

UC Davis UCPath Project Steering Committee Charter

Purpose of the Steering Committee

Primary Functions

The primary function of the Steering Committee is to take responsibility for the implementation, communication and rollout of the UCPath and service delivery project at UC Davis. The UC Davis UCPath Steering Committee will monitor and review the project status, as well as provide oversight of the project deliverables.

The Steering Committee members are strategic project champions and provide a positive influence so organizational concepts and directions are established and maintained with a visionary view. Members of the Steering Committee ensure business objectives are being adequately addressed and the project remains on track. In practice these responsibilities are carried out by performing the following functions:

- Monitoring and reviewing the project at regular Steering Committee meetings;
- Providing strategic perspectives regarding project deliverables, implications to current service delivery and strategies for migrating current practices to future systems;
- Controlling project scope as emergent issues force changes to be considered, ensuring that scope aligns with the agreed business requirements of project sponsor and key stakeholder groups;
- Resolving project conflicts and disputes, reconciling differences of opinion and approach;
- Formally accepting project deliverables.

Responsibilities

The responsibility of the Steering Committee, is, as follows:

- Serve and represent the interests of the campus at large on the UCPath system and shared service center implementation
- Review and comment on major policy, procedural and business process issues before they are implemented
- Review systems in development at major milestones
- Provide guidance to the team during the planning and development stages of the project regarding courses of action, contingency plans, and risk management
- Aid in the development of a communication strategy that fully engages the Davis campus in the UCPath initiative. This includes the review and local implementation of OP's communication plan, and facilitation of communication between the Office of the President and the Health System and campus. The Steering Committee is also responsible for guiding a local communication plan to address UC Davis specific needs and concerns.
- Involve end users in process and data decisions
- Review short-and-long term project goals and assist in setting project priorities
- Support employee transition from the current service delivery models (e.g. UC Davis shared service center, academic clusters and decentralized departments) to the future shared services model
- Support the design and delivery of training programs associated with the new technology and shared services center operation

Steering Committee

Membership

The Steering Committee consists of the following stakeholder members:

Name	Department	Role
Mike Allred	Accounting & Financial Services	Co-Chair
Brenda Rebman	Human Resources – Campus	Co-Chair
Sara Reed	Shared Services Center	Co-Chair
Liz Lippuner	Finance - UCDHS	Member
Steve Chilcott	Human Resources – UCDHS	Member
Irene Horgan-Thompson	Human Resources - Campus	Member
Binnie Singh	Academic Affairs – Campus	Member
Brent Seifert	Academic Affairs - UCDHS	Member
Ben Chin	ANR	Member
John Fox	ANR	Member
Penelope Herbert	College of Agriculture & Environmental Science	Member
Julie Fritz-Rubert	College of Agriculture & Environmental Science	Member
Susan Sainz	College of Biological Sciences	Member
Meshell Hays Louderman	Computer Science, ADMAN	Member
Steve Roth	Division of Social Sciences	Member
Morna Mellor	IET	Member
Ilvana Mesic	IET	Member
Delanda Buchanan	Office of Research	Member
Cherie Felsch	School of Veterinary Medicine	Member
Mary McNally	School of Veterinary Medicine	Member
Megan Villasenor	Shared Services Center	Member
Brad Tuana	University Extension	Member
Radhika Prabhu	Accounting & Financial Services Administrative IT	UCD UCPath Project Manager
Susan McCutcheon	Accounting & Financial Services Administrative IT	UCD UCPath Project Manager
Molly Greek	IT Applications – UCDHS	UCDHS UCPath IT Lead UCDHS Project Lead/Coordinator
Linda Durst	Accounting & Financial Services	UCD UCPath IT Lead & UCD UCPath Technical Workgroup Co-Chair
Cindy Jones	Payroll - Campus	UCD UCPath Functional Workgroup Co-Chair
Marion Randall	Human Resources - Campus	UCD UCPath Functional Workgroup Co-Chair

Reporting

The UCPath Steering Committee reports to the Co-Chairs: Associate Vice Chancellor – Finance/Controller, Director of Shared Services Center, and the Chief Human Resources Officer.

Role of a Steering Committee member

The Steering Committee will leverage the experience, expertise, and insight of key stakeholders representing a broad base of campus interests. Steering Committee members are not directly responsible for managing project activities, but provide support and guidance for those who do. Thus, individually, Steering Committee members should:

- Understand the strategic implications and outcomes of initiatives being pursued through project outputs;
- Appreciate the significance of the project for some or all major stakeholders and represent their interests; and
- Be genuinely interested in the initiative and be an advocate for broad support for the outcomes being pursued in the project.

In practice, this means the committee will:

- Review the status of the project;
- Help balance conflicting priorities and resources;
- Provide guidance to the project and users of the project's outputs;
- Consider ideas and issues raised;
- Foster positive communication regarding the project's progress and outcomes.

Meeting Schedule and Process

The Team will meet on a regular basis to address issues identified in this charge letter.

The steering committee co-chairs lead the Steering Committee and facilitate Steering Committee Meetings.