on December 2nd 2015.
Appendix A

ITGC Members List