Information Management & Technology (IMT)  
Steering Committee Charter

Executive Sponsor: Steven Brady

Steering Committee Membership:
- Terry Wagner (IMT) - Chair
- Joseph Smith, (Ed Com)
- Lynn Cleary, MD (COM)
- Elvira Szigeti, PhD (CON)
- Cristina Pope (Library)
- Joan O’Brien, (CHP)
- Terry Brown (Grad Studies)
- Sara Grethlein, MD (COM, GME)
- Nicole Morgante (Student Affairs)
- Julie White, PhD (Student Affairs)
- Steven Defazio (IMT)
- Grace VanNortwick (COM)
- Darryl Geddes (Marketing and Communications)
- Steven Taffet, PhD (COM)
- RJ Dollard (IMT)
- Eric Smith, (Office of Finance & Mgmt)
- Deb Stehle, (President’s Office - ad hoc)

Purpose
The IMT Steering Committee is a cross-functional executive group that sets overall parameters and provides high-level project guidance and prioritization to the IMT Implementation Teams.

Responsibilities include:
- Approve team purpose
- Approve team work plans to include
  - Approve and monitor
    - Timelines
    - Metrics
    - Major Deliverables
    - Priorities
    - Approve budget/resource requirements

The IMT Steering Committee will oversee the following groups:
- Electronic Communications Implementation Team
• Student/Admin Systems Implementation Team
• Instructional Technology Implementation Team
• Decision Support Implementation Team
• Research/Infrastructure Implementation Team

The IMT Steering Committee will be apprised periodically on a high level basis of the activities of the Information Systems Steering Committee which will act as the IMT Clinical Enterprise Implementation Team dealing with IT specific recommendations generated by the Clinical Enterprise Task Team.

It is expected that the Steering Committee will convene monthly initially and then quarterly thereafter.

**Team Work Plan**
Each Implementation Team will be responsible for completing a Team Work Plan and submitting it to their Steering Committee for approval. If any changes in the original Team Work Plan are required as work progresses, the plan should be revised and resubmitted to the Steering Committee for review and approval.

The Implementation Teams will be responsible to provide a quarterly status report to the Steering Committee, and provide quarterly plan updates via the web.

<table>
<thead>
<tr>
<th></th>
<th>Date Updated</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Purpose/Scope</td>
<td>__________</td>
<td>________</td>
</tr>
<tr>
<td>Work Plan</td>
<td>__________</td>
<td>________</td>
</tr>
<tr>
<td>Goals/objectives/timeline</td>
<td>__________</td>
<td>________</td>
</tr>
<tr>
<td>Metrics</td>
<td>__________</td>
<td>________</td>
</tr>
<tr>
<td>Key Stakeholders</td>
<td>__________</td>
<td>________</td>
</tr>
<tr>
<td>Resources for implementation</td>
<td>__________</td>
<td>________</td>
</tr>
<tr>
<td>Major Deliverables/timeline</td>
<td>__________</td>
<td>________</td>
</tr>
<tr>
<td>Communication Plan</td>
<td>__________</td>
<td>________</td>
</tr>
<tr>
<td>Budget Developed (if applicable)</td>
<td>__________</td>
<td>________</td>
</tr>
<tr>
<td>Status Reports - Quarterly</td>
<td>__________</td>
<td>________</td>
</tr>
</tbody>
</table>